

तार का पता: "मिनीस्टील"
Telegraphic Address : "MINISTEEL"

Bv SPEED POST



सं० _____
No. 15014/6/2011-Ad(G)

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107

New Delhi-110107 21st April, 2011

To,

As per list enclosed.

Subject: Quotation of printing works etc. for the Ministry of Steel for the year 2011-2012.

Sir,

I am directed to invite the sealed quotations rates for the printing work for the Ministry of Steel during the year 2011-2012 subject to the following conditions:-

- (i) The rates including labour charges etc., if any, should be quoted according to the specifications given in the enclosed proforma. Quotations in the same order of the enclosed proforma (Annexure-I) will be accepted and if received otherwise, will be liable to rejection.
- (ii) The work will have to be undertaken even at short notice and completed immediately on receipt of written/verbal order. The representative of the firm will have to visit this Ministry as and when required for having the supply to be made at Udyog Bhawan, New Delhi free of cartage charges etc.
- (iii) The rates quoted should be clearly written in the relevant column against each item put in Annexure-I in ink or typed and in no case be over written, otherwise the quotations will not be taken into account.
- (iv) The samples of the printing works likely to be required may be seen with the Admn(G) Section in Room No.74, Udyog Bhawan, New Delhi on any working day.
- (v) The contract entered into can be terminated by this Ministry at any time without assigning any reasons. Therefore, in this connection the decision of this Ministry will be final and shall be binding upon the contractor.

(vi) The contract will ordinarily be valid for one year w.e.f. the date of awarding the Annual Rate Contract (ARC), which may be extended further or curtailed at the discretion of the Competent Authority of this Ministry. Therefore, in this connection also the decision of this Ministry will be final and shall be binding upon the contractor.

(vii) A signed copy of the AGREEMENT FOR ANNUAL RATE CONTRACT (ANNEXURE-II) should invariably be submitted alongwith the quotation. The aforesaid AGREEMENT would be effective from the date of awarding the ARC and untill the expiry of the awarded ARC. The quotations received without a signed copy of this agreement will summarily be rejected.

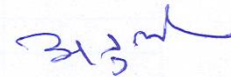
2. In case your firm is interested in undertaking the requisite job subject to the conditions mentioned above, send your quotation in the prescribed Performa (enclosed) in a sealed cover addressed to the undersigned, by name. Quotation may be dropped in the Tender Box placed outside the Reception Office of Ministry of Steel at Gate No.1, Udyog Bhawan **on or before 06.05.2011 by 3.30 P.M.** The sealed cover should be clearly superscribed 'QUOTATION FOR PRINTING WORK IN MINISTRY OF STEEL'. The sealed quotations shall be opened at 4.00 P.M. on **06.05.2011** itself in room No.74, Udyog Bhawan in presence of the authorized representative(s), who choose to be present.

3. The proforma (Annexures) may also be downloaded from the Ministry of Steel's website (<http://steel.nic.in>)

4. The quotations should invariably be accompanied by a Account Payee Demand Draft/ Banker's Cheque/Pay Order of ₹ 20,000/- payable to 'Pay & Accounts Officer, Ministry of Steel' as earnest money deposit (EMD). The quotations received without the requisite EMD and also the TIN/PAN and Service Tax Number of the firm will not be entertained.

5. The Competent Authority reserves the right to reject or select any quotation without assigning any reason.

Yours faithfully,



(Atul Kumar Singh)
Section Officer
Tel : 2306 2537

Encl. : As above.

