

No.PAG/A&E/HK-STY/2016-17/07-12

Date: 13 /04/2016

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 ~~71~~ 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 29/04/2016.**

**TERMS & CONDITIONS**

1. The rates quoted should be **NET, inclusive of taxes, delivery charges etc.**
2. **The VALIDITY of rates should be up to 31/03/2017(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 conform 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. Payments will be made by Cheque **within TEN Working days** from the date of receipt of goods and invoice.
10. **Samples in case of unbranded items of stationery should accompany the quotation.**
11. This office reserves the right to reject any quotation without assigning any reasons thereof.

Yours faithfully,

- Sd -

(M.CHANDRAMOHAN)  
Senior Accounts Officer (OM)

