

No. 15016/9/2009-Genl./Admn.
Government of India
Ministry of Housing & Urban Poverty Alleviation
(Genl./Admn. Section)

Nirman Bhawan, New Delhi- 110108
Dated the 27th August, 2009

To
As per list attached

Subject:- Quotation for annual rate contract for supply of photocopy paper for the period upto 30th September, 2010 in the Ministry of Housing & Urban Poverty Alleviation.

Sir,

Sealed quotations for annual rate contract for supply of photocopy paper approx 2500 reams per annual (approx 200 reams per month) for the period upto 30th September, 2010, are hereby invited in sealed covers. Interested firms/parties may send their quotations in sealed covers addressed by name to the undersigned subscribed with the words "Quotations for supply of photocopy paper for the year 2009-10". The quotations should reach the undersigned latest by 3.00 PM on 14th September, 2009. The quotation will be opened on the same day at 4.00 PM in the Room No. 204-C Wing, Nirman Bhawan New Delhi in the presence of representatives of the firms who may wish to be present there.

2. The quotations and supply of goods there under will be governed by the following terms and conditions:

- a) The quotations are invited for different brands (75 gsm.) of A-4, FS and A-3 Size of photocopy papers.
- b) The successful supplier will have to meet the requirements of the Ministry immediately on receipt of supply orders and in any case within a maximum period of 2 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.
- c) The rates quoted should be firm and final and written in ink or typed against each items and should in no case be overwritten.
- d) The rates quoted should be exclusive of VAT and taxes. The impact of VAT and Taxes should be quoted separately. The firm should also have a TIN number.

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- e) The delivery of the items will have to be made at Ministry of Housing & Urban Poverty Alleviation, Stationery Store, 2nd floor (near gate no. 2), Nirman Bhawan, New Delhi at the risk of the contractor. No transportation/cartage will be provided for the same.
- f) The rates quoted should be valid for the period up to 30th September, 2010. There shall be no increase in the quoted rates.
- g) Earnest money of Rs. 2000/- (Rs. Two thousand) only in favour of PAO (Sectt.), Ministry of Urban Development by way of Demand Draft drawn on a Nationalized bank should be submitted together with the quotation.
- h) The successful firm should deposit a security deposit of Rs. 25,000/- only (Rs. Twenty five thousand) by way of Bank Guarantee in the name of PAO (Sectt.) Ministry of Urban Development. Bank Guarantee should be valid upto the period upto 30th September, 2010.
- i) Non supply of photocopy papers within the prescribed time of 48 Hrs. shall be governed under the penalty clause and an amount of Rs. 3,000/- as penalty on each such occasion shall be imposed on the firm in case of default.
- j) Supply of substandard quality or non branded paper shall be rejected on the spot or on receiving the complaints from the users at the risk and cost of the contractor. The rejected item has to be replaced by the firm at the risk of the contractor. No transportation charges shall be paid to the contractor in this regard.
- k) Payment will be made by cheque on satisfactory delivery and receipt of goods in acceptable condition in Ministry of Housing & Urban Poverty Alleviation, Nirman Bhawan, New Delhi.
- l) The competent authority reserves the right to invoke the bank guarantee if the firm fails to perform the contracted work without any reasonable ground in a time bound manner to the entire satisfaction of the authorities.
- m) Competent authority has the right to cancel this contract any time without assigning any reasons whatsoever.

Yours faithfully,

(R K Kumania)

Under Secretary to the Government of India
Tel. 23062127

Copy to: NIC, Ministry of Housing & Urban Poverty Alleviation, for displaying the above stated quotation letter on the website of this Ministry.