

D- 29013/2/2009-Gen
Government of India
Ministry of Corporate Affairs

Shastri Bhawan, 5th floor,
Dr. R.P. Road, New Delhi.
Dated 03.12.2013

To Firms as per
Annexure-II

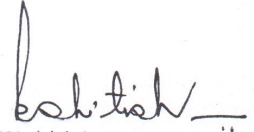
Subject: - Tenders for printing of D.O. Letter Heads/Spiral Binding and other miscellaneous related jobs of the Ministry of Corporate Affairs for a period of one year.

Ministry of Corporate Affairs invites sealed rates /quotations for printing of D.O. Letter Heads/Spiral Binding and other miscellaneous/ related jobs as mentioned in the Annexure . The work contract will be governed by the following conditions:-

- i. The rates quoted in response to this quotation will remain in force for three months from the date of tender.
- ii. The material and printing should be of very good and standard quality.
- iii. The rates should be quoted according to the specifications given in the attached list . All the columns of Annexure should be duly filled in. The sales Tax etc. if any, should be mentioned clearly.
- iv. One representative of the firm will have to visit the Ministry 2 days a week (alternative day) to enquire about the demand or making delivery. Telephone/Mobile number of the firm should be indicated for urgent communication.
- v. In case of short /late supply or non – compliance of any order to this Ministry or in the event of unsatisfactory performance, the contract will be terminated at any time without assigning any reason.
- vi. Office of the firm should be located within radius of 3-7 Kms from Shastri Bhawan.
- vii. An amount of 50, 000/- (Rupees Fifty thousand Only) should be deposited along with bid as (Earnest Money Deposit) in the form of Account Payee DD/Banker's Cheque/ Pay Order drawn in favour of Pay AND ACCOUNTS OFFICER, MINISTRY OF CORPORATE AFFAIRS, NEW DELHI. The EMD of unsuccessful bidder will be returned to them after the award of the contract. No interest shall be payable on this account.
- viii. The successful tenderer will have to deposit a security –cum performance guarantee of Rs. 2,00,000/-/- (Rs. Two Lakhs only) in the form of Bank Draft/Pay Order/ Banker's Cheque or Bank guarantee from any nationalized Bank duly pledged in the name of the "PAY and ACCOUNTS OFFICER, MINISTRY OF COPRPORATE AFFAIRS , NEW DELHI." THE SECURITY MONEY IS RETURNABLE ON SUCCESSFUL COMPLETION OF THE CONTRACT PERIOD. The security amount will be forfeited in case the services of the contractor are unsatisfactory or in case of violation of the terms and conditions of the contract.

Contd...2/-

- ix. This Ministry will not be bound to accept the lowest rates, and order may be placed with any other firm considered suitable for the work. The decision of the Ministry, in all also matters related to contract, will be final in this regard
2. The quotation should reach by name to the undersigned in sealed cover marked "Tender for printing" and should be dropped in the Tender Box placed at the Facilitation Centre, Ministry of Corporate Affairs up to 24.12.2013 before 3.00 PM.
3. The Tender will be opened on the same day at 4.00 PM in the Room No 525, A-Wing, Shastri Bhawan, New Delhi. Representative of the firm, if it. If so desires may remain present at the time of opening of the tenders.



(Kshitish Kumar)

Under secretary to the Govt. of India

Copy to :-

1. DD(SS) e Governance, MCA request to place this notice on the web site of the Ministry.

Annexure-I

Name of the Firm:-

Contract No of the firm:-

TIN/VAT Registration Number
(Copy of the above should be enclosed)

S. No	Name of the printed material with Sizes	Specification	Rates (Per Thousand/ Per Hundred and Each Items)
1.	DO letter Heads (On hand made paper) A-4	100 GSM	
2.	DO letter Heads (On hand made paper) A-5	100 GSM	
3.	DO letter Heads (On hand made paper) A-6	120 GSM	
4.	DO letter Heads (Ordinary) A-4 Size	120 GSM	
5.	DO letter Heads (Ordinary) A-5 Size	120 GSM	
6.	DO letter Heads (Ordinary) A-6 Size	120 GSM	
7.	White Envelope (File Size) No. 8	120 GSM	
8.	White Envelopes A-4	120 GSM	
9.	Printed White Envelope (Window) No.6	11x15, 90 GSM	
10.	Printed White Envelope No.6	11x5,90 GSM	
11.	Plain White Envelope No.5	9x4,90 GSM	
12.	Visitors Slips		
13.	Slip Pad	80 GSM	
14.	Continue sheet for DO letter A-4 Size	120 GSM	
15.	Continue Sheet for DO letter A-5 Size	120 GSM	
16.	Printed Plastic Folders (with Officer Name) A-4 Size		
17.	With Best compliment Slips	80 GSM	
18.	Engagement Slips	80 GSM	
19.	Most Immediate Slips	Card Board	
20.	Priority Slips	Card Board	
21.	Secret Slips	Card Board	
22.	Lok Sabha Slips	80 GSM	
23.	Rajya Sabha Slips	80 GSM	
24.	Flags A,B,C,D,E,F,G,X,FR,PUC	Card Board	
25.	Letter Head A-4 Size	100 GSM	
26.	Letter Head A-5 Size	100 GSM	
27.	Card Board A-4 Size	300 GSM	

28.	Card Board A-5 Size	300 GSM	
29.	Printed File Cover	Legal size 80 GSM	
30.	Note Sheet Pad	210 GSM	
31.	Visiting Cards	120 GSM	
32.	Invitation Card 7"X5"	300 GSM	
33.	Invitation Card both Side Printing with Envelops	300 GSM	
34.	Envelope Large Size Brown with Cloth	120 GSM	
35.	White Envelope Large size	120 GSM	
36.	Hindi Banner		
37.	DO Folders with Envelope A-4 Size	300 GSM Imparted Paper	
38.	DO Folders with Envelope A-5 Size	-do-	
39.	DO Folders with Envelope A-8 Size	-do-	
40.	File Cover Special Lok Sabha		
41.	File Cover Special Rajya Sabha		
42.	Spiral Slip Pad	80 GSM	
43.	Slip Pad Wiro	80 GSM	
44.	Slip Pad Cover Raxine		
45.	Envelope on Handmade paper SE-6	120 GSM DO Paper	
46.	Hindi Sandesh A -4 Size	-do-	
47.	Hindi Sandesh A -5 Size		
48.	Printed Hindi Certificate A-4 Size	300 GSM	
49.	Printed Hindi Certificate A -5 Size	300 GSM	
50	<u>Binding Work,</u> 1 Reports/Pub. With ord binding 2. Reports Pub. With Spiral Binding 3. Binding of Books PBRs Haalf cloth binding Half Leather binding		
51	<u>Slip Books</u> 1 50 Sheets (with paper & Printing bond paper		