



No. 6/2/2009-Adm.III
Government of India
Ministry of Power
Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001
Telephone No. 23715507; FAX No. 23717519

Date: 05.02.2009

To
As per list enclosed

Sir,

This Ministry invites quotations for supply of photo paper and duplicating paper for the financial year 2009-2010. Details of the paper to be supplies are as follows:

<u>S. No.</u>	<u>Size of Paper</u>	<u>Make</u>	<u>Thickness</u>
1	A4 (75 GSM), 2.3 Kg per ream	Xerox 75	210mm x 297 mm
2	A4 (75 GSM), 2.3 Kg per ream	Bilt copy Power	210 mm x 297 mm
3	Legal (75 GSM), 2.7 kg per ream	Xerox 75	215 mm x 330 mm
4	Legal note sheet	Xerox	----
5	A3 (75 GSM) 4.7 Kg per ream	Xerox	297 mm x 420 mm

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 16.02.2009 at 3.00 PM. Quotations will be opened on the same day at 4.00 PM. Rate will be valid till 31.3.2010.

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.

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:

- I. Quantity/brand of the items for which rates are being quoted should be mentioned clearly.
- II. Rates should be quoted for per ream.
- III. Delivery of the items has to be made within 10 days of confirmed supply order.
- IV. All the items have to be supplied to store of this Ministry located at Room NO. 25, Ground Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.
- V. Order will be placed on need basis.
- VI. Since different rates of tax are applicable for various items of stationary. Rates for individual item of stationary should be mentioned clearly as Basic price, Tax applicable and total cost. Firms not quoting rates in the prescribed manner may be disqualified.
- VII. Firms are also requested to provide TIN number of their firm.

Yours faithfully

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