

F.5 (8) 2007/P.P.

From :- Dy. Dir. (P.P.)

To :

- |   |  |
|---|--|
| 1. A.G.M. (Marketing)<br>Kendriya Bhandar West Block<br>R.K. Puram New Delhi.   | 2. Manager (Stationery)<br>M/s N.C.C.F. of India<br>92, Deepail Building<br>Nehru place New Delhi                        |
| 3. The Manger (CM)<br>M/s N.A.F.E.D.<br>Corporation Ltd.<br>A-8, Lawrence Road, Indl. Area.<br>Minar,<br>Delhi-110035<br>Delhi-110092 | 4. Dy. General Manager (Mkt.)<br>Hindustan Paper<br><br>4th Floor, South Tower, SCOPE<br><br>Laxmi Nagar, Distt. Centre, |

**Sub:- Supply of Printing Paper in DDA Press.**

Sir,

You are requested to quote the rates of the following papers as specification given for the supply in the DDA Printing Press.

S.N.	Description	Required Qty.	Quoted Rate per Kg.
1.	Ledger paper 17"x27"-70-75 GSM J.K H.P.C. Ballarpur, Andhra, Orient, Sirpur, Mysore (Mill packed)	300 Reams	
2.	Ledger paper or 17"x27"-90-95 GSM H.P.C. J.K. Ballarpur, Andhra, Sirpur, Orient, Mysore ((Mill packed)	500 Reams	
3.	Parchment paper (Blue Colour) 17"x26"-80-85 GSM Ballarpur, C.P.M. Sudershan (Mill packed)	700 Reams	
4.	Colour Maplitho paper 23"x36"-70-75 GSM (Yellow Colour)Sirpur, J.K. Andhra, Sirpur, Orient, H.P.C., (Mill packed)	50 Reams	

You are requested to kindly quote your rates for the above mentioned Mill make only for supply on urgent basis.

The Copy of Terms & Conditions and other related information is enclosed herewith. Kindly take a note of the enclosed Terms & Conditions please sign. the Terms & Conditions is taken of your acceptance for the same. The said copy of Terms & Conditions may be submitted to Dir. (Naz) in a separate envelop alongwith samples and the rates may be quoted

in another envelop along with samples. Please note that rates may be quoted for the brands mentioned above only, otherwise the quotation/rate will be sumarily rejected. The envelop containing the rates and samples must be sealed and mark the envelop as Quotation purchase/Quatations must be reached in the office of Director (Nazarat) DDA, B Block Ground floor Vikas Sadan, INA Colony. New Delhi up to 4.6.2007 at 3.00 P.M. and open 3.30 P.M.

Samples of all the varities is to be given alongwith the quotation otherwise quotation may be sumarily rejected and rates will not consedered

(Ms. Meena Pahwa)  
Dy. Dir. P. Press

## DDA

### Terms & Conditions for supply of Printing paper :-

1. Rate must be quoted per K.G. basis only. i.e nett payable inclusive of rebate if any or other charges.
2. Supply will be received in mill packing only in reams/gross.
3. Supply will have to be made in the DDA Printing Press duly weighted at Dharam Kanta in the presence of DDA officials.
4. Samples of all the items quoted duly signed and stamped by the agency may also be enclosed, along with quotation. Quotations without samples will not be considered, as quality will be one of the criteria for selection. Please provide full sheet of sample in each case.
5. Rates may be quoted for more than two different makes to have a fair justification of rates for the Mills mentioned in the letter only.
6. The quotation must be sealed and addressed to Director (Naz.), DDA Block B Ground floor Vikas Sadan, New Delhi.
7. The rates must be quoted only as per our required specifications and brands.
8. Rates must be inclusive of all charges i.e. cartage, loading-unloading etc. Mention clearly if Sales Tax is to be charge extra. If nothing is mentioned, the rates will be treated inclusive of Salex Tax and all charges. Nothing shall be payable extra in such a position.
9. Quantity can be increased or decreased by 25% at the time of placing the supply order.
10. The validity period of rates shall be 30 days from the date of opening of rates.
11. Conditional offers are not acceptable, DDA shall be at a liberty to accept the rates and reject the conditions. Hence do not add conditions, do not quote rates if T&C are not acceptable.

12. Supply will have to be made within 7 working days from the issue of supply order. However, period for effecting supply can be extended at the discretion of Dir. (Naz.) in reasonable cases. Please quote your rates only if you have ready stock/can supply within aforesaid time without fail.

Note : This document must be submitted in a separate envelope with sample duly signed and stamped for quotation dated 17.02.05.

Accepted

Signatures\_\_\_\_\_

Seal