

No.10(4)/2007-E&T
Government of India
Ministry of Micro, Small and Medium Enterprise
Office of the Development Commissioner
(MSME)
Nirman Bhavan, New Delhi

Dated:16.06.2008

Subject: Invitation of Quotations for Printing Work latest by 25th June 2008.

Dear Sir,

This office proposes to offer printing job work in connection with 3 schemes of National Award 2007. In that following types of work will have to be undertaken for which your quotations are invited.

- i) **Letter:** of three types, 2000 each, 2 pages in the size of 8.5"x11" on 90 Gsm JK Maplitho Paper(of three different colours)/printing single colour.
 - Cost of typesetting, processing & proof reading
 - Cost of paper (per leaf) & binding
- ii) **Letter Heads:** on 100 Gsm Bond paper with Head Screen printed in single colour
 - Cost of typesetting, processing
 - Screen printing
 - Cost of Bond paper (per leaf) and pad making pads of 100 letterheads
- iii) **Scheme :** 4 pages, 3 types 2000 each, size 8.5" x 11" on 90 Gsm Maplitho Paper(of three different colours)
 - Cost of typesetting, processing & proof reading
 - Platemaking charges
 - Printing for first 1000 copies and next copies
 - Cost of 90 Gsm Maplitho paper (per leaf)
 - Binding charges
- iv) **Criteria :** 4 pages, 6 types, number of copies varying from 200 to1000 in size in the size of 8.5" x 11" on 90 Gsm J.K. Maplitho paper (in three different colours)
 - Cost of typesetting, processing & Proof reading
 - Platemaking charges
 - Printing for first 1000 copies
 - Additional Printing charges for next 1000 copies
 - Cost of 90 Gsm J.K.Maplitho paper (per leaf)
- v) **Application Form :** 12 pages, 3 types, forms in the size of 8.5" x 11" on 90 Gsm J.K. Maplitho Paper (of three different colours)
 - Cost of typesetting, processing & Proof reading

- Platemaking charges
 - Printing for first 1000 copies
 - Additional Printing charges for next 1000 copies
 - Cost of 90 Gsm J.K.Maplitho paper
 - Binding folding & center stitching
- vi) **Brochure** : Approx. 150 pages, 1600 copies in the size 8.5” x 6.5” on 80 Gsm Maplitho paper
- Cost of typesetting, processing & Proof reading
 - Platemaking charges
 - Printing for first 1000 copies
 - Additional Printing charges for next 1000 copies
 - Cost of 80 Gsm J.K. Maplitho paper for text (per leaf)
 - Cost of 250 Gsm Indian Art Card for Cover
5 colours Plate making, 5 colour printing
of cover (in special colour) and lamination of title page and back page
- vii) **Certificate** : Bilingual in the size 11” x 14” on 400 Gsm Ivory Card, Silk Screen Printing
- Cost of Designing & Processing
 - Silk Screen printing
 - Cost of 400 Gsm Ivory Card (per certificate)

The items (i) to (v) above are for Award year 2007 and item (vi) & (vii) are for the Award Year 2008.

- Binding charges must be quoted for set of application form.
- Spiral binding for brochures should be at the rate of per brochure.
- Except for the title page of the brochure all other matter and photographs in it will be printed in single colour.
- For letterheads only pad making and screen-printing will be applicable and should be quoted accordingly.
- In case of certificates designing will be applicable only for the type of certificates and screen-printing and cost ivory sheet will be for each certificate.
- Rates may be quoted inclusive of all applicable taxes.
- Without any legal obligations, the decision of Tender Committee will be final.
- The firm should have experience of similar activities for at least 3 years.
- It is requested to send quotations in a sealed cover **latest by 25th June 2008.**

Yours sincerely,

(R.P.Singh)
Asstt Director(E & T)