

No22011/1/2007-Admn.
Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petro-chemicals
(Admn. Section)

New Delhi dated 16.5.2007

32.

To

NIC/CPC

Subject:-Quotations for Printing of Stationary items, Stitching and Binding of Records
for the Department of Chemicals and Petrochemicals

Sir,

I am directed to invite quotations for the year 2007-08 for the printing of Stationary Items, Stitching and Binding of Records for this Department in respect of items mentioned in Annexure.

2 The intending contractors may submit to the undersigned quotations in sealed envelop^s super "scribed" Quotations for Printing of Stationary Items Stitiching & Binding for the year 2007-08in respect of items listed in the Annexure to this letter, by Regd. Post latest by 28.5. 2007 by 3.00 P.M. They may see the material/specimen at Admn Section of Department of Chemicals and Petrochemicals Shastri Bhawan New Delhi. before submitting their rates.

3 The quotations will be opened on 28.5.2007 at 3.30P.M in Room No 207 - D wing Shastri Bhawan New Delhi. The undersigned reserve the right to accept/reject any or all quotations without assigning any reasons. This Department, however, reserve the right to terminate the contract at any time without assigning any reason.

Encls a/a

(V.K.Sekhri)

Under Secretary to the Government of India

22/11/07-Admin.

Annexure to
 Letter no. 22/11/1207-Admin
 Dt. 16-5-2007

DEPARTMENT OF CHEMICALS AND PETROCHEMICALS
 PROFORMA FOR THE QUOTATIONS/RATES FOR PRINTING OF
 STATIONARY FOR THE DEPARTMENT OF CHEMICALS AND
 PETROCHEMICALS FOR THE YEAR 2007-08

Sl.No.	Details of items	Rate Quoted.
1.	(i) D.O. letter heads Screen Printing for Minister/OS/Secretary as per specimen in three size (i.eA4, Med. Size & Small size) per 1000 nos (ii) D.O. letter heads Screen Printing for Minister/OS of C&F as per specimen on "Galgo" cream colour bond imported paper per 1000 nos	
2.	(i) D.O. Plain Printed Envelops in size (SE-5 & SE-6) for O/o MOS (C&F) & Secretary (C&PC) (ii) D.O. Windows Printed Envelops in size (SE-5 & SE-6) for MOS (C&F) & Secretary (C&PC)	
3.	D.O. letter heads for Department of Chemicals and Petrochemicals in three size (A4/Med./small) in good quality of papers per 1000 nos	
4.	Printed Khaki Envelops SE-5, SE-6, SE-7, SE-8 and SE-8A (with cloths) per 1000 nos.	
5.	File cover Lok/Rajya Sabha, file cover with cloth binding per 1000 nos	
6.	Printed slip note books for Department of Chemicals and Petrochemicals containing 10 pages, 50 pages & 100 pages per 100 books	
7.	Spiral binding slip note books for MOS (C&F) containing 50 pages	
8.	D.O. letter heads for PS,APS, 1 st PA to MOS (C&F) in A4/Med./Small size per 1000 nos	
9.	Visiting Cards as per sample with Golden Dye (single/double colour) and bilingual (Hindi/English both side) per 100 nos	
10.	Visitor slip/Telephone slip as per specimen for MOS (C&F)/Secretary (C&PC) per 100 nos	
11.	Slips for MOST IMMEDIATE/IMMEDIATE/SECRET etc. on hard paper per 100 nos.	
12.	Rates for colour logo on d.o. minimum in five colour per 1000 nos	
13.	File Stitching	

14.	Spiral binding per book 1. Upto 25 sheets A4 2. 26-50 sheets A4 3. 51-100 sheets 4. 101 and above	
15.	Binding of PBR, GFR, Bill Register, Cash Book Paid Voucher. i) PBR Size ii) GFR Size iii) Bill Register iv) Cash Book v) Paid Voucher Size	
16	Photo copy B&W Photo copy Colour	