

F.No. D-21013/06/2012-DC
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
Central Drugs Standard Control Organization
FDA Bhavan, Near Bal Bhavan
Kotla Road, New Delhi

Dated: 8th Feb, 2012

Subject:-Quotation of rate contract for supply of Photostat Paper (JK Brand)-regarding.

The sealed quotations from Delhi based leading firms are invited for supply of **photocopy papers (JK-Brand) A. 4 size for a period of one year,** for use in the CDSCO (HQ).

2. Quotations may be sent by name to the Section Officer (DC Section), 2nd Floor, Central Drugs Standard Control Organization, FDA Bhavan, Near Bal Bhavan, Kotla Road, New Delhi- 110002 in sealed cover superscribed 'Quotation for supply of Photocopier Papers (JK Brand) A-4 size', , latest by 3.00 PM on 24th February, 2012. Quotations received after stipulated date/ time shall not be entertained in 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 Photostat paper should be in original/standard quality.
- (c) The rate should be including of delivery charges to this office.
- (d) The tenderer should give the agency particulars in Annexure-I.
- (e) The rate should be quoted in the prescribed format enclosed at Annexure-II of the tender document.
- (f) The successful supplier will have to meet all the requirements of the office after receipt of the supply orders and in any case within a maximum period of three days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.
- (g) The office of CDSCO(HQ) reserves the right to terminate the contract entered into at any time without assigning any reason. Therefore, in this connection the decision of this Office will be final and shall be binding upon the tenderer firm

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- (h) After entering into contract, no supplier shall be permitted to increase their rates under any circumstances for photocopier paper during the term of contract. **The tenderer, who declines to supply Photocopies paper at contracted price, will be barred from entering into any contract in future.**
- (i) CDSCO(HQ) reserves the right to accept or reject any or all the quotation(s) in whole or part without assigning any reason. The decision of this Office in this regard shall be final and binding on all.
- (j) Bids should be accompanied with a Demand Draft/Bankers Cheque favouring "PAO, DGHS, New Delhi" for Rs.10, 000/- (Rupees Ten Thousand only) as earnest money. The earnest money will be refunded to the unsuccessful bidders on finalization of the bids. The successful bidder(s) will have to deposit **performance security money of Rs.15, 000/- (Rupees Fifteen thousand only)** in the form of Fixed Deposit Receipt/ Bank Guarantee valid for fourteen months from the date of awarding the contract. The security money will be forfeited if the firm fails to perform any of the terms or conditions of the instant tender. However, Kendriya Bhandar/ NCCF shall be exempted from submission of earnest money / performance security money and copy of TIN no./ PAN Card. Other things being equal, Purchase Preference will be granted to KB/ NCCF, if the price quoted by these co-operatives is valid for full tenure of the contract and is within 10% of the L1 price and are willing to match the L1 price. No price preference over and above the L1 price shall be given to these cooperatives.

4. The quotation received will be opened on the same day i.e. 24-02- 2012 at 4.00 PM in the chamber of Dy. Director Administration (Drugs), 2nd Floor , Central Durgs Standard Control Organization, FDA Bhavan, Near Bal Bhavan, Kotla Road, New Delhi. The tenderer or his representative may, if they so desire, be present at the time of opening of quotations.

(PITAM SINGH)
DY. DIRECTOR ADMINISTRATION (DRUGS)
Telephone: 23236971

Copy to:-

1. All Ministries /Department with the request that the contractor working under them, may please be apprised of the contents of this letter and asked to quote for the contract, if he/she is interested.
2. M/s Kendriya Bhandar/NCCF, New Delhi.

PARTICULARS TO BE FURNISHED BY THE AGENCY

1. Name of firm/Agency:

2. Address of Agency :

3. Name of the contact person of the firm:

4. Telephone number of the Agency /Firm:

5. Details of the Ministries and Departments in which agency had supplied/ is supplying the Photostat Paper (JK Brand).

S.No.	Name of the Ministries / Departments. (Proof to be attached)	Name and telephone number of contact person

6. PAN/ TIN number of the firm:

7. EMD Draft/ Bankers cheque number/ date and Bank name:

8. VAT number:

This is certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certify that I/ We have read and understood the Terms and Conditions of the tender documents dated ----- and will abide by them till the completion of the contract period.

Date:

(Signature of authorized signatory)
Seal of the Firm/Agency

RATE FOR PHOTOSTAT PAPER (JK BRAND)

S.NO.	PARTICULAR OF PAPER	RATE PER REAM (IN RUPEES)	VAT (In Rs.)	TOTAL COST PER REAM INCLUSIVE VAT (In Rupees) (3+4 Col.)
1	2	3	4	5
1	Photostat paper A-4 size (JK - Red Packing) 75 GSM			

(Signature of authorized signatory)
Seal of the Firm/Agency