

तारका पता: "मिनीस्टील"  
Telegraphic Address : "MINISTEEL"



सं० 15014/7/2009-Ad(G)

No. \_\_\_\_\_

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

**By SPEED POST**

नई दिल्ली-110107

New Delhi-110107, November, 2009

To,

As per list enclosed.

Subject : Quotation of printing works etc. for the Ministry of Steel for the year 2009-2010.

Sir,

I am directed to invite the sealed quotations rates for the printing work for the Ministry of Steel during the year 2009-2010 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 4.19.2009 by 11.00AM. The sealed cover should be clearly superscribed 'QUOTATION FOR PRINTING WORK IN MINISTRY OF STEEL'. The sealed quotations shall be opened at 11.30 A.M on 4.19.2009 itself in room No.74, Udyog Bhawan in presence of the authorized representative(s), who choose to be present.

3. The proformae (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 Rs. 10000/- 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,

  
(S.P. Tyagi)  
Section Officer  
Tel : 2306 2537

**APPROVED RATES (PRINTING MATERIALS)**  
**2009-20010**

Sl. No.	Items	Size/Quality etc.	Rates
(i)	(ii)	(iii)	(iv)
1	D.O. Letter Head of Ministers with embossed thick Golden Emblem and <b>Screen</b> Printing and also with logo in four colours (Imported D O Paper) (per thousand)	Big A-4	
		Medium	
		Small	
2	D.O. Letter Head of PS, Addl. PS, OSD, APS, and 1 <sup>st</sup> PA etc. to Ministers with logo in four colours (per thousand)	Big A-4	
		Medium	
		Small	
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	
		Medium	
4	D.O. Letter Head of Ministry with logo in four colours (per thousand)	Big A-4	
		Medium	



Sl. No.	Items	Size/Quality etc.	Approved Rates
(i)	(ii)	(iii)	(iv)
5	D.O. Envelope of Ministers with embossed thick Golden Emblem and <b>Screen</b> Printing and also with logo in four colour (per thousand)	A-4	
		SE-6	
		SE-5	
6	D.O. Envelope of Ministers with embossed thick Golden Emblem and <b>Screen</b> Printing and also with logo in four colours ( <b>Window type</b> ) (per thousand)	A-4	
		SE-6	
		SE-5	
7	D.O. Envelope of Ministry with logo in four colours (per thousand)	A-4	
		SE-6	
		SE-5	

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

Sl. No.	Items	Size/Quality etc.	Approved Rates
(i)	(ii)	(iii)	(iv)
20	Greeting Card (Single Paper) on thick Art Paper with printed envelopes made of 120 GSM Paper (per hundred)		
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)		
22	Pocket folder and envelop therewith made of 300 GSM Glazy Art Paper and 150 GSM respectively with Golden Printing(Per hundred)	F/S	
		Big A-4	
		Medium	
23	Issue register for stationery and sanitary items etc. as designed by Ministry of Steel (150 leaves)	15" x 10½"	
24.	D.O. Envelope of Minister office with logo in four colours (per thousand)	A-4	
		SE-6	
		SE-5	