

D-15014/9/2012-ADMN-III
Government of India
Ministry of Information & Broadcasting

New Delhi: 110001
Dated: 21.06.2012

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

The sealed quotations from leading firms are invited for supply of **photocopier papers (JK-brand) A-4 size and Full Scape 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. 547, "A" Wing, Shastri Bhawan, New Delhi in sealed cover super scribed "**quotations for the supply of Photocopier Papers (JK-brand) A-4 size and Full size**", latest by **3.00 P.M on 29th June, 2012**. 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.

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5. The quotation received will be opened on the same day i.e. **29th June, 2012 at 3.30 p.m.** in the chamber of Under Secretary (Admn.) Room No. 547, 'A' Wing, 5th floor, M/o Information and Broadcasting, Shastri Bhawan, New Delhi. The tenderer or his representative may, if they so desire, be present at the time of opening of quotations.

6. The Successful tenderer/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. 23073775.

Yours faithfully


(S. B. Pandey)

Under Secretary to the Govt. of India
Tele:23073775

Copy to:

1. All Ministries/Department 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. NIC, Min. of I&B, New Delhi. It is requested that this tender notice may please be put on the website of the Government of India, Ministry of Information & Broadcasting and delete it in the afternoon of **29th of June, 2012**. The tender notice may also be posted on the Central Public Procurement Portal.


(S. B. Pandey)

Under Secretary to the Govt. of India
Tele:23073775