

**D-15014/6/2010-Ad.II
Cabinet Secretariat,
Rashtrapati Bhavan,**

New Delhi, the 9th June, 2010

**Sub:- Annual Contract for supply of Photocopy Paper for use in Cabinet
Secretariat.**

The undersigned is directed to refer to Cabinet Secretariat's tender notice of even number dated 3rd June, 2010 on the above mentioned subject and to say that the last date of receipt of tender may read as under:-

FOR	READ AS
Last Date & Time for receipt of quotations/tenders: 20.06.10 (3:00 PM)	Last Date & Time for receipt of quotations/tenders: 22.06.10 (3:00 PM)
Date & Time for opening of quotations/tenders : 20.06.10 (3:30PM)	Date & Time for opening of quotations/tenders : 22.06.10 (3:30PM)

2. The other terms and conditions of tender remains the same.

**(Jai Pal)
Under Secretary to the Govt. of India**

BY SPEED POST

D-15014/6/2010-Ad.II
Cabinet Secretariat,
Rashtrapati Bhavan,

New Delhi, the 3rd June, 2010

Sub:- Annual Contract for supply of Photocopy Paper for use in Cabinet Secretariat.

Cabinet Secretariat invites sealed quotations for the supply of Photocopy Paper for the use in Cabinet Secretariat.

2. Interested firms/agencies who have past experience in providing these items as specified in Annexure-I may send their quotations/tenders quoting rates at which they would be able to supply photocopy paper of various brand and sizes for Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. The terms and conditions are at Annexure – II.

3. The cover containing the quotations/tenders should be sealed, superscribed "**Quotations/tenders for Photocopy Paper**" and should be addressed to the Director (Admn), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi and put it in the Tender Box kept in the Reception of Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. The quotation/tenders received after the last date and time prescribed and or received in any manner other than Tender Box would not be opened and would be summarily rejected. The schedule of receipt and opening of quotations is as under:-

Last Date & Time for receipt of quotations/tenders: 20.06.10 (3:00 PM)

Date & Time for opening of quotations/tenders: 20.06.10 (3:30PM)

4. The quotations/tenders will be opened in the presence of the tenderers or their representatives who may like to be present.

5. The undersigned reserves the right to reject any or all the quotations without assigning any reason therefore.

(Jai Pal)
Under Secretary to the Govt. of India

Annexure - I

S. No	Item	Rates per unit	Tax if any	Net rates
1.	Photocopy paper (JK copier) A-4 Size, 75 GSM, mill packed 500 sheet			
2.	Photocopy paper (JK copier) F-S Size, 75 GSM, mill packed 500 sheet			
3	Photocopy paper (Xerox- Modi) A-4 Size, 75 GSM, mill packed 500 sheet			
4	Photocopy paper (Xerox- Modi) F-S Size 75 GSM, mill packed 500 sheet			

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. The invitation is open to all registered/well established suppliers.
2. Cabinet Secretariat requires these items for its use. These items are generally purchased on monthly basis.
3. The firm should be in a position to supply these items mentioned in the schedule of goods at short notice as well as on holidays / Sundays also as and when required.
4. The owner / firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to enable this Department to call him in emergency cases. Mobile number (s) may also be given.
5. The supplier will be responsible for delivery of the goods in good condition in the Cabinet Secretariat's office or at a place selected by the Cabinet Secretariat, at his own risk and cost.
6. Quotations for part items indicated in schedule of goods will only be accepted in case of non-availability of quotations for all items contained in the schedule of goods.
7. Tenderers may please quote their unconditional rates strictly as per schedule of items enclosed. Cutting / overwriting, if any should be countersigned by the tenderer.
8. Cabinet Secretariat reserves the right to reject any or all the tender in full or part without assigning any reason there for and without giving any compensation. The decision of Cabinet Secretariat in this regard shall be final and binding on all.