Puducherry, Dt. 25.02.2013

QUOTATION NOTICE

Sub: Police Department, Puducherry – Supply of Photocopier Papers, White papers & Brown papers – Calling of quotations – Reg.

Sealed quotations are invited for the supply of the following stationery items for the use of this Department.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of articles</th>
<th>Total qty required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Photo copier papers A4 size JK 75 GSM (2.34 Kg)</td>
<td>338 reams</td>
</tr>
<tr>
<td>2</td>
<td>Photo copier paper – Legal size JK 75 GSM (2.78 kg)</td>
<td>544 reams</td>
</tr>
<tr>
<td>3</td>
<td>White paper 43 x 69 cm 8.9 kgs 60 GSM (500 sheet – 1 ream)</td>
<td>60 reams</td>
</tr>
<tr>
<td>4</td>
<td>Brown paper (Mysore craft) 36 x 46 cm 90 GSM – (480 sheet – 1 ream)</td>
<td>20 reams</td>
</tr>
</tbody>
</table>

2. The firm is requested to provide the estimate/supply rate including terms and conditions, additional charges like tax etc, for the above items in a ‘sealed cover’, addressed to the Superintendent of Police (HQ), No.2, Dumas Street, Puducherry – 605 001.

3. The quotation should reach the office or it may be dropped into the Quotation Box placed at the Office of SP (HQ) of this Department before the due date mentioned below and intimate therein your acceptance on the following conditions in case rate(s) quoted by your firm are accepted and supply order is placed with them.

4. In case the quotation cover is bulky in size or if the bidder desires to give the quotations through personal handing over it should be handed over either to Thiru. Sivaraj, Inspector of Police, Head Quarters or Thiru. Dilip Kumar, Office Supdt. (Accounts) under acknowledgement. The Police Department, Puducherry is not responsible for the delay in transit if the quotations are sent by post. The bids received late, i.e., after the date & time prescribed, shall not be accepted. In case of unforeseen circumstances the date of opening of bid will be next working day or as notified separately.
5. The bidder should enclosure D.D. for Rs.3,000/- towards EMD. The EMD of unsuccessful bidders will be returned to them after finalizing the quotations.

6. Last Date and Time of receipt of quotations is 21-03-2013 upto 1600 hours. The tenders will be opened on the same day at 1700 hours in the presence of available bidders or their authorised representatives. The tender box will be sealed on 21-03-2013 at 1600 hrs. and tenders will be opened on 21-03-2013 at 1700 hrs.

7. The subject matter shall be superscribed as "Quotation for supply of Photocopy Papers, White papers & Brown papers" with reference number on the cover.

8. The items have to be supplied within 15 days on receipt of supply order at door delivery and the charges for the purpose to be borne by the supplier.

9. The materials which do not conform to the specification will not be accepted. Acceptance of the goods is subject to inspection of a committee.

10. The rates to be furnished by the items should be valid at least for 12 months from the due date and any upward revision of Tax, Cess, etc., would have no impact on the rate(s), while any downward revision should be duly intimated during the said period.

11. Mention your TIN, P.O. No. and Telephone/Mobile Numbers, etc., in your quotation clearly.

12. The bidder should furnish the following undertaking along with quotation.

GEO. MOHAN
SUPERINTENDENT OF POLICE (HQ)
PUDUCHERRY

CERTIFICATE

Certified that I/We........................................... agree to accept the above terms and conditions.

Signature of Bidder