

**D-15014/2/2010-ADMN-III**  
**Government of India**  
**Ministry of Information & Broadcastin**  
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**New Delhi: 110001**  
**Dated: 21.06.2010**

**Subject: Subject: Quotation of rate contract for supply of photocopies papers (JK-brand) A-4 size and Full size for use in the Ministry of Information & Broadcasting (Main Sectt.) regarding.**

The sealed quotations from leading firms are invited for supply of of **photocopy papers (JK-brand) A-4 size and Full size** for a period of one year, for use in the Ministry of Information and Broadcasting (Main Sectt.).

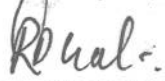
2. The quotations may be sent by name to the Under Secretary, Room No. 544-B, "A" Wing, Shastri Bhawan, New Delhi in sealed cover super scribed quotations for the supply of **of photocopies papers (JK-brand) A-4 size and Full size**, latest **by 3.00 P.M on 2<sup>nd</sup> July 2010**. Quotations received after stipulated date/time shall not be entertained at any case.
3. **The supply will be governed by the following terms and conditions.**
  - (a). The terms quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.
  - (b). The articles should be in original/standard quality.
  - (c). The rate should be including of delivery charges to the M/o Information & Broadcasting in Shastri Bhawan, New Delhi.
  - (d). 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.
  - (e). If VAT is payable in addition to the rates quoted, it should be specifically mentioned otherwise it will be presumed that the rates quoted are inclusive of VAT. The firm should also have a valid TIN number.
4. 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.
5. The quotation received will be opened on the same day i.e. **2<sup>nd</sup> July, 2010 at 3.30 p.m.** in the chamber of Under Secretary (Admn.) Room No. 544-B, 5<sup>th</sup> floor, M/o Inforamtion and Broadcasting, Shastri Bhawan, New Delhi. The tender or his representative may, if they so desire, be present at the time of opening of quotations.

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6. The Successful tender/firm will have to deposit Rs.25000/- (Rs. twenty five thousand) only as security deposit in the shape of Demand Draft in favour of DDO (Cash), M/o Information & Broadcasting, Shastri Bhawan, New Delhi.

7. The Ministry of Information and Broadcasting reserves the right to accept or reject any quotation 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. 23386086.

Yours faithfully



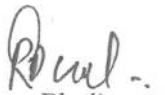
(Ram Phat)

Under Secretary to the Govt. of India

Tele:23384990

Copy to:

1. All Ministries/Department with the request that the contractor working under them, may please be apprised to be contents of this letter and asked to quote for the contract, if he/she is interested,
2. The Technical Director, NIC, Shastri Bhawan, New Delhi. It is requested that this notice may please put on the tender website of the Government of India, Ministry of Information & Broadcasting.



(Ram Phat)

Under Secretary to the Govt. of India