

F.No.A.15014/3/2012 Admn II (LA) Section  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs

Shastri Bhawan ,NewDelhi  
Dated. The 21 March, 2012

Sub:- Quotation for printing of D.O. letter heads / envelopes / pads /visiting cards/ invitation cards etc. during the financial year ,.2012-13

Dear Sir.

1 I am directed to invite sealed quotations for the printing of D.O. letter heads /Ministry's letter heads/ D.O. envelopes /slip pads /visiting cards/invitation cards, etc and other miscellaneous and allied jobs for printing as mentioned in the enclosed Annexure- for use of the Department of legal Affair, during the years 2012-13

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 ;

(b) The material and printing should be of very good and standard quality

© The rate should be inclusive of delivery charges to this Department in Room No. 410 '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.

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,

(d) In case of short/late supply or/ non-compliance of any order to this Department or in the event of unsatisfactory performance, the contract will be terminated at any time without assigning any reasons at the cost and risk of the firm

(e) 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 “ TENDER FOR PRINTING WORK” in Room No. 410 D, A Wing Shastri Bhwan , Dr .Rajendra Prasad Road New Delhi latest by 27<sup>th</sup> March 2012 at **3.30.P.M.** The quotation will be opened on the same day at see 4.00 P.M. Further details, if any, can be obtained from Section Officer, Admn II (LA), Room No. 410D, A Wing, Shastri Bhawan , New Delhi (Telephone . 23384837)

Your faithfully



(G.D. SHARMA)

Under Secretary to the Govt. of India



**Annexure-A**  
**RATES – (Rs.)**

S.No.	Items	Size	Unit
01	(i) D.O. Letter Heads printed with Ashoka Emblem on DO Paper and Bond Paper	A-4	1000
		A-5	1000
		A-6	1000
		A-8	1000
	(ii) Ordinary Printing with Ashok Emblem on DO Paper and Bond Paper	A-4	1000
		A-5	1000
		A-6	1000
		A-8	1000
	(iii) Screen Printing with Ashoka Emblem on DO Paper and Bond Paper	A-4	1000
		A-5	1000
		A-6	1000
		A-8	1000
	(iv) Screen Printing with Ashoka Emblem on Hand made 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	(i) 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	

*Amor*



S.No.	Items	Size	Unit	RATES - (Rs.)
03	Invitation Cards with Envelopes	7"x5"	100	
(i)	With Raised Printing on Both Sides			
(ii)	Invitation Cards with Envelopes	7"x5"	100	
	With Screen Printing on Both Sides			
(iii)	Invitation Cards with Envelopes	7"x5"	100	
	With Ordinary Printing on Both Sides			
04	Complimentary Slips on DO Paper	1/8	1000	
		1/6	1000	
05	Engagement on Bond Paper	1/4	1000	
		1/8	1000	
06	Ministry's Letter Head on Bond Paper	A-4	1000	
		A-5	1000	
		A-6	1000	
		A-8	1000	
07	Visiting Cards		100	
(i)	With Raised Printing			
(ii)	Visiting Cards		100	
	With Screen Printing			
(iii)	Visiting Cards		100	
	With Ordinary Printing			
08	Slip Books of 50 sheets	1/8	Each	
(i)	(With Paper & Printing) on Bond Paper	Pocket	Each	
(ii)	Slip Books of 50 sheets	1/8	Each	
	On good quality thick or bond paper	Pocket	Each	
	with spiral binding			
09	Counsel Note Book	1/8	Each	
	Containing 100 Bills [1+2] Triplicate.			
10	Library Items	(i) Date Slips	1000	
		(ii) Requisition Slip Book on bond Paper	1000	
		containing 100 sheets		
		(iii) Book Pocket	100	
	(iv) Circulation Slips		100	
11	Fee Bill Register		Each	
12	Telephone Bill Register		Each	
13	Banner of Cotton Cloth		Each	
14	File Covers		1000	
15	Exchange Vouchers		1000	

Order