

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

No. 5/5Ptg./2019

5th September, 2019

From

N. K. DHYANI
Joint Director (PP)

To

- (i) M/s Aegean Offset Printers
- (ii) M/s Chaudhary Mudran Kendra
- (iii) M/s DRV Grafic Print
- (iv) M/s Dhanraj Associates (P) Ltd.
- (v) M/s Graphic Printers
- (vi) M/s Jainco Art India
- (vii) M/s The Indian Press.

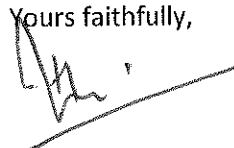
Subject : Inviting of quotations for the printing and supply of 500 nos. Letterheads along with window envelopes on an urgent basis

Sir,

I am directed to invite quotations from your firm for the printing and supply of above jobs as per the specifications given in the Annexure enclosed.

2. The quotation, in sealed cover, should be addressed to the Director (Printing), Lok Sabha Secretariat, Room No. 303, Parliament House Annexure, New Delhi-110001 and be despatched so as to reach the undersigned, through 'Distribution Branch' of Secretariat, not later than **3.00 P.M. on 11.9.2019**. Quotations will be opened on the last date of receipt of quotations at 4.00 P.M.
3. The Secretariat is not bound to accept the lowest quotation/any quotation or to assign any reason for rejecting any/all the quotations. The decision taken by this Secretariat in the matter shall be final and binding upon you. Conditional quotations will be rejected summarily.
4. Sample letterhead and envelope to be furnished for approval. Final Proof has to be thoroughly checked by the Printer and will ensure error-free printing.
5. Sample letterhead and envelope has to be supplied within 2 days from allotment of the job while printed copies to be supplied within 2 days after collecting the sample proof for printing.
6. Printed copies should be supplied to Distribution Branch of the Secretariat duly wrapped and packed in suitable packing.
7. In case the printer fails to adhere to prescribed time schedule and if any deficiency is found in respect of printing, binding or material; penalty can be imposed as deemed fit by the Secretariat. Lok Sabha Secretariat shall be the sole judge of satisfactory execution of the job.

Yours faithfully,


(N.K. Dhyani)

Encl: As above

Specifications and Form of Quotation

1. Name of the Job : Letterhead with Window Envelope
2. No. of copies : About 500 nos. each
3. Size : Letterhead : 8" x 5½" inches
Window Envelope : 6½" x 4½" inches
4. Paper : Letterhead : 110 GSM good quality natural shade paper
Window Envelope : 110 GSM natural shade paper
5. Process of Printing : Letterhead : Screen printing/Leaf printing with gold seal
Window Envelope : Screen printing/Leaf printing with black seal
6. Binding : Fancy pads of 100 nos. letterheads & window envelopes
in packs of 100 nos.

FORM OF QUOTATION

RATE (per 100 nos.) excluding GST
(all inclusive paper, printing, gold seal, binding, delivery, making of sample, fabrication, etc.)

Letterhead : Rs. _____ (per 100 nos.)

Window Envelopes : Rs. _____ (per 100 nos.)

NOTE : Letterhead and envelopes are to be executed strictly as per samples in terms of paper, size, printing, gold seal, etc. Printers are, therefore, advised to examine samples before submitting their rates. Samples can be examined on all working days in Room No. 303, PHA. In case job(s) supplied is not found as per sample, the entire lot is liable to be rejected.

Dated:

(Signature with stamp of the Printer)