

No.D-29016/01/2016-Admn.
GOVERNMENT OF INDIA
MINISTRY OF COAL

3rd floor, 'A' Wing, Shastri Bhawan,
New Delhi, the 15th March, 2016.

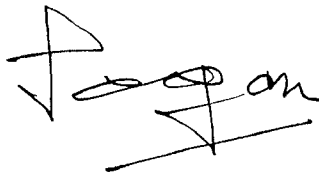
Notice Inviting Tender

Subject: Award of Annual Rate Contract (ARC) in respect of official printing job in the Ministry of Coal - regarding.

Sir,

This Ministry requires the items mentioned in the enclosed proforma for printing work for official use. Interested firms who fulfill the following criteria may send their quotation to this Ministry:

1. Rates for each items should be quoted in **typed form on company's letter head duly signed and having company's stamp/seal** in the prescribed proforma (copy enclosed) including details of taxes, if any, in a sealed envelope clearly superscribing "**Quotation for Printing of Letter heads and printing requirements in Ministry of Coal**" addressed to "The Section Officer(Admn.), Ministry of Coal, Shastri Bhawan, New Delhi-110001." The quotations may be dropped in the Tender Box mounted on the wall of Garage No. 21'A' Wing, Shastri Bhawan, New Delhi by **12.00 noon on or before 30.03.2016** positively. The quotations received after due date will not be entertained at all.
2. A "Bank Draft amounting to Rs.20,000/- (Rupees Twenty Thousand only)" payable to "**PAO, Ministry of Coal**", towards earnest money should also be enclosed with the quotation which will be returned after finalization of the process. Any quotation received without earnest money as stated above, will be summarily rejected and not entertained at all. The Rate Contract will remain valid for a period of one year from the date of award of contract and right to any extension beyond the contract period will be solely vest with this Ministry including terms & conditions.



2./-

: 2 :

3. In normal cases, the firm should be in a position to print and supply the required items within 24 hours of placing order as per the approved samples and drafts which are required to be collected from the Ministry for which no extra payment will be made towards transportation charges etc.

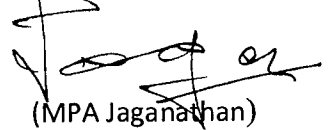
4. The rates received without tax details would be considered as inclusive of taxes and no increase in the price of the quoted rate would be considered for any reason during the currency of the contract period.

5. The payment will be made on satisfactory delivery of the supplied items in the Ministry for which bill (in triplicate) will be required to be submitted to this Ministry. Defective items, if any, supplied by the contractor will be replaced by him immediately at his cost.

6. The decision of the Ministry would be final and binding in all respect. It may be noted that this Ministry reserves the right to accept or reject any or all quotation in full or in part without assigning any reason whatsoever and also reserves the right to make the purchases on the basis of quotations for each item separately or collectively.

Encl. : As above.

Yours faithfully,



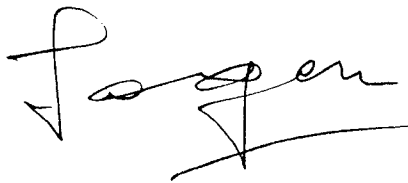
(MPA Jaganathan)

Section Officer (Admn.)

Tel. No.23386867/23388066

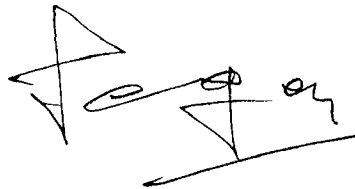
Copy to :

- (i) CPP Portal, Deptt. of Expenditure, Ministry of Finance, New Delhi.
- (ii) NIC Cell for uploading the tender on the official website of Ministry of Coal.



Proforma

Sl. No.	Items of work	Size	Rates
1	Letter Head Handmade Paper with A 4 paper screen printing	A-4	
2	Letter Head Handmade Paper with imported paper screen printing	A-5	
3	D.O. Letter Pad with Imported Paper Screen Printing	A-4	
4	D.O. Letter Pad with Imported Paper Screen Printing	A-5	
5	D.O. Letter Pad with Imported Paper Screen Printing	A-8	
6	D.O. Letter head off-set printing with Logo	A-4	
7	D.O. Letter head off-set printing with Logo	A-5	
8	D.O. Letter head off-set printing with Logo	A-8	
9	D.O. Letter Folder Set With Envelope for Minister	A-4	
10	D.O. Letter Folder Set With Envelope for Minister	A-5	
11	Yellow Envelops with cloth (thick) with window	10''x12''	
12	Best Compliments slip of Hon'ble Minister		
13	Brown Envelope with cloth	16''x12''	
14	Brown Envelope without cloth	16''x12''	
15	Brown Envelope with cloth	12''x10''	
16	Brown Envelope without cloth	12''x10''	
17	Brown Envelope with cloth	11''x5''	
18	Brown Envelope without cloth	11''x5''	
19	Brown Envelope	9''x4''	
20	Brown Envelope with window	11''x5''	
21	Envelope P&T Service for Hon'ble Minister-Plain		
22	Envelope P&T Service for Hon'ble Minister-Window		
23	White Envelope-ordinary window	9''x4''	
24	Visitors Slip Pass -Pad of 100		
25	Computerized Visitor Slip 1000 Sheet 80 Col.		



26	ACRs/APARs	Per Page	
27	D.O. Letter head without logo-pad of 100	A-4	
28	D.O. Letter head without logo-pad of 100	A-6	
29	File covers (Yellow/Green/Pink/Khaki)	Per 100	
30	Book Pocket		
31	Library Slip		
32	Visiting Cards		
33.	Writing Pads (Spiral)		
34	Writing Pads(Ordinary)		
35	Tags of Identity card with name of Ministry Printed		
36	Photo-Copying Black & White	A-4	
37	Photo-Copying Coloured	A-4	
38	Set Making		
39	Lamination	A-4	
40	Binding Ordinary		
41	Binding Spiral		
42	Cover printed in 4 coloures for Annual Reports Books on 300 GSM Art Card etc	A-4	Rs. Per Page
43	Text Printing in single colour on 130 GSM Art Paper	A-4	Rs. Per Page
44	Text Printing in Two colour on 130 GSM Art Paper	A-4	Rs. Per Page
45	Text Printing in 4 colour on 130 GSM Art Paper for reports/books-per page	A-4	Rs. Per Page
46	Text Printing in single colour on 90 GSM Maplitho Paper		Rs. Per Page
47	Text Printing in single colour on 80 GSM Maplitho Paper		Rs. Per Page
48	Translation of material from English to Hindi		Rs. Per Page
49	Lok Sabha/ Rajya Sabha Folders slips		
50	Plastic Folders		
51	Continuous Sheets	A-4	
52	Confidential/M. Immediate/Rajya/Lok Sabha etc. Slips	Standard	
53	Invitation Cards	7''x5''	

<<<<>>>>

