

No. 15013(1)/2009-GA
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Heavy Industry
(G.A. Section)

Udyog Bhavan, New Delhi-110011
Dated the 27th August, 2009

To

Subject:- Annual contract for printing jobs in Department of Heavy Industry.

Sir,

I am directed to say that the Department of Heavy Industry invites sealed Quotations for printing jobs. The contract is proposed to be awarded for one year/three years based on economical aspect. The rates for contract for one year & three years may be quoted separately. Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid. The terms and conditions of contract will be as under:-

1. The contractor will be required to contract the General Administration Section of this Department every day to take orders for printing and supply of the printed material.
2. The contractor will ensure the quality of printing and the paper and timely supply thereof.
3. No Payment will be made if work assigned is not timely and satisfactorily completed.
4. All printing jobs will be carried out on the basis of only written orders from this Department from time to time.
5. The contractor will have to deposit Rs. 50,000/- in advance as security deposit in the form of a DD/FDR in favour of DDO, Department of Heavy Industry to be retained during the currency of the contract.

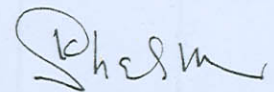
6. In case of violation of the above terms of the contract, the security Deposit would be forfeited.

Accordingly, you may, if interested, send your quotations for the printing items as per list enclosed. The tenders offers in sealed covers should be submitted to the undersigned latest by 3.00 PM on 07.09.2009 ^{along with} earnest money deposit of Rs. 25,000/- in the form of Demand Draft/FDR in the favour of DDO, Deptt. Of Heavy Industry. The tenders would be opened on same day at 4.00 P.M.

The undersigned reserves the right to reject any or all the quotations without assigning any reason therefore.

Your faithfully,

Encl: as above



(K.K.Sharma)

Under Secretary to the Govt. of India

Copy to : NIC for placing the above tender notice on Web site. of DHI as well as on the Government tender portal.

Sl. No.	Description	Rate	Rate for 5% year	Rate for 3 year
1	D.O. letter heads for Ministers on Khadi paper of 100 GSM with Golden Blue Emblem and ordinary printing for Ministers on Khadi paper of 100 GSM with Golden Emblem/ Blue Emblem and Screen Embossed Printing	A-3 A-4 (Per 1000) A-4 A-5 A-8 (per 1000)		
2	D.O. letter heads for Ministers on hand made paper of 100 GSM with Golden Emblem Blue Emblem and Screen Embossed Printing	A-4 A-5 A-8 (per 1000)		
3	D.O. letter heads of Sr. Officers, PS, APS to Ministers on Khadi Paper 100 GSM with Screen Embossed Printing	A-4 A-5 A-8 (per 1000)		
4	Window Envelops on white paper of 90 GSM with screen printing	SE-4 SE-5 SE-6 10X12" (per 1000)		
10	Plain D.O. Envelops on white good quality paper 90 GSM with screen printing	SE-4 SE-5 SE-6 10X12" (per 1000)		
11	Window Envelops on white khadi paper of 80 & 100 GSM with screen printing	SE-4 SE-5 SE-6 10X12" (per 1000)		
12	Departmental letter head on 90 GSM paper and screen printing	A-4 A-5 (per 1000)		
13	Departmental letter heads on white paper of 80 GSM and ordinary printing	A-4 A-5 (per 1000)		

LIST OF REQUIRED PRINTED ITEMS IN THE DEPARTMENT OF HEAVY
INDUSTRY

S.N O	Items of work	Size	Rates for one year	Rates for 3 year
1	D.O letter Heads for Ministers on Imported German DO paper of 120 GSM with Golden Emblem and Silk Screen Embossed Printing	A-4 A-5 A-8 (Per 1000)		
2	D.O letter heads for Ministers on indigenous paper of 120 GSM with Golden Emblem/ Blue Emblem and Silk Screen Printing	A-4 A-5 A8 (Per 1000)		
3	D.O . letter heads for Ministers on indigenous paper of 100 GSM	A-4 A-5 A-8 (Per 1000)		
4	D.O. letter heads for Ministers on Khadi paper of 100 GSM with Golden Emblem/Blue Emblem and ordinary printing	A-4 A-5 A-8 (per 1000)		
5	D.O letter heads for Ministers on Khadi paper of 100 GSM with Golden Emblem/ Blue Emblem and Screen Embossed Printing	A-4 A-5 A-8 (per 1000)		
6	D.O. letter heads for Ministers on hand made paper of 100 GSM with Golden Emblem /Blue Emblem and Screen Embossed Printing	A-4 A-5 A-8 (per 1000)		
7	D.O. letter heads of Sr. Officer, PS, APS to Ministers on Bond paper 100 GSM with screen Embossed Printing	A-4 A-5 A-8 (per 1000)		
8	D.O. letter heads of Sr. Officers, PS, APS to Ministers on Khadi Paper 100 GSM with Screen Embossed Printing	A-4 A-5 A-8 (per 1000)		
9	Window Envelops on white paper of 90 GSM with screen printing	SE-4 SE-5 SE-6 10X12" (per 1000)		
10	Plain D.O. Envelops on white good quality paper 90 GSM with screen printing	SE-4 SE-5 SE-6 10X12" (per 1000)		
11	Window Envelops on white khadi paper of 80 & 100 GSM with screen printing	SE-4 SE-5 SE-6 10X12" (per 1000)		
12	Department letter head on 90 GSM paper and screen printing	A-4 A-5 (per 1000)		
13	Departmental letter heads on white paper of 80 GSM and ordinary printing	A-4 A-5 (per 1000)		



14	Departmental D.O. letter heads on Bond Paper of 100 GSM and screen printing	A-4 A-5(per 1000)		
15	Departmental D.O. letter heads on of Bond paper 100 GSM and ordinary printing	A-4 A-5 (per 1000)		
16	Khaki envelopes with ordinary printing of 80 & 100 GSM	SE-4 SE-5 SE-6 SE-7A (Net) SE-8A (Net) (per 1000)		
17	Visiting card size sacs of Immediate, Most Immediate, for signature etc. on thick paper as per sample	(per 100)		
18	Slip pads on plain paper of 80 and 100 GSM with cover printed	9x8" 5.5x4.5" 3x2" (per pad)		
19	Slip pads spiral binding with cover and each top of the paper printing heaving paper of 80/100 GSM	9x8" 5.5x4.5" 3x2" (per pad)		
20	Printing plastic folder of good quality	Per pieces		
21	File cover with inner and outer printed	Per pieces		
22	Meeting slip pad (20 pages) with cover printing on 80 GSM paper	9"x8"		
23	Engagement slip for Ministers on 300 GSM Hand made Card			
24	Envelops on Hand made paper	SE-5 SE-6 10X12		



2. The contractor will ensure the quality of work and the paper and timely supply thereof.

3. No Payment will be made if work assigned is not timely and satisfactorily completed.

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