

Shastri Bhawan, New Delhi-1.
Dated: 10th March, 2015.

QUOTATION NOTICE NO.D 15014/3/2015-Admn II (LA) dt. 10th March, 2015.

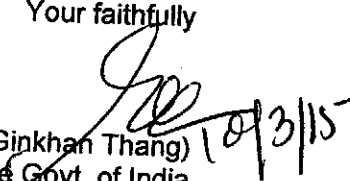
Sub:- Quotation for printing of D.O. Letter Heads/Envelopes /Pads /Invitation Cards etc for in the Department of Legal Affairs during the financial year 2015-16

Sealed rate quotations are invited from interested firms/ parties for printing and other miscellaneous jobs as mentioned in the enclosed *Annexure* during the year 2015-16. (01.04.2015 to 31.03.2016) in the Department of Legal Affairs,.

2. The supply of material will be governed by the following conditions:-

- (a) The rates quoted in response to this quotation will remain in force for a period one year from the date of acceptance of terms and conditions for the financial year 2015-16.
- (b) The material and printing should be of very good standard quality,
- (c) The rate should be inclusive of delivery charges to this Department in Room No. 413, 'A' Wing, Shastri Bhawan, New Delhi.
- (d) The rates should be quoted according to the specifications given in attached list. The rates of sales tax, if chargeable should be mentioned clearly.
- (e) One representative of the firm will have to visit this Department twice a week i.e on Monday and Thursday to enquire about the demand or to make delivery. Telephone number/ mobile number of the firm should be indicated for urgent communication,
- (f) In case of short/late supply or/ non-compliance of any order to this Department or in the event of unsatisfactory performance, the contract can be terminated at any time without assigning any reasons at the cost and risk of the firm.
- (g) This Department shall not be bound to accept the lowest rates and an order may be placed with any other firm considered suitable for the work. The decision of the competent Authority in this Department will be final in this regard.
- 3 The quotation should be sent (by name) to the undersigned in a sealed cover marked " QUOTATION FOR PRINTING WORK " in Room No. 413, A Wing Shastri Bhawan , Dr .Rajendra Prasad Road New Delhi latest by 20th March 2015 at 3.30.P.M. The quotation will be opened on the same day at 4.00 P.M. Further details, if any, can be obtained from Section Officer, Admn II (LA), Room No. 413, A Wing, Shastri Bhawan , New Delhi (Telephone . 23384837).

Your faithfully


(K.Ginkhan Thang)
Deputy Secretary to the Govt. of India
Tele: 011-2334706.

Copy to :
Technical Director , NIC with a request to upload in the Department Website

S.No	Name of printing items	Size	Qty	Annexure-A			
				Rates -(Rs each)			
(i)	D.o. Letter Heads printed with Ashoka Emblem on d.o.Paper and Bound Paper	A/4	1000				
		A/5	1000				
		A/6	1000				
		A/8	1000				
(ii)	Ordinary Printing with Ashoka Emblem on d.o. paper and Bond paper	A/4	1000				
		A/5	1000				
		A/6	1000				
		A/8	1000				
(iii)	Screen Printing with Ashoka Emblem on d.o. paper and Bond paper	A/4	1000				
		A/5	1000				
		A/6	1000				
		A/8	1000				
(iv)	Screen Printing with Ashoka Paper	A/4	1000				
		A/5	1000				
		A/6	1000				
		A/8	1000				
(v)	Golden Printing	A/4	1000				
		A/5	1000				
		A/6	1000				
		A/8	1000				
02	D.o. Envelopes with Raised Printing	SE-4	1000				
		SE-5	1000				
		SE-6	1000				
		SE-8	1000				
(ii)	D.o. Envelopes with Ordinary Printing	SE-4	1000				
		SE-5	1000				
		SE-6	1000				
		SE-8	1000				
(iii)	D.o. Envelopes with Screen Printing	SE-4	1000				
		SE-5	1000				
		SE-6	1000				
		SE-8	1000				
(iv)	D.o. Envelopes with screen printing on Hand Made paper	SE-4	1000				
		SE-5	1000				
		SE-6	1000				
		SE-8	1000				
(v)	Khaki Envelopes' with Ordinary Printing	SE-4	1000				
		SE-5	1000				
		SE-6	1000				
		SE-8	1000				
3.	(i)	Invitation Cards with Envelopes with Raised Printing o both side	7"x5"	100			
			(ii)	Invitation Cards with Envelopes with Screen Printing on both side	7"x5"	100	
					(iii)	Invitation Cards with Envelopes with Ordinary Printing on both sides	7"x5"
04	Complimentary Slip on do Paper	1/8 1/6	1000 1000				
05	Engagement on bond paper	1/4 1/8	1000 1000				
06	Ministry's Letter Head on Bond Paper	A/4	1000				
		A/5	1000				

		A/6		
07	Visiting Cards with			
(i)	Raised Printing		100	
(ii)	Visiting cards with		100	
(iii)	Screen printing		100	
	Visiting Cards with			
	Ordinary Printing			
08	Slip books of 50 sheets			
(i)	(with Paper & Printing		A/8 each	
	on Bond Paper		Pocket each	
(ii)	Slip Books of 50 sheets		A/8 each	
	on good quality thick		pocket	
	or bond paper with			
	spiral binding			
10	Library	(i) <u>Date slip</u>	<u>1000</u>	
		(ii) <u>Requisition</u>		
		<u>slip book on</u>	<u>1000</u>	
		<u>boud paper</u>		
		<u>containing</u>		
		<u>100 sheets</u>		
		(iii) <u>Book</u>	<u>100</u>	
		<u>Pocket</u>		
		(iv)		
		<u>Circulation</u>	<u>100</u>	
11.	Fee Bill Register		each	
12.	Telephone Bill register		each	
13	Banner of cotton cloth		each	
14	File Covers		1000	
15	Exchange Vouchers		1000/-	