

F.No. D-29011/7/2007-General  
Govt. of India  
Ministry of Minority Affairs  
(General Section)

11<sup>th</sup> floor, Paryavarn Bhavan,  
CGO Complex, Lodhi Road, New Delhi-3  
Dated: 25<sup>th</sup> Feb, 2010

To

(As per list attached)

Sub:- Printing of booklets for the Scheme for Leadership Development of Minority Women.


The Ministry of Minority Affairs invites rates for Printing of booklets for the "Scheme for Leadership Development of Minority Women" as per the specifications given below;

- a) Size of the Booklet - 5.5" x8.5"
- b) Cover page - 300 GSM Art Paper (White)
- c) Cover page text - Black and white
- d) Colour of cover page - White
- e) Inner (text) Pages - 80 GSM Sunshine paper (White)
- f) Text - Single Colour (Black)
- g) Number of text pages - 50 including cover pages
- h) Nos. of booklets - English-3000, Hindi-3000, Urdu-1000

2. The firm should clearly indicate the taxes, if any. Sealed quotations duly subscribed "Quotation for printing of booklets" and addressed to the undersigned should be sent to this Ministry so as to reach by 3.00 P.M. on 10.03.10 which will be opened on the same date at 3.30 P.M in the presence of representative of the firms who may like to be present at that time. The quotation must accompany with an earnest money of Rs.10,000/- (Ten thousands only) in form of Demand draft in favour of DDO, M/o. Minority Affairs. This amount will stand forfeited in case for any reason whatsoever the firm subsequently withdraws his offer or fail to execute the work timely. Firms are also requested to enclose a sample paper.

3. The text of the printing materials will be provided in hard copy alongwith soft copy (CD). Since there is every possibility of increasing and decreasing of pages from 50 nos. in the booklets, hence the payment will be released on the prorata basis. The Competent Authority reserves the rights to cancel any or all the quotations without assigning any reason.

Yours faithfully,

  
(Gopal Dass)

Deputy Secretary to the Govt. of India  
Ph. 24364286, Fax No. 24369218