

F. No. D - 14011/24/2017-GA
Government of India
Ministry of Skill Development & Entrepreneurship

Shram Shakti Bhawan, Rafi Marg
New Delhi - 110 001
Dated: 19/09/2019

Subject : Invitation of Tender for Rate Contract for printing of D.O.Letter Head, Letter Head, Envelopes, stamps, Name plates and Banners.

Sir,

I am directed to say that generally the printing job emanating from this Ministry consists of letter heads of the Ministry, DO Letter heads of the Ministers and Senior Officers along with envelopes of different size etc. Therefore, in order to facilitate the printing job, the Ministry of SDE desires to award annual contract for printing of letter heads (different size). D.O. Letter heads (A-4, A-5 , A-6, A-8 size) and envelopes, stamps, name plates, Banner. You are, therefore, requested to send your rate quotations for printing job and stamps for the below mentioned items on or before 3.00 PM. of 01/10/2019 along with earnest money deposit of Rs. 25,000/- (Rupees Twenty-five thousand only) in the form of Demand Draft in favour of DDO, Ministry of Skill Development and Entrepreneurship.

Last date of Bid submission – 01/10/2019, 03.00 PM

Bid Opening date- 03/10/2019, 12.00 PM

Sl. No.	Job Description	Unit	Rate (Rs.)
1.	D.O. Letter Head with Golden Embossing with Multi Colour Printing, Logo of the Ministry A-4 (100.GSM) A-5 (100 GSM) A-6 (100 GSM) A-8 (100 GSM)	200	
2.	D.O. Letter Head with Red Embossing Printing, Logo of the Ministry A-4 (100 GSM) A-5 (100 GSM) A-6 (100 GSM) A-8 (100 GSM)	200	
3.	Printed Envelopes with gumming & Logo (8 x 10 size) (White/Brown) 10 x 4.5 (Ordinary) (White/Brown)	1000	

Yes

11 x 5 (Ordinary) (White/Brown) (10 x 12 (size) (White/Brown) (12 x 16 (size) (White/Brown) (16 x 20 (size) (White/Brown) (10 x 4.5) (size) (White/Brown) window envelope (11 x 5) (size) (White/Brown) window envelope		
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4.	Visiting Cards with Golden Embossing	100	
5.	Visiting Cards Golden Embossing with Multi Colour Printing	100	
6.	Visitor Slips	1000	
7.	Stamp (Bilingual)	One	
8.	Stamp (4 Line) Madrasi	One	
9.	Stamp (3 Line) Madrasi	One	
10.	Stamp (2 Line) Madrasi	One	
11.	Round Stamp Madrasi	One	
12.	Name Plate Brass Name Plate (Per letter) (One and half inch size) Brass Name Plate (Per letter) (One inch size) Steel Name Plate (Per Sq. inch) Plastic Name Plate (Per Sq. inch)		
13.	Banners Cloth Banners (Per sq.ft.) Flex Banners (Per sq.ft.)	One One	

Handwritten signature

Check list

Sl. No	Documents asked for	Yes/No	If Yes Page No.:
1.	Bank Draft for ₹ 25,000/-		
2.	Undertaking to the effect that the firm has not been Blacklisted - duly notarised.		
3.	Copy of the PAN card issued by the Income Tax Department.		
4.	Copy of valid Registration Certificate of the firm/agency.		
5.	Proof of experiences & satisfactory performance certificates / Work Completion Report as per eligibility criteria.		

Note: Legible Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

(Signature of the bidder)
Name and Address (with seal)



The terms and conditions of the contract will be as under :-

1. The period of the contract will be 02 years from the date of award of contract. The rate approved may be subject to revision after a period of 01 year from the date of award of contract. The revision will be considered in case of changes in market prices of inputs and subject to the satisfaction and approval of Competent Authority, MSDE.
2. The job of printing of letter heads, DO letter heads, envelopes etc. is generally of urgent nature. Therefore, the order for printing and the sample has to be got collected from the Ministry and after doing the work the printed material will be required to be supplied in the Ministry. No extra charges would be given for that.
3. The quality of paper on which printing is to be done will be 100 GSM D.O. paper for D.O. letter heads and 100 GSM for Envelopes or as per the specifications/requirements of the Ministry. The Printers should have complete infrastructure. The official of this Ministry can inspect the printing press any time, if required..
4. The contract would be terminated at any point of time if the work done is not found satisfactory. It will be solely at the discretion of the Ministry.
5. The successful contractor has to deposit Rs. 25,000/- (Rupees Twenty five thousand only) in advance as security deposit in the form of a DD/FDR in favour of DDO, Ministry of Skill Development and Entrepreneurship to be retained during the currency of the contract. In case of violation of the above terms of the contract, the security deposit would be forfeited.
6. The firms are required to prove their competence for undertaking the job in question and shall, therefore, furnish their standing and goodwill through a certificate/documentary proof of having served different Ministries/Departments with their complete address and telephone numbers along with PAN/TAN, Service Tax No./GST etc. List of present contracts in Govt. Departments may also be enclosed with the quotations.
7. The firm shall produce an undertaking that it has never been blacklisted by any Government Deptt./Office/organization.

Yours faithfully,



(R. K. Mehraulia)

Under Secretary to the Govt. of India

Tel.: 23465877

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