

Tele: 23013718

No A/13678/QB-Printing/CAO/Welfare

भारत सरकार Government of India

रक्षा मंत्रालय Ministry of Defence

संयुक्त सचिव (प्रशि) एवं मुप्रअ का कार्यालय

O/o JS(Trg) & CAO

ई-ब्लॉक हटमेंटस 'E' Block Hutments

नई दिल्ली-110011 New Delhi - 110011

18 Jun 2013

To

The Printers as per the list attached

Subject:- **PRINTING OF QUARTERLY BULLETIN**

Sir,

1. Sealed quotations are invited for the enclosed scope of work relating to this office.
2. If you desire to undertake the above job with the terms & conditions stipulated therein, please submit your quotation in the specified form attached herewith under a sealed cover so as to reach this office latest by **12 Jul 2013 (1700 hrs)** addressed to the undersigned at Room No. 43, 'E'-Block, O/o JS(Trg) & CAO, Dalhousie Road, New Delhi -110011.
3. The following words should be super scribed on the cover:-

"QUOTATIONS FOR PRINTING OF QUARTERLY BULLETIN".



Yours faithfully,


(RK Bhonsale)

(आर के भोंसले)

उप निदेशक (कल्याण)

Dy Dir (Welfare)

संलग्नक: उपरोक्त

TERMS AND CONDITION FOR PRINTING & DESPATCH OF QUARTERLY BULLETIN

(1) **Description** The Bulletin will comprise of about 24 pages of text to be printed from floppy/text including 4 cover pages. The Bulletin will be printed on both sides of paper. There will be coloured photographs to be printed on both sides of the middle page and also in the cover pages as per requirements. The Bulletin is to be prepared with perfect binding.

NOTE: Addition and deletion in the text pages may be incorporated at any stage.

- (i) **Type of paper:** Cover Page - A-4 size (8.24" x 11.75")
imported art card glossy paper with lamination

Inner Page - A-4 size (8.24" x 11.75")
imported art card glossy paper
- (ii) **Size:** : A-4 Size (8.24" x 11.75")
- (iii) **Colour** : Four Colour
- (iv) **Quantity** : 1800 Copies
- (v) **Timing** : An overall 7 days will be allowed for design, composing, printing, binding and supply of copies. The material/proof will be provided accordingly. However, additions/deletions may be carried out at any stage. Time schedule is to be strictly adhered to.
- (vi) **Delivery** : Packed in bundles containing 25 copies in craft paper. To be delivered in CAO/Welfare, Room No. 57, 'E'-Block, O/o JS(Trg) & CAO, Dalhousie Road, New Delhi -11.



(2) **Rate Contract:**

Office of JS(Trg) & CAO agrees to arrange payment of bills for printing and dispatch of Quarterly Bulletin as per the rate quoted by _____ vide their quotation dated _____ which are reproduced below:-

- i) ₹ _____ (Rupees _____) for 1800 copies comprising of pages including cover pages on printer's paper.

