

F.No. D. 11011/74/2008-DWS.II
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

8th Floor, Paryavaran Bhavan,
CGO Complex, Lodhi Road,
New Delhi-110003

Dated 10.12.2008

To

As per list
(5Nos.)

Subject :- Supply of A-4 size envelopes and address stickers

Sir,

The department requires 2.80 lakh A-4 size white envelopes and address stickers to be pasted on the envelope for sending of letters from Hon'ble Minister (Rural Development) to all GPs, MPs, MLAs and others. You are requested to send your tenders keeping in view the following instructions, specifications/requirements and terms and conditions etc.

Instruction to the bidders

- 1) The tender should reach the Department by 4.00 p.m. on 19.12.2008. The tenders will be opened at 5.00 p.m. on the same day in the presence of representative of the bidders who wish to participate
- 2) The tender should be in sealed cover super-scribed as "tender for printed envelopes and address stickers"
- 3) Tender should be sent to: Under Secretary (Admn.), Department of Drinking Water Supply, Ministry of Rural Development, 9th Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003
- 4) The tender should be accompanied by refundable EMD of Rs. 10,000/-. NCCF is exempted from finishing EMD.

Specifications of the requirements

- 1) A-4 size Envelope should have the following matter printed in single color (Blue) both in Hindi and English.
 - a. **Nirmal Bharat-2012** on top of envelope
 - b. Sanitation Logo on top of the Envelope below the above text.
 - c. Address of the Department on the left bottom corner of the Envelope (bilingual)
 - d. OIGS on the Right corner of the envelope (bilingual)

- 2) Address sticker slips should be of size of 10 cms x 5 cms and printed in single color (Blue) individually to be pasted on envelope; soft copy of addresses will be given to successful bidder.

Terms and Conditions of the Tender

- 1) The successful bidder will have to supply the articles within 10 days of placement of supply order.
- 2) The Department reserves the right to increase or decrease the quantity by 25%
- 3) The payment will be made in one month after the delivery of goods and submission of bills.
- 4) General conditions of contract applicable to all Govt. of India contracts are applicable.

Rate schedule

Sl. No.	Items required	Quoted rate per unit
1.	A-4 Envelope duly printed as per specifications	
2.	Address stickers duly printed as per specifications	

You are accordingly requested to send your tenders.

Yours faithfully

(K. Naryana Reddy)
Under Secretary to the Govt. of India
Tele: 24361656

Copy to:

Technical Director (NIC) for hoisting on Department's website www.ddws.nic.in
(Soft copy of the letter attached).