ANNEXURE-I**LIST OF RINTING MATERIALS**
2011-2012

Sl. No.	Items	Size/Quality etc.	Thickness/ GSM	Rates ₹
(i)	(ii)	(iii)	(iv)	(v)
1	D.O. Letter Head of Ministers with embossed thick Golden Emblem and Screen Printing and also with logo in four colours (Imported D O Paper) (per thousand)	Big A-4	100	
			120	
			150	
			180	
		Medium	100	
			120	
			150	
			180	
		Small	100	
			120	
			150	
			180	
2	D.O. Letter Head of PS, Addl. PS, OSD, APS, and 1 st PA etc. to Ministers with logo in four colours (per thousand)	Big A-4	100	
			120	
			150	
		Medium	100	
			120	
			150	
		Small	100	
			120	
			150	
3	D.O. Letter Head of Secretary, Special Secretary, Additional Secretary and Financial Advisers etc. with logo in four colours (per thousand)	Big A-4	100	
			120	
			150	
		Medium	100	
			120	
			150	
4	D.O. Letter Head of Ministry with logo in four colours (per thousand)	Big A-4	80	
			100	
			120	
		Medium	80	
			100	
			120	

Contd. 2/

Sl. No.	Items	Size/Quality etc.	Thickness/ GSM	Rates ₹
(i)	(ii)	(iii)	(iv)	(v)
5	D.O. Envelope of Ministers with embossed thick Golden Emblem and Screen Printing and also with logo in four colour (per thousand)	A-4	100	
			120	
			150	
			180	
			200	
		SE-6	100	
			120	
			150	
			180	
			200	
		SE-5	100	
			120	
			150	
			180	
			200	
6	D.O. Envelope of Ministers with embossed thick Golden Emblem and Screen Printing and also with logo in four colours (Window type) (per thousand)	A-4	100	
			120	
			130	
			150	
			180	
		SE-6	100	
			120	
			130	
			150	
			180	
		SE-5	100	
			120	
			130	
			150	
			180	
7	D.O. Envelope of Ministry with logo in four colours (per thousand)	A-4	100	
			120	
		SE-6	100	
			120	
		SE-5	100	
			120	

Sl. No.	Items	Size/Quality etc.	Thickness/ GSM	Rates ₹
(i)	(ii)	(iii)	(iv)	(v)
8	Letter Head of Ministry with logo in four colours (per thousand)	Big A-4	80	
			100	
			120	
		Medium	80	
			100	
			120	
9	Printed Lok Sabha / Rajya Sabha file cover (per thousand)		300	
10	Hindi Appeal of Ministers with Photo and embossed Golden Emblem on glazy Art Paper (per hundred)		180	
			300	
			330	
			350	
			380	
			400	
11	Invitation Card (bilingual) (Thick Ivory sheets) (per hundred)		300	
			350	
12	Lok Sabha / Rajya Sabha slip (per thousand)	3x3	220	
13	Urgency grading slip (per thousand)	3x3	150	
			180	
			220	
			330	
			350	
			400	
14	Other slips (per thousand)		350	
15	Printed Slip Pad / Scribbling Pad with Ministers' or Ministry's address etc. (per pad of 100 sheets)	A-4	70	
			120	
		A-5	70	
			120	
16	Visiting Card (bilingual) with embossed thick Golden Emblem (Per hundred)	Screen	300	
			300	
17	Visiting Card (bilingual) (Per hundred)	Ordinary	300	
18	Poster (Black & White) Per hundred)	A-3	100	
19	Greeting Card (Single Paper) on thick Ivory sheet with printed envelopes made of 120 GSM Paper (per hundred)		250	
			300	
			400	

Contd...4/-/.

Sl. No.	Items	Size/Quality etc.	Thickness/ GSM	Rates ₹
(i)	(ii)	(iii)	(iv)	(v)
20	Greeting Card (Single Paper) on thick Art Paper with printed envelopes made of 120 GSM Paper (per hundred)		250 300	
21	Greeting Card with a pair of thick Glazy Art Paper (outer) and Normal Glazy Art Paper (inner) with printed envelopes made of 120 GSM Paper (per hundred)		250 300 400	
22	Pocket folder and envelop therewith made of 300 GSM Glazy Art Paper and 150 GSM respectively with Golden Printing(Per hundred)	FS	300 330 350 380 400 430 450	
23	Issue register for stationery and sanitary items etc. as designed by Ministry of Steel (150 leaves)	15" x 10½"	80	
24.	D.O. Envelope of Minister office with logo in four colours (per thousand)	A-4	100 120	
		SE-6	100 120	
		SE-5	100 120	
