

No. D-15014/14/2014-Admn.III  
Government of India  
Ministry of Information & Broadcasting

Shastri Bhawan, New Delhi, the dated 09.05.2014

Subject: Procurement of photocopy papers, J.K. Brand (A-4 size) and J.K. Brand (Full Scape) for use in the Ministry of I&B (Main Sectt.) regarding.

The sealed quotations from leading stationers are invited for supply of J.K. Brand (A-4 size) and J.K. Brand (Full scape) photocopy paper initially for a period of one year, for use in the Ministry of I&B(Main Sectt.) details given below:-

S.No.	Name of Item	Rate
1.	J.K. Brand (A-4 size) photocopy paper 75 GSM	
2.	J.K. Brand (FS) photocopy paper 75 GSM	
3.	A4 size blue colour photocopy paper for RTI matters Name of the brand (JK or any brand available)	
4.	A4 size pink colour photocopy paper for RTI matters Name of the brand (JK or any brand available)	

2. The quotations may be sent by name to the Under Secretary (Gen. Admn.), Room No. 544, "A" Wing, Shastri Bhavan, New Delhi, in sealed cover superscribed "quotations for photocopy paper" latest by 1.00 PM on 02.06.2014. Quotations received after stipulated date/time shall not be entertained in any case. The tenders should be accompanied by earnest money of Rs.25,000/- (Rupees twenty five thousand only) in form of demand draft of any nationalized bank in favour of DDO, (Main Sectt.), Ministry of Information & Broadcasting, quotation received without earnest money shall not be entertained.

3. The supply will be governed by the following terms and conditions.

- The terms quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.
- The articles should be in original/standard quality.
- The rate should be including of delivery charges to the Min. of I&B in Shastri Bhavan, New Delhi.
- The successful supplier will have to meet all the requirements of the Ministry immediately after 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.
- The Ministry has the right to extend the tenure, if services are found satisfactory.

4. After entering into contract, no supplier shall be permitted to increase their rates under any circumstances for photocopier paper during the term of contract. The tenderer, who declines to supply Photocopies paper at contracted price, will be barred from entering into any contract in future.



Contd/-

5. The Ministry can terminate the contract entered into at any time without assigning any reason. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.

6. The quotations received will be opened on the same day i.e. 02.06.2014 at 3.30 PM in the chamber of Under Secretary (Admn.), Room No. 544 "A" Wing, 5<sup>th</sup> floor, Ministry of I&B, Shastri Bhavan. The tenderer or his authorized representative may, if they so desire, be present at the time of opening of quotations.

7. The successful tenderer/firm will have to deposit Rs. 50,000/- (Rs. Fifty thousand only) as security deposit in the form of Demand Draft in favour of DDO, Ministry of I&B, Shastri Bhavan, New Delhi.

8. The Ministry of I&B reserves the right to accept or reject any quotations in full or part without assigning any reason thereof. The decision of this Ministry in this regard shall be final and binding on the firm. Any clarification in the matter may please be obtained from the undersigned on telephone no. 011-23384990.



(S. S. Bedi)

Under Secretary to the Govt. of India  
Tel: 2334990

Copy to:-

1. All Ministries/Departments with the request that the contractor working under them, may please be apprised to the contents of this letter and asked to quote for the contract, if he/she is interested.
2. NCCF/Contractors (as per list).
3. Kendriya Bhandar, New Delhi
4. NIC with the request to place it on the website of Min. of I&B and to remove from the website after 20.07.2014(AN)/CPPP.