

तार का पता : "मिनीस्टील"
Telegraphic Address : "MINISTEEL"



सं० 15014/3/2008-Ad(G)

No. _____

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

By SPEED POST

नई दिल्ली-110107

New Delhi-110107

3rd Sept., 2008

To,

As per list enclosed.

Subject : Quotation of printing works etc. for the Ministry of Steel for the year 2008-2009.

Sir,

I am directed to invite the sealed quotations rates for the printing work for the Ministry of Steel during the year 2008-2009 subject to the following conditions:-

(i) The rates including labour charges etc., if any, should be quoted according to the specifications given in the enclosed proforma. Quotations in the same order of the enclosed proforma (Annexure-I) will be accepted and if received otherwise, will be liable to rejection.

(ii) The work will have to be undertaken even at short notice and completed immediately on receipt of written/verbal order. The representative of the firm will have to visit this Ministry as and when required for having the supply to be made at Udyog Bhawan, New Delhi free of cartage charges etc.

(iii) The rates quoted should be clearly written in the relevant column against each item put in Annexure-I in ink or typed and in no case be over written, otherwise the quotations will not be taken into account.

(iv) The samples of the printing works likely to be required may be seen with the Admn(G) Section in Room No.74, Udyog Bhawan, New Delhi on any working day.

(v) The contract entered into can be terminated by this Ministry at any time without assigning any reasons. Therefore, in this connection the decision of this Ministry will be final and shall be binding upon the contractor.

(vi) 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.

(vii) A signed copy of the AGREEMENT FOR ANNUAL RATE CONTRACT (ANNEXURE-II) should invariably be submitted alongwith the quotation. The aforesaid AGREEMENT would be effective from the date of awarding the ARC and untill the expiry of the awarded ARC. The quotations received without a signed copy of this agreement will summarily be rejected.

2. In case your firm is interested in undertaking the requisite job subject to the conditions mentioned above, send your quotation in the prescribed Performa (enclosed) in a sealed cover addressed to the undersigned, by name. Quotation may be dropped in the Tender Box placed outside the Reception Office of Ministry of Steel at Gate No.1, Udyog Bhawan on or before 18.09.2008 by 11.00AM. The sealed cover should be clearly superscribed 'QUOTATION FOR PRINTING WORK IN MINISTRY OF STEEL'. The sealed quotations shall be opened at 11.30 A.M on 18.09.2008 itself in room No.74, Udyog Bhawan in presence of the authorized representative(s), who choose to be present.

3. The proformae (Annexures) may also be downloaded from the Ministry of Steel's website (<http://steel.nic.in>)

4. The quotations should invariably be accompanied by a Demand Draft/ Banker's Cheque/Pay Order of Rs. 10000/- as earnest money deposit (EMD). The quotations received without the requisite EMD and also the TIN/PAN and Service Tax Number of the firm will not be entertained.

5. The Competent Authority reserves the right to reject or select any quotation without assigning any reason.

Yours faithfully,



(D K Solanki)
Section Officer
Tel : 2306 2537

LIST OF ITEMS (PRINTING MATERIALS)
2008-2009

Sl. No.	Items	Size/Quality etc.	Thickness of paper/GSM*	Rate
(i)	(ii)	(iii)	(iv)	(v)
1	D.O. Letter Head of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing and also with logo in four colour (Imported D O Paper) (per thousand)	1. Big (A-4) 2. Medium 3. Small		
2	D.O. Letter Head of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing and also with logo in four colour (Indian D O Paper) (per thousand)	1. Big (A-4) 2. Medium 3. Small		
3	D.O. Letter Head of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing (Imported D O Paper) (per thousand)	1. Big (A-4) 2. Medium 3. Small		
4	D.O. Letter Head of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing (Indian D O Paper) (per thousand)	1. Big (A-4) 2. Medium 3. Small		
5	W C Cards of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing (Imported D O Paper) (per thousand)	1. Big (A-4) 2. Medium 3. Small		
6	W C Cards of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing (Indian D O Paper) (per thousand)	1. Big (A-4) 2. Medium 3. Small		
7	D.O. letter Head of PS, Addl.PS, OSD, APS & 1 st PA etc. to Ministers with logo in four colour (per thousand)	1. Big (A-4) 2. Medium 3. Small		
8	D.O. letter Head of PS, Addl.PS, OSD, APS & 1 st PA etc. to Ministers (per thousand)	1. Big (A-4) 2. Medium 3. Small		
9	D.O. letter Head of Secretary, Spl. Secretary, Additional Secretary and Financial Advisers etc. with logo in four colour (per thousand)	1. Big (A-4) 2. Medium		
10	D.O. letter Head of Secretary, Spl. Secretary, Additional Secretary and Financial Advisers etc. (per thousand)	1. Big (A-4) 2. Medium		
11	D.O. letter Head of Ministry with logo in four colour (per thousand)	1. Big (A-4) 2. Medium		
12	D.O. letter Head of Ministry in single colour (per thousand)	1. Big (A-4) 2. Medium		
13	D.O. Envelop of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing and also with logo in four colour (per thousand)	1. A-4 2. SE-6 3. SE-5		

