

महालेखाकार (लेखा एवं हक)
का कार्यालय, कर्नाटका,
भारतीय लेखापरीक्षा तथा लेखा विभाग
No.AG/A&E/HK-STY/2016-17/



OFFICE OF THE
ACCOUNTANT GENERAL (A & E)
KARNATAKA
Indian Audit & Accounts Department
Date: 27 /03/2017

To

As Per Mailing List.

Sir,

SUB: Enquiry regarding quotations for stationery items.

Sealed quotations are invited for supply of the items of stationery mentioned at SI No1 to SI No 72 as per the Annexure-1 to this letter.

The quotations should be addressed to Sri M.CHANDRAMOHAN, Senior Accounts Officer (OM) so as to reach this office on or **before 10/04/2017.**

TERMS & CONDITIONS

1. The rates quoted should be **NET, inclusive of taxes, delivery charges etc.**
2. **The VALIDITY of rates should be up to 31/03/2018(One Year)**
3. Upward revision of prices will not be entertained during the course of the year for any reason.
4. The supplies are to be made within a period of **Three days** for Branded items and **within Ten Days** for unbranded items, if and when orders are placed.
5. **EMD of Rs.10,000/- in the form of Demand Draft drawn on "PAO, IAD, Bangalore, should be furnished by the Agencies along with the Quotation.**
6. The supplies should confirm to the specifications and brands.
7. The supplies should be of the latest manufacturing date/batch available in the markets. **Old stocks will not be entertained. Penalty of 2% will be charged on account of delayed supplies.**
8. Defective supplies should be replaced at the cost of the supplier.
9. **Samples in case of unbranded items of stationery should accompany the quotation.**
10. This office reserves the right to reject any quotation without assigning any reasons thereof.

Yours faithfully,

(M.CHANDRAMOHAN)
Senior Accounts Officer (OM)

