

BUREAU OF INDIAN STANDARDS
Western Regional Office, Manakalaya,
E-9, Road No.8, MIDC, Andheri(E), Mumbai-400093
Telephone No: 28329295, 28320552

Our Ref: WRO/Admn/4:2:2(S)

23 March 2006

Subject: Quotation(s) for supply of Photocopier/Typing papers

Dear Sir(s),

1. Quotations are invited for supply of photocopier/typing paper as per below:

Sl.No.	Item	Quantity
1.	Photocopier paper – A4 size 75 gsm	818 reams
2.	Photocoper Paper – A3 size 75 gsm	15 reams
3.	Typing paper – A4 size 75 gsm	142 reams

2. Rates may be submitted for good quality and reputed brand of photocopier/typing paper, such as TNPL, Century, JK, Modi, Copypower, etc. alongwith 10 full sheet of each quality of paper which will be compared with the bulk supply regarding colour, surface texture, thickness etc.

3. The tenderers are required to send their tender alongwith a Demand Draft of Rs 2000.00 (Rupees Two thousand only) drawn in favour of "Bureau of Indian Standards, Mumbai" as Earnest Money, 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 successful tenderers shall have to give security deposit @ 5% of total amount of the Purchase Order after adjusting the amount of Rs 2000.00 already deposited alongwith the tender. The security deposit will be refunded after acceptance of the delivery of the paper. 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. Quotations in sealed cover superscribed "Quotations for the supply of Photocopier/Typing papers" should reach the undersigned latest by **1400h on 27 April 2006** which will be opened on the same day or on the next day at 1500h 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 of 30 days from the date of opening of quotation.

6. The Bureau gives first preference in its purchases to goods bearing **ISI Certification Mark**.

7. The delivery of paper is required within 10 days of issue of purchase order. In case of default a penalty of upto 5% of the value of the order can be imposed. Quotations qualified by such vague and indefinite expressions as "Subject to immediate acceptance", "Subject to prior sales" etc. and incomplete quotations is liable to be summarily rejected.

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

9. If the rates quoted do not include VAT or any 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.

10. All goods shall be received subject to approval and the decision shall be binding. Rejected items/goods/stores 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/items/stores.

11. This Bureau reserves the right of accepting the whole or any part of the quotations or portion of the quality offered and the successful tenderer shall supply the same at the rate quoted.

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

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

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

Yours faithfully,

Section Officer(Admn)