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14	D.O. Envelop of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing and also with logo in four colour (Window type) (per thousand)	1. A-4 2. SE-6 3. SE-5		
15	D.O. Envelop of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing (per thousand)	1. A-4 2. SE-6 3. SE-5		
16	D.O. Envelop of Ministers with embossed thick Golden Emblem and Screen/Gloss/Mat Printing (Window type) (per thousand)	1. A-4 2. SE-6 3. SE-5		
17	D.O. Envelop of Ministry with logo in four colour (per thousand)	1. A-4 2. SE-6 3. SE-5		
18	D.O. Envelop of Ministry in single colour (per thousand)	1. A-4 2. SE-6 3. SE-5		
19	Letter Head of Ministry with logo in four colour (per thousand)	1. Big (A-4) 2. Medium		
20	Letter Head of Ministry (per thousand)	1. Big (A-4) 2. Medium		
21	Printed Lok Sabha/Rajya Sabha File Cover (per thousand)			
22	Hindi Appeal of Ministers with Photo & embossed Golden Emblem on glazy Art Paper (per hundred)			
23	Invitation Card (bilingual) (Thick Ivory sheets) (per hundred)			
24	Lok Sabh/Rajya Sabha slip (per thousand)	3x3		
25	Urgency grading slip (per thousand)	3x3		
26	Other slips			
27	Printed Slip Pad/Scribbling Pad with Ministers' or Ministry's address etc.(per pad of 100 sheets)	1. A-4 2. A-5		
28	Visiting Card (bilingual) with embossed thick Golden Emblem (per hundred)	Synthetic Screen Released Gloss Mat PVC Gloss		
29	Visiting Card (bilingual) (per hundred)	Ordinary		
30	Poster (Multi Coloured) (per hundred)	A-3 A-4		
31	Poster (Black and White) (per hundred)	A-3 A-4		

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32	Greeting Card (Single paper) on thick Ivory sheet with printed envelopes made of 120 GSM papers (Per hundred)			
33	Greeting Card (Single paper) on thick Art Paper with printed envelopes made of 120 GSM papers (per hundred)			
34	Greeting Card with a pair of thick Glazy Art paper (outer) and normal Glazy Art paper (inner) with printed envelopes made of 120 GSM papers (per hundred)			
35	Pocket folder and envelop therewith made of 300 GSM Glazy Art Paper and 150 GSM respectively with Golden printing (per hundred)	FS		
36	Issue register for stationery and sanitary items etc. as designed by Ministry of Steel (150 leaves)	15" x 10½"		

*Apart from the existing specification of the thickness of papers being used in this Ministry, the rates of the material with different thickness/GSM papers available in the market may also be quoted.

NB : In deserving cases, the samples of the papers may also be enclosed with.

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 M/s. _____ 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 the selected printed materials of the Ministry of Steel with effect from _____ at the rates quoted by the aforesaid firm on the terms and conditions herein. A list of printed materials to be supplied to the client is given at Annexure.

(B) "WHEREAS THE CLIENT" is desirous of having supplies of printed materials at Udyog Bhawan and the residences of Ministers, Secretary, and other senior officers of this Ministry (hereinafter to be referred as materials).

(C) AND WHEREAS pursuant to the offer of the Firm, the Client has agreed to engage the Firm for the supply of the materials on terms and conditions hereinafter.

(D) AND WHEREAS the Firm has offered to render its services to supply the materials to the satisfaction of the Client.

(E) NOW, THEREFORE, THIS AGREEMENT WITNESSES THAT THE PARTIES have agreed as follows:-

(i) THE FIRM shall render the services (printing and delivery of materials) for a period of ONE YEAR w.e.f. _____ under Annual Rate Contract at the rates mentioned in ANNEXURE. The ordered work would be recasted within a maximum period of 2 days of receipt of its notice/orders (either in verbal or in written form) and the delivery arrangement of the same would be made by the FIRM at their own expenses. However, in certain circumstances, the work must be done on an urgent basis. The quality should, in no case, be poorer than that being used presently. Payment will be made by cheque only after satisfactory completion of the job and receipt of the related bill.

(ii) THE FIRM shall take prompt corrective action in response to the unsatisfactory works on an urgent basis.

(iii) UNLESS OTHERWISE AGREED the FIRM shall ensure that the work done would be to the fullest satisfaction of the concerned officer for whom the work order is placed. In case of receiving any unsatisfactory report from the officer concerned, the CLIENT would not be liable to make the payment for such unsatisfactory work done. Therefore, no extra payment for such recasted work would be admissible to the FIRM.

(iv) The Firm will undertake the works under the instructions of the Section Officer/Dealing Hand, General Administration Section.

(v) IN THE EVENT OF FAILURE OF THE FIRM to fulfill any of its contractual obligations, the Client will be entitled, without prejudice to its any other rights available to it, to terminate the Annual Rate Contract and on such termination, the Firm shall be liable to refund forthwith but not later than 15 days from the date of the letter communicating the termination, the excess amount paid, if any, along with the interest @ 21% per annum to be accrued from the date of drawal of such payments till the date of refund thereof. In case the Firm does not refund the balance amount along with interest @ 21% per annum, the Security Deposit/Bank Guarantee/Surety Bond produced by the Firm will be forfeited.

(vi) THE FIRM shall provide functional Mobile Phone numbers for urgent communications.

(vii) THE FIRM will in no case revise the rates/charges in between the period of the Agreement.

(F) 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.

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

Signature : _____
(Name Shri: _____)
Designation:
For and On behalf of M/s.

In the Presence of
Witnesses

- 1.
- 2.

(NAVIN SOI)
DIRECTOR
For and On behalf of President of India

In the Presence of
(Witness)
(i) D K Solanki, Section Officer
(ii) G Sinha, UDC