

Our Ref: Pur/3:13:3

25th Oct 2007

Subject : Quotation(s) for the supply of Photocopier Paper A-4 size 75 gsm on Annual Rate Contract Basis.

Dear Sir(s),

1. BIS intends to enter into an Annual Rate Contract for procurement of its annual requirement of approx 12000-13000 reams of photocopier paper (A-4) size 75 gsm. The procurement would be made on quarterly basis. The quantity may be increased or decreased depending upon our need.

2. Rates may be submitted for good quality and reputed brand of Photocopier Paper such as TNPL, Century, Modi , JK, Modi etc alongwith 10 sheet of each quality of paper alongwith original Mill's wrapper of ream which will be compared with the bulk supply regarding colour, surface, texture, thickness etc. The Bureau gives first preference in its purchases to goods bearing **ISI Certification Mark**

3. The tenderers are required to send their tender alongwith a Demand Draft of Rs. 25,000.00 (Rs. Twenty five thousand) drawn in favour of "Bureau of Indian Standards" 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 performance security deposit @5% of total amount of the Contact. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier. The Bid Security would be refunded to the successful bidder on the receipt of Performance Security. However, no interest would be paid on EMD/Performance Security Deposit 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 a sealed cover super scribed "Quotations for the supply of Photocopier Paper on Annual Rate Contract Basis" should reach the undersigned **latest by 1500h on 15th Nov 2007** 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 45-60 days from the date of opening of quotation.

6. The bidder firms must enclose the following documents alongwith the quotation letters:

- a) Set up of the Organization.
- b) Last Year's Turnover,
- c) Last Year's Balance Sheet duly signed
- d) Clients list
- e) Registration with Sales Tax Department and PAN Number

7 The delivery of the paper is required within 10 days of issue of purchase order and in manufacturer's **original packing strictly conforming to approved sample**. In case of default, a penalty of upto 5% of the value of the order can be imposed. The delivery of the paper will be made at our Paper Store, Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi 110 002. Quotations qualified by such vague and indefinite expressions as: Subject to immediate acceptance". Subject to prior sale" 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 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 on inspection after comparing with the sample submitted alongwith Tender. If felt necessary, the Grammage of the Paper will be got tested in the Laboratory. If the same is found short, payment will be made after proportional deduction or the lot of supply will be rejected. The decision of our Inspecting Officer shall be binding. Rejected items/goods/stores shall be removed by the supplier at his own cost and risk, within 7 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 quantity 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 and forfeit the Security-Deposit.

15 In case of any dispute, Delhi will be jurisdiction Court.

Yours faithfully

(Ravinder Kumar)
Section Officer (Purchase)