

BY SPEED POST

15014/1/2014-Ad (G)

तार का पता: "मिनीस्टील"

Telegraphic Address : "MINISTEEL"



सूचना का
अधिकार

सं० _____

No. _____

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107

New Delhi-110107

Dated the 23rd December, 2013

To,

As per the list attached

Subject: To invite sealed Quotation for Annual Rate Contract (ARC) for supply of Printed Materials for use in the Ministry of Steel - regarding.

Sir,

I am directed to invite sealed Quotation for Annual Rate Contract (ARC) for supply of Printed Materials for use in the Ministry of Steel during the Financial Year 2014-2015 subject to the following conditions:

- (i) The rate including labour charges etc., if any, should be quoted according to the specifications given in the enclosed proforma (Annexure-I). Quotation in the same order of the proforma will be accepted otherwise it will not be entertained.
- (ii) The rates quoted should be clearly written in the relevant column against each item of proforma either in ink or typed and in no case it be over written, otherwise the Quotations will not be taken into account.
- (iii) The printing work will have to be undertaken even at short notice and completed immediately on receipt of written/verbal order.
- (iv) The representative of the firm will have to visit this Ministry as and when required for having the supply of printed materials and supply to be made at Udyog Bhawan, New Delhi without claiming freight charges etc.
- (v) The samples of the printed materials likely to be required may be sent to the Administration (General) Section of this Ministry in Room No. 74, Udyog Bhawan, New Delhi on any working day during 09.00 a.m. to 5.30 p.m.
- (vi) The contract entered into can be terminated by this Ministry at any time without assigning reasons thereof. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.
- (vii) The contract will ordinarily be valid for one year w.e.f. the date of awarding the Annual Rate Contract (ARC), which may be extended further or curtailed at the discretion of the Competent Authority of this Ministry. Therefore, in this connection, also the decision of this Ministry will be final and shall be binding upon the contractor.
- (viii) A signed copy of the AGREEMENT FOR ANNUAL RATE CONTRACT ~~(Annexure-I)~~ should invariably be submitted alongwith the Quotation. This agreement would be effective from the date of awarding the ARC and until the expiry of the awarded ARC. The Quotations received without a signed copy of this agreement will summarily be rejected.


को. वधवा/H.K. WADWA 2/-
अवर सचिव/Under Secretary
इस्पात मंत्रालय
उद्योग भवन
Udyog Bhawan, New Delhi
Phone:-23061243

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

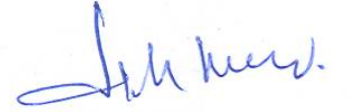
2. If your firm is interested to undertake the requisite job subject to the conditions mentioned above, send duly completed Quotation as per the prescribed proforma (enclosed) in a sealed cover addressed to the undersigned, by name. Prescribed proforma may also be downloaded from the website of the Ministry of Steel (<http://steel.nic.in>) and website of CPP (<http://eprocure.gov.in>). **Quotation may be dropped in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 15th January, 2014 by 11.00 a.m.** The sealed cover should be clearly superscripted with 'QUOTATION FOR ARC FOR SUPPLY OF PRINTED MATERIALS IN THE MINISTRY OF STEEL'. **The sealed Quotations shall be opened at 11.30 A.M on 15th January, 2014 in Room No. 64, Udyog Bhawan, New Delhi in the presence of authorized representative(s) of applicant firm(s) who may wish to be present at that time.**

3. PAN and TIN number of the firm must be specified at the top of the Quotation. **The Quotation should invariably be accompanied by a Demand Draft of ₹ 10,000/- in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD).** The Quotations received without the requisite EMD will not be entertained.

4. The Competent Authority reserves the right to reject or select any Quotation without assigning reasons thereof.

Yours faithfully,

Encl: As above



(H. K. Wadhwa)

Under Secretary to the Govt. of India

☎ 23061243

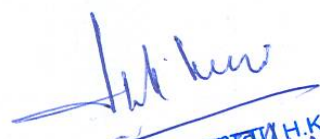
Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel, Udyog Bhawan, New Delhi, India. Phone:-23061243

एच० के० वधवा/H.K. WADHWA
अवर सचिव/Under Secretary
उद्योग मंत्रालय, नई दिल्ली
Ministry of Steel,
Udyog Bhawan, New Delhi
Phone:-23061243

