

Our Ref: Pur/Misc

19 .03.2008

Subject: Quotation(s) for the supply of Coloured Towels and Table Dusters

Dear Sir(s)

1. Quotations are invited for the supply of Coloured Towels and Table Dusters as per details given below:

Sl.No.	Name of the Item	Qty.
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1.	Towel (Coloured), Size:60x120cm (As per our Sample)	1680 Nos.
2.	Table Duster (White) (As per our Sample)	3360 Nos.

THE SAMPLES OF EACH OF THE ABOVE ITEMS MAY

BE SEEN /INSPECTED AT OUR OFFICE (Room No. 406 Manakalya)

2. Quotations in a sealed cover super scribed "Quotations for the supply of Coloured Towels and Table Dusters" should reach the undersigned latest by **1500 hrs on 3rd April 2008** which will be opened on the **same day at 1530 hrs** in the presence of such tenderers or their duly authorized representatives as may care to attend. All quotations shall remain open for acceptance for a period for 30 days from the date of opening of quotation.

3. The tenderers are required to send their tender alongwith a demand Draft of Rs.5000/- drawn in favour of "Bureau of Indian Standards" as Security deposit, which will be refunded to the unsuccessful tenderers on their written request. Name of the firm telephone number and name of the item may be written on the reverse of the Demand Draft.

4. The payment is normally made within 30 days from the date of submission of the bill after full supply is received and accepted as per approved sample/specification.

5. The delivery of the above items is required within 7 days of issue of purchase order. In case of default, a penalty of upto 5% of the value of the order can be imposed. The delivery of the material will be made at our Store at Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi 110 002. Incomplete quotations shall be liable to be rejected.

6. The rates quoted shall include all charges, such as, packing and forwarding, Freight insurance, octroi, etc.

7. If the rates quoted do not include VAT or other any taxes charges, the same should be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same shall be entertained.

8. All goods shall be received subject to approval on Inspection. The decision of our Inspecting Officer shall be binding. Rejected items shall be removed by the supplier at his own cost and risk, within 30 days of issue of notice for the removal of such goods, and no liability whatsoever, on the Bureau shall be attached for the rejected/disapproved goods.

9. The Bureau reserves the right of accepting the whole or any part of the quotations

10. The Bureau reserves the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever.

11. The Bureau takes no responsibility for delay, loss or non-receipt of quotations after dispatch.

12. In case of non-compliance with the contract, the Bureau reserves its right to cancel/rescind/revoke the order.

13. In case of any dispute, the decision of this Bureau shall be final and binding upon you,

Thanking you ,

Yours faithfully

SO (Purchase)

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