

No. D-15014/2/2007-08/GA
Government of India
Office of the Development Commissioner
(Small Scale Industries)
7th Floor, Nirman Bhawan Maulana Azad Road
New Delhi-110011

Dated: 12 May, 2007

To

Subject: Tender for Printing/Binding/Stitching work.

Sir,

I am directed to say that this office intends to call sealed tender (strictly as per enclosed Performa) for printing, binding, photocopying of letter heads/visiting cards/reports etc. Separate rates along with samples for printing of (a) Visiting Cards (b) DO Letter Heads (c) Letter Heads and (d) Reports (e) File covers may be furnished up to **03:00 PM** on **26/06/07** to the Deputy Director(GA), Office of DC(SSl), A-Wing, 7th Floor, Nirman Bhawan, Maulana Azad Road, New Delhi-110011 in sealed cover with earnest money of Rs. 1500/- in favour of "Accounts Office(DDO), office of DC(SSl), Nirman Bhawan, New Delhi". The sealed envelop containing tender should subscribe "TENDER FOR PRINTING/BINDING/STITCHING WORK---LAST DATE 26/06/07". The tender may also be dropped in the "Tender Box" which is available at **Information Facilitation Center**, Ground Floor, Near Gate No. 5, Nirman Bhawan. The quotations will be opened at **03:30 PM** in Room No. 719, A Wing, Nirman Bhawan on the same day. The DC(SSl) reserves the right to reject any or all the quotations without assigning any reason. The tenderers or their representative, if desire, may be present during opening of tenders. The rates should be valid for one year, which may be curtailed/extended at the discretion of AS&DC(SSl). The successful tenderer has to submit security deposit of Rs. 6000/- in the form of Bank Draft/Fixed Deposit issued by any Nationalized Bank in favour of Account Office(DDO), Office of DC(SSl), Nirman Bhawan, New Delhi.

Yours faithfully,

Encl: As above

Sd/-
(Mahinder Singh)
Deputy Director(GA)

RATES FOR PRINTING/BINDING/STITCHING

S.No.	Name of Work	100 Nos.	200 Nos.	500 Nos.
1.	Printed visiting cards (Plastic paper), One side printing			
2.	Printed visiting cards (Plastic paper), Both sides printing			
3.	Printed visiting cards (Cardboard) One side printing			
4.	Printed visiting cards (Cardboard) Both sides printing			
5.	D.O. Letter Heads (A4)			
6.	Printed stationery indents (A4), One side printing			
		1000 Nos.	2000 Nos.	5000 Nos.
7.	Table telephone charts, Size-20"x18"			
8.	Letter Heads (A4)			
9.	Photocopying (One side)			
10.	Photocopying (Both side)			
11.	Printed white envelopes, No. 4, 100GMS			
12.	Printed white envelopes, No. 5, 100GMS			
13.	Printed white envelopes, No. 6, 100GMS			
14.	Printed white window (Big window) envelopes, Size-11"x 5" 100GMS			
15.	Printed File covers, 400GMS			
		Upto 100 pages	Upto 200 pages	Upto 500 pages
16.	Spiral Binding with transparency sheets			

2. Earnest money of Rs. 1500/- (Rupees one thousand five hundred only) in favour of Accounts Officer (DDO) is enclosed herewith.

Dated _____

Signature of tenderer

Address with Seal _____

Telephone No. _____