

Speed Post

**No. D-15014/6/2006-E&GS
Government of India
Press Information Bureau**

**Shastri Bhawan, New Delhi-1
Dated: 22.6.2006**

To

M/s _____

Subject: Sealed quotation of rate contract for supply of stationery items including Duplicating papers & sundry items for Press Information Bureau-regarding.

Sir,

Sealed quotations are invited for rate contract for supply of stationery items including duplicating/ photocopier papers of various brands and sundry items as per list enclosed in Annexure I, II & III. Interested parties may send their quotation in sealed cover addressed by name superscribed with the words "Quotation for rate contract for supply of stationery/ sundry items etc." along with EMD of Rs. 5,000/- each in the form of bank draft in favour of S.O(Cash), PIB, New Delhi for registration for (i.) supply of stationery items (ii) duplicating/ photocopier papers and (iii) Sundry items to the undersigned in Room No. 714, 'A' Wing, Press Information Bureau, Shastri Bhawan New Delhi latest by 3^d July, 2006 upto 3.00 PM. The sealed quotations will be opened on the same day at 3.30 P.M in the presence of representatives of the firm who wish to be present there.

2. The credentials, quality control systems, past performance, after sales service, financial background, income tax/ sales tax TIN No. etc. of the supplier(s) shall be verified before considering for registration. While submitting quotation copies of these documents in support of their claim is essential. The supplier will be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration.

3. The quotations and supply of article thereunder will be governed by the following terms and conditions: -

- i. Supplier(s) so registered are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard goods or make any false declaration to any government agency or for any ground which, in the opinion of the Government is not in public interest.
- ii. The supply order will be placed on monthly/ quarterly basis but in case of urgent and special need the supply order will be placed as and when required. The successful supplier will have to meet all the requirements of the department immediately on receipt of the supply orders and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.
- iii. The rates quoted should be firm and final and written in ink or typed against each and should in no case be overwritten.
- iv. If VAT is payable in addition to the rates quoted, it should be a specifically mentioned otherwise it will be presumed that the rates quoted are inclusive of VAT. The firm should have a valid TIN Number.
- v. The delivery of items will have to be made at Press Information Bureau, Shastri Bhawan, New Delhi. No transportation/ cartage charges will be provided for the same.
- vi. The department reserves the right to accept/ reject any quotation either in part or full without assigning any reason thereof.
- vii. The rates quoted will be valid for a period of one year from the date of issue of rate contract.

3. The successful parties will have to deposit Rs. 25,000/- each for (i.) supply of stationery items (ii) duplicating/ photocopier papers and (iii.) Sundry items separately.

4. For any further clarification on this subject the undersigned/ SO (E&GS) may be contacted on the phone no. 2338 3648 and 2338 2302 respectively on any working day during office hours.

Yours faithfully

(Girish Chand)
Dy. Director(M&C)