

No. 15013/1/2016- GA  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Heavy Industry  
G.A. Section  
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Udyog Bhavan, New Delhi.  
Date: 07.09.2016

To

M/s. Sub-Urban Press  
244/5, Gali No. 13,  
Than Singh Nagar,  
Anand Parbat, New Delhi.

Sub: Annual Rate Contract for printing jobs in Department of Heavy Industry – reg.

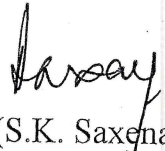
Sir,

I am directed to refer to your quotation dated 14.03.2016 on the above cited subject and to say that based on the quotation furnished by your company, it has been decided to award the contract for the printing jobs in this Department to your company for a period of initially one year which is extendable upto 3 (three) years as per item-wise rates enclosed and with the following terms and conditions: -

2. TERMS & CONDITIONS:

- a) The contract will be for a period of 1 one year which is extendable upto three years. However, if the services are not satisfactory it can be terminated at any time without assigning any reason.
- b) The rates quoted will remain in force for the entire period of contract and no demand for revision of rates on any account shall be entertained during the contract period.
- c) The representative of the firm will be required to contact the General Administration Section of this Department every day to take orders for printing and supply of the printing material.
- d) All items will be carried out on the basis of only written orders from this Department from time to time.
- e) The firm will have to ensure for the quality of printing and the paper and timely supply thereof. No payment will be made if work assigned is not timely and satisfactorily completed.
- f) In case of violation in the above terms of the contract, the security deposit would be forfeited.
- g) The contract will take effect from the date of acceptance of the above terms and conditions.
- h) The successful contractor will have to deposit Rs. 50,000/- only in advance as security deposit in the form of a FDR in favour of DDO, DHI to be retained during the currency of the contract.

Yours faithfully,

  
(S.K. Saxena)

Under Secretary to the Govt. of India

DEPARTMENT OF HEAVY INDUSTRY  
(APPROVED RATE LIST FOR PRINTING JOBS)

S.No	Items of work	Size	Sub-Urban Press
			RATE (Rs)
1	D.O.Letter Heads for Minister on Imported German D.O paper of 120 GSM with Golden Emblem and Silk Screen Printing.	A-4 A-5 A-8 (Per 1000)	3200/- 3000/- 2800/-
2	D.O.Letter Heads for Minister on Indigenous paper of 120 GSM with Golden Emblem/Blue Emblem and Silk Screen Printing	A-4 A-5 A-8 (Per 1000)	1400/- 1000/- 800/-
3	D.O.Letter Heads for Minister on Indigenous paper of 100 GSM	A-4 A-5 A-8 (Per 1000)	1100/- 900/- 600/-
4	D.O.Letter Heads for Minister on Khadi paper of 100 GSM with Golden Emblem / Blue Emblem and Ordinary Printing	A-4 A-5 A-8 (Per 1000)	1800/- 1500/- 1000/-
5	D.O.Letter heads for Minister on Khadi paper of 100 GSM with Golden Emblem/ Blue Emblem and Screen Embossed Printing	A-4 A-5 A-8 (Per 1000)	4200/- 4000/- 3500/-
6	D.O.Letter Heads for Minister on Hand made paper of 100 GSM with Golden Emblem/ Blue Emblem and Screen Embossed Printing	A-4 A-5 A-8 (Per 1000)	1800/- 1500/- 1000/-
7	D.O.Letter Heads for Sr.Officer, PS, APS to Ministers on Bond paper of 100 GSM with Screen Embossed Printing	A-4 A-5 A-8 (PER 1000)	1800/- 1500/- 1000/-
8	D.O.Letter Heads for Sr. Officer, PS, APS to Minister on Khadi Paper of 100 GSM with Screen Embossed Printing	A-4 A-5 A-8 (Per1000)	2200/- 2100/- 2000/-
9	Window Envelops on white paper of 90 GSM with screen printing	SE-4 SE-5 SE-6 120X12' (Per 1000)	300/- 900/- 1100/- 3200/-
10	Plain DO Envelop on white good quality paper of 90 GSM with screen printing	SE-4 SE-5 SE-6 120X12' (Per 1000)	300/- 850/- 1000/- 3200/-
11	Window Envelops on white khadi paper of 80 & 100 GSM with screen printing	SE-4 SE-5	500/- 2100/-

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		SE-6 120X12' (Per 1000)	2800/- 7000/-
12	Department letter head on 90 GSM paper and screen printing	A-4 A-5 (Per 1000)	600/- 450/-
13	Department Letter heads on white paper of 80 GSM and ordinary printing	A-4 A-5 (Per 1000)	500/- 400/-
14	Departmental letter Heads on Bond paper of 100GSM and screen printing	A-4 A-5 (Per 1000)	600/- 500/-
15	Departmental letter heads on Bond paper of 100 GSM and Ordinary printing	A-4 A-5 (Per 1000)	600/- 500/-
16	Khaki envelops with ordinary printing of 80 & 100 GSM	SE-4 SE-5 SE-6 SE-A(Net) SE-8 (Net) (Per 1000)	350/- 780/- 1200/- 3500/- 6500/-
17	Visiting card size sacs of Immediate, Most Immediate for Signature etc.on thick paper as per sample	Per 100	280/-
18	Slip pad on plain paper of 80 and 100 GSM with cover printed	9x8" 5.5x4.5 3x2" per pad	40/- 44/- 28/-
19	Slip pad spiral binding with cover and each top of the paper printing having paper of 80/ 100 GSM	9X8" 5.5X4.5" 3X2" Per pad	50/- 40/- 14/-
20	Printing Plastic Folder of good quality	Per piece	18/-
21	File cover with inner and outer printed	Per piece	9.80
22	Meeting slip pad (20 pages) with cover printing on 80 GSM paper	Per piece	12/-
23	Engagement slip for Ministers on 300 GSM Hand made Card		6/-
24	Envelops on Hand made paper	SE-5 SE-6 10X12" (PER 1000)	2100/- 2800/- 7000/-
25	D.O. Letter File Folder A-4 (Imported Galgo Paper 350 GSM with leaf/Embossed Printing)	Per 100	12000/-
26	D.O. Letter File Folder A-5 (Imported Galgo Paper 350 GSM with leaf/Embossed Printing)	Per 100	10000/-
27	D.O. Letter Pad ( Imported Galgo Paper 150 GSM with leaf/Embossed Printing)	Per 100	450/-
28	DO Letter Envelop Imported Galgo Paper 200 GSM with leaf/Embossed Printing	SE-6 Size Per 100	650/-
29	Continuation Sheet (Imported Galgo Paper 150 GSM)	Per 100	400/-



30.	Visitor Slip	1/8 Size per 100	60/-
31.	Vehicle Slip	1/8 Size per 100	60/-
32.	Poster	12''X18'' per 100	2800/-
33.	Banner (Flex Star) 6'X3' feet	6'X3' ft/ Piece	700/-
34.	Certificate (Four Colour) Embossed Printing on 300 GSM Ivory/Art Card		18/-



(S.K. Saxena)

Under Secretary to the Govt. of India