LIST OF MATERIALS TO BE PRINTED

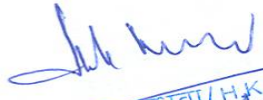
Sl. No.	Items	Size/Quality etc.	Thickness (in GSM)	Rates (in ₹)
(i)	(ii)	(iii)	(iv)	(v)
1.	D.O. Letter Head of Minister with embossed thick Golden Emblem and Screen Printing and also with logo in four colours (Imported D O Paper) (per thousand)	Big A-4	100	
			120	
			150	
			180	
		Medium	100	
			120	
			150	
			180	
		Small	100	
			120	
			150	
			180	
2.	D.O. Letter Head of PS, Addl. PS, OSD, APS, and 1 st PA etc. to Minister with logo in four colours (per thousand)	Big A-4	100	
			120	
			150	
		Medium	100	
			120	
			150	
		Small	100	
			120	
			150	
3.	D.O. Letter Head of Secretary, Special Secretary, Additional Secretary and Financial Advisers etc. with logo in four colours (per thousand)	Big A-4	100	
			120	
			150	
		Medium	100	
			120	
			150	
4.	D.O. Letter Head of Ministry with logo in four colours (per thousand)	Big A-4	80	
			100	
			120	
		Medium	80	
			100	
			120	

Contd... 2/-


 एच० के० पद्मवती / H.K. WADHWA
 अवर सचिव / Under Secretary
 इस्पात मंत्रालय / Ministry of Steel,
 उद्योग भवन, नई दिल्ली
 Udyog Bhawan, New Delhi
 Phone:-23061243

Sl. No.	Items	Size/Quality etc.	Thickness (in GSM)	Rates (in ₹)
(i)	(ii)	(iii)	(iv)	(v)
5.	D.O. Envelope of Minister with embossed thick Golden Emblem and Screen Printing and also with logo in four colour (per thousand)	A-4	100	
			120	
			150	
			180	
			200	
		SE-6	100	
			120	
			150	
			180	
			200	
		SE-5	100	
			120	
			150	
			180	
			200	
6.	D.O. Envelope of Minister with embossed thick Golden Emblem and Screen Printing and also with logo in four colours (Window type) (per thousand)	A-4	100	
			120	
			130	
			150	
			180	
		SE-6	100	
			120	
			130	
			150	
			180	
		SE-5	100	
			120	
			130	
			150	
			180	
7.	D.O. Envelope of Ministry with logo in four colours (per thousand)	A-4	100	
			120	
		SE-6	100	
			120	
		SE-5	100	
			120	
8.	D.O. Envelope of office of Minister with logo in four colours (per thousand)	A-4	100	
			120	
		SE-6	100	
			120	
		SE-5	100	
			120	

Contd... 3/-

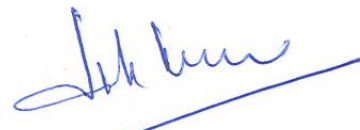

 एच.के. वाधवा / H.K. WADHWA
 अवर सचिव / Under Secretary
 इस्पात मंत्रालय / Ministry of Steel
 उद्योग भवन, नई दिल्ली
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Sl. No.	Items	Size/Quality etc.	Thickness (in GSM)	Rates (in ₹)
(i)	(ii)	(iii)	(iv)	(v)
9.	Letter Head of Ministry with logo in four colours (per thousand)	Big A-4	80	
			100	
			120	
		Medium	80	
			100	
			120	
10.	Printed Lok Sabha/Rajya Sabha file cover (per thousand)		300	
11.	Hindi Appeal of Minister with Photo and embossed Golden Emblem on glazy Art Paper (per hundred)		180	
			300	
			330	
			350	
			380	
			400	
12.	Invitation Card (bilingual) (Thick Ivory sheets) (per hundred)		300	
			350	
13.	Invitation Card (monolingual) (Thick Ivory sheets) (per hundred)	Hindi	300	
			350	
		English	300	
			350	
14.	Lok Sabha/Rajya Sabha slip (per thousand)	3x3	220	
15.	Urgency grading slip (per thousand)	3x3	150	
			180	
			220	
			330	
			350	
			400	
16.	Other slips (per thousand)		350	
17.	Printed Slip Pad/Scribbling Pad with Ministers' or Ministry's address etc. (per pad of 100 sheets)	A-4	70	
			120	
		A-5	70	
			120	
18.	Visiting Card (bilingual) with embossed thick Golden Emblem (per hundred)	Screen	300	
			300	
19.	Visiting Card (monolingual) with embossed thick Golden Emblem (per hundred)	Screen (Hindi)	300	
		Screen (English)	300	
20.	Visiting Card (bilingual) (per hundred)	Ordinary	300	

