

F. No. D-29011/1/2011-General
Govt. of India
Ministry of Minority Affairs
(General Section)

11th floor, Paryavarn Bhavan,
CGO Complex, Lodhi Road, New Delhi-3
Dated: 11th Feb, 2011

To

(As per list attached)


Sub:- Quotation for printing of Annual Report (2010-11) of the Ministry-reg.
Sir,

The Ministry of Minority Affairs invites rates for printing of 3000 copies (**bilingual**) of its Annual Reports (2010-11) as per the specifications given below;

- a) Size - A4 (approx.)
- b) Cover page- 300 GSM Paper (Matpaper)
- c) Inner Page-100 GSM paper (Matpaper)
- d) Cover page text- Multi colour
- e) Inner page Text – Single colour (black)
- f) Number of inner pages-76(in Hindi) and 76(English)
excluding cover pages.
- g) Number of copies- 3000
- h) Report includes 12 photograph and 3-4 graphs also.

2. Sealed quotations duly superscribed "Quotation for printing of Annual Report" and addressed to the undersigned should be sent to this Ministry so as to reach by 3.00 P.M. on 21.02.11 which will be opened on the same date at 3.30 P.M in the presence of representatives of the printing firms who may like to be present at that time. Quotations received after the time and due date mentioned will not be accepted.
3. Quotation must be accompanied with earnest money of Rs.5,000/- (Rupees five thousands) only in the form of Demand Draft drawn in favour of DDO, Ministry of Minority Affairs otherwise quotation will be invalid. All the firms are requested to enclose the sample paper. The firm should clearly indicate the taxes applicable, if any. **The successful bidder must ensure that the printed material be supplied within 5 days after finalization of the contract for printing.**
4. All the material used for the printing including the proper should be genuine, of highest quality and of a branded company. If the materials supplied are substandard, the same will be returned and the Ministry will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized by forfeiting the earnest money as mentioned above including the blacklisting of the concerned firm by this Ministry if the conditions of contract are not fulfilled.
5. It is possible that the number of the inner pages may increase or decrease. In such a case the payment will be released on pro rata basis. The competent authority reserves the right to cancel any or all quotations without assigning any reasons.

Yours faithfully,


(Brij Mohan)

Under Secretary to the Govt. of India
Tel.No.24364277

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Copy to DIR (NIC) for uploading in the website.