

15014(4)/2006-GA
Government of India
Department of Heavy Industry
G.A.Section

Udyog Bhavan, New Delhi
Dated 31.7.2006

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 contact 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 satisfactory 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 14.8.2006 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 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 therefor.

Yours faithfully,

Encl: As above

(S.P.DEY)
UNDER SECRETARY TO THE GOVT. OF INDIA
TELE: 2306 1727

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

LIST OF REQUIRED PRINTED ITEMS IN THE DEPARTMENT OF
HEAVY INDUSTRY

| S.No. | Item of Work | Size | Rates for one year | Rates for 3 years |
|-------|--|---------------------------------|--------------------|-------------------|
| 1. | D.O. letter Heads for Ministers on Imported German DO paper 100 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 good quality paper with Golden Emblem/Blue Emblem and Silk Screen Printing | A-4 A-5 A-8 (per 1000) | | |
| 3. | D,O, letter heads for Ministers on indigenous good quality paper with Golden Emblem/Blue Emblem and ordinary printing | A-4 A-5 A-8 (per 1000) | | |
| 4. | D.O. letter heads for Ministers on Khadi good quality paper 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 good quality paper 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 good quality paper 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 with screen Embossed Printing | A-4 A-5 A-8 | | |

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|-----|--|--|--|--|
| | | (per 1000) | | |
| 8. | D.O. letter heads of Sr. Officers, PS, APS to Ministers on Khadi Paper with Screen Embossed Printing | A-4 A-5 A-8 (per 1000) | | |
| 9. | Window Envelops on white good quality paper with screen printing | SE-4 SE-5 SE-6 10X12 (per 1000) | | |
| 10. | Plain DO Envelops on white good quality paper with screen printing | SE-4 SE-5 SE-6 10X12” (per 1000) | | |
| 11. | Window Envelops on white khadi good quality paper with screen printing | SE-4 SE-5 SE-6 10X12” (per 1000) | | |
| 12. | Departmental letter heads on 80 GSM paper and screen printing | A-4 A-5 (per 1000) | | |
| 13. | Departmental letter heads on white paper and ordinary printing | A-4 A-5 (per 1000) | | |
| 14. | Departmental D.O. letter heads on good quality Bond paper and screen printing | A-4 A-5 (per 1000) | | |
| 15. | Departmental D.O. letter heads on good quality Bond paper and ordinary printing | A-4 A-5 (per 1000) | | |
| 16. | Khaki envelops with ordinary printing | SE-4 SE-5 SE-6 SE-7A SE-8A | | |

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|-----|---|---------------------------------------|--|--|
| | | (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 of plain paper with cover printed | 9x8" 5.5x4.5" 3x2" (per pad) | | |
| 19. | Slip pads spiral binding with cover and each top of the paper printing | 9x8" 5.5x4.5" 3x2" (per Pad) | | |
| 20. | Printed Plastic Folder 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" | | |