Contd... 4/-


 एच० के० वधवा/H.K. WADHWA
 अवर सचिव/Under-Secretary
 इस्पात मंत्रालय/Ministry of Steel
 उद्योग भवन, नई दिल्ली
 Udyog Bhawan, New Delhi
 Phone:-23061243

Sl. No.	Items	Size/Quality etc.	Thickness (in GSM)	Rates (in ₹)
(i)	(ii)	(iii)	(iv)	(v)
21.	Visiting Card (monolingual) (per hundred)	Ordinary (Hindi)	300	
		Ordinary (English)	300	
22.	Poster (Black & White) (per hundred)	A-3	100	
23.	Greeting Card (Single Paper) on thick Ivory sheet with printed envelopes made of 120 GSM Paper (per hundred)		250	
			300	
			400	
24.	Greeting Card (Single Paper) on thick Art Paper with printed envelopes made of 120 GSM Paper (per hundred)		250	
			300	
25.	Greeting Card with a pair of thick Glazy Art Paper (outer) and Normal Glazy Art Paper (inner) with printed envelopes made of 120 GSM Paper (per hundred)		250	
			300	
			400	
26.	Pocket folder and envelop therewith made of 300 GSM Glazy Art Paper and 150 GSM respectively with Golden Printing (per hundred)	FS	300	
			330	
			350	
			380	
			400	
			430	
			450	
27.	Issue register for stationery and sanitary items etc. as designed by Ministry of Steel (per register of 150 leaves)	15" x 10½"	80	
28.	Hard Sheet made of 120 GSM Paper (per thousand)	A-4	250	
			300	


 एच० के० वधवा/H.K. WADHWA
 अवर सचिव/Under Secretary
 इस्पात मंत्रालय/Ministry of Steel.
 उद्योग भवन, नई दिल्ली
 Udyog Bhawan, New Delhi
 Phone:-23061243

AGREEMENT FOR ANNUAL RATE CONTRACT

'THIS AGREEMENT MADE ON _____ between **THE PRESIDENT OF INDIA** acting through **SECRETARY (STEEL), MINISTRY OF STEEL, GOVERNMENT OF INDIA** (hereinafter referred to as 'THE CLIENT' which expression shall unless excluded by or repugnant to the context be deemed to include its successors in Office Representatives and assigns) of the **FIRST PART** and _____ a Firm registered under the Companies Act, 1956 having its Registered Office at _____ (hereinafter referred to as 'THE FIRM' which expression shall unless excluded by or repugnant to the context be deemed to include its successors in interest and permitted assigns) of the **OTHER PART**'.

(A) WHEREAS THE CLIENT has accepted the offer of the Firm to supply of Printed Materials etc. of this Ministry initially upto 31st March 2015 at the L-1 rates and has also accepted terms and conditions mentioned in the letter No. 15014/1/2014-Ad (G) dated _____ December, 2013.

(B) WHEREAS THE FIRM is desirous for undertaking the job of supply of Printed Materials etc. of this Ministry

(C) AND WHEREAS pursuant to the offer of THE FIRM, THE CLIENT has agreed to engage THE FIRM for undertaking the job of supply of Printed Materials etc. on terms and conditions contained in the letter No. 15014/1/2014-Ad (G) dated 24th December, 2013.

(D) AND WHEREAS THE FIRM has offered to render its services undertaking the job of supply of Printed Materials etc to the satisfaction of THE CLIENT.

(E) The obligations undertaken by the Authorized Signatory on Behalf of THE FIRM shall not be discharged or on any way affected by an extension of time or any indulgence granted by THE CLIENT to THE FIRM.

(F) IN WITNESS WHEREOF the Parties hereto through their respective authorized representatives caused this present executed on the day _____ of year mentioned above.

Signature _____

Name :

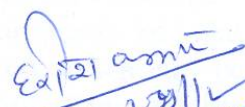
Designation :

For and On behalf of M/s _____

In the presence of Witnesses

1. _____

2. _____


 एच० के० वधवा/H.K. WADHWA
 अवर सचिव/Under Secretary
 इस्पात मंत्रालय/Ministry of Steel.
 उद्योग भवन, नई दिल्ली
 Udyog Bhawan, New Delhi
 Phone:-23061243

(H. K. Wadhwa)
 Under Secretary to the Govt. of India
 For and On behalf of President of India