

No.D-29013/1/2011-Gen-II
Government of India
Ministry of Social Justice & Empowerment

Shastri Bhawan, New Delhi
Dated: 21st December , 2011

To
(As per list enclosed)

Subject : Invitation of Quotation for printing of D.O. letters, Envelops, Visiting cards, Greeting cards etc.

Sir,

I am directed to invite quotations for printing works of this Ministry and request you to forward the rates of printing in the proforma at **Annexure I**. Samples of the above items may be seen/obtained from General Section, Room No.623A, 'A' Wing, 6th Floor, Shastri Bhawan, New Delhi-110011 before submitting the tender.

2. The sealed quotation superscribed as "**Quotation for printing DO letters etc.**" may be dropped latest by **3. 00 P.M. on or before 03-01-2012** in the tender box kept in the Facilitation Centre of the Ministry, on the Ground Floor, near Gate No.3., Shastri Bhawan, New Delhi. Quotations received after due date and time will not be accepted. The quotation will be opened at **4.00 PM, the same day in Room No.623-A, 'A' wing Shastri Bhawan**, You or your representative are at liberty to be present at the time of opening of tender.
3. The quotation may be sent along with the **demand draft of Rs. 5,000/-** in favour of DDO, M/o Social Justice and Empowerment, New Delhi as earnest money. The EMD of the unsuccessful bidders will be returned after finalization of the contract. The EMD of successful bidder would be returned after he/she/it furnishes the performance security of the prescribed amount.
4. The rates quoted should be valid for a period of one year from the date of awarding the contract. If the services rendered by you are not found satisfactory at any point of time during the period of the contract, the contract is liable to be cancelled without any notice. The samples of the paper to be used are also required to be furnished. The good quality thickest and whitest paper be used in D O letters and Envelope.
5. The firm must be registered with service tax department and must enclose the registration Certificate / **TIN**. The firm should also have the experience of 03 years in the field of printing work.
6. Disputes, if any, arising in the matter shall be settled by an arbitrator nominated by Additional Secretary or Secretary of the ministry. The contract shall be subject to Indian Laws and Jurisdiction of Delhi

Yours truly,

(Uttam Prakash)
Under Secretary to the Govt. of India

Annexure I

S No	Description of the items	Rates per pad of 100
1.	D.O. letter head A4 size (Single colour printing)	
2.	D.O letter head A4 size (With logo embossed in gold colour)	
3.	D.O. letter head A5 size (Single colour printing)	
4.	DO letter head A5 size (Emb (With emboss logo in gold colour)	
5.	D.O. letter head medium size (Single colour printing)	
6.	D O letter head medium size (Emb (With logo embossed in gold colour)	
7.	Envelopes – without window	
8.	Envelopes – window	
9.	Visiting Cards	
10.	Visitors Slips	
11.	Greeting Cards (With logo embossed in gold colour)	