



No. 6/4/2010-Adm.III
Government of India
Ministry of Power
Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001
Telephone No. 23715507; FAX No. 23717519

Date: 12.03.2010

To
As per list enclosed

Sir,

This Ministry invites quotations for supply of photo State and duplicating paper of various sizes for the financial year 2010-2010. Details of the paper to be supplies are as follows:

S. No.	Type of paper	Size of Paper	GSM
1	Photostat paper	A4 (210mm x 297 mm)	(75 GSM),
2	Duplicating Paper	A4 (210 mm x 297 mm)	(75 GSM),
3	Photostat paper	Full Scape (215 mm x 330 mm)	(75 GSM
4	Legal size green note sheets	Legal size	(75 GSM
5	Photostat paper	A3 (297 mm x 420 mm)	(75 GSM)

2. Interested firms which can supply the above mentioned paper on credit basis, with a credit rotation of atleast one month, may submit their lowest rate, latest by 19.03.2010 at 3.00 PM. Quotations will be opened on the same day at 4.00 PM. Rate will be valid till 31.3.2010. Envelops to be address to “Section Officer, Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi” and also should be prescribed with (Quotation for Purchase of Paper).

3. Firms are also requested to enclose security deposit of Rs. 10,000/- by way of demand draft in favour of Pay & Account Officer, Ministry of Power. Quotations without EMD will not be entertained. This amount will be refunded after successful of the contract. Successful bidder will have to further deposit an amount equivalent to 10% of the approximate total value of the items approved for that particular firm or Rs. 5000/-, whichever is higher, in the form of A/C payee demand draft or fixed deposit receipt or bank guarantee as performance security which will be returned after completion of the contract period on their request. Performance security will remain with the Ministry till 3 months after the expiry of the contract.

4. Envelops should be prescribed with “Quotation for supply of paper in Ministry of Power (F. No. 6/ 2/2009-Admn. III).

5. Following points may also be noted while quoting the rate:

1. Rates should be quoted separately for different brands of paper.
2. Rates should be quoted for per ream.
3. Delivery of the items has to be made within 2 days of confirmed supply order.

4. Duplicating paper has to be supplied at Room No. 218, Second floor, Shram Shakti Bhawan and all other paper has to be supplied at the store of this Ministry located at Room NO. 25, Ground Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.
5. Order will be placed on need basis.
6. Firms should also invariably provide TIN number of their firm.
7. Ministry of Power may exercise its discretion to extend period of contract after expiry of contract for the period decided by Ministry on the same rate, terms and conditions.
8. Dir/DS (Admn.) will have power to terminate the contract at any stage without assigning any reason.

Yours faithfully

(K.B. Nayyar)
Section Officer
Tele. No. 23358267

Performa for quoting the rates of Paper

S. No.	Type of paper	Size of Paper	GSM	Make of the paper for which rate is being quoted	Rate (Rs.) per ream	VAT applicable
1	Photostat paper	A4 (210mm x 297 mm)	(75 GSM),			
2	Duplicating Paper	A4 (210 mm x 297 mm)	(75 GSM),			
3	Photostat paper	Full Scape (215 mm x 330 mm)	(75 GSM			
4	Legal size green note sheets	Legal size	(75 GSM			
5	Photostat paper	A3 (297 mm x 420 mm)	(75 GSM)			