



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE PATNA

2<sup>ND</sup> FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN, PATNA-800 001

**SPEED POST**

F.No.IG/RC-05/Quotation/Printing/15/....

1<sup>ST</sup> December, 2015

To

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**Subject: Quotation for supply of Printed Stationary Items/Materials**

Sealed quotations are invited for supplying of printed stationary items/printed materials for office use as per requirement. Details of printed stationary items/materials regarding quality, specification etc. has been given item-wise in Annexure-II.

**The price quoted should be inclusive of all taxes. Supplier should attach sample paper of each description.**

The rate quoted by the firm shall be remain valid for a period of one year and no request for escalation of rates would be entertained after approval of the rates.

Order for items will be placed on requirement basis. No advance payment will be made against the order.

The quality supplied should be confirmatory to the quality mentioned in the tender notice against each item and delivered within stipulated time from the date of receipt of supply order. The office reserves the right to cancel any order, if the required items are not supplied on time.

Any item which is not according to the specimen or found to be defective or not of the desired quality etc. shall be returned by the office and replacement should be made forthwith on the same day. If replacement is not made on the same day, the order placed therefore shall stand cancelled.

**No separate charges shall be paid for delivery of items.**

**The quotation must accompany an Earnest Money Deposit(EMD) of Rs.2,000/- in the form of a demand draft drawn in the favour of IGNOU payable at Patna.**

The EMD will be returned to the unsuccessful tenderers on finalization of the contract. No interest shall be paid on the EMD.

The agency selected for awarding the job will be required to deposit a interest free security deposit of Rs.5,000/- in the form of a Demand Draft in favour of IGNOU & payable at Patna which can be forfeited in the event of termination of contract on account of violation of any of the above mentioned terms and conditions. The E.M.D deposited by the bidder will be adjusted from this amount.

IGNOU reserves right to select more than one firm/agency for supply of the items. IGNOU further reserves the right to decide whether a firm/agency should be selected for supply of some or all items.

Experience & registered agencies/firms having PAN/TAN, Sales tax registration, VAT registration and also are willing to supply the printed stationary items/materials to this office on the terms and conditions contained herein need only submit their quotation in the prescribed proforma (Annexure-I and Annexure-II) alongwith copies of Sales Tax Registration, VAT registration, PAN/TAN number.

The sealed quotations duly filled in and completed in all respects, along with a demand draft of **Rs.2,000/-** as earnest money (refundable) in favour of IGNOU payable at Patna, should be reached to the Assistant Registrar, IGNOU Regional Centre, 2<sup>nd</sup> Floor. BISCOMAUN Tower, Patna-01 by **21.12.2015** upto 01:00 PM which shall be opened in the presence of the bidder(s) or their authorized representatives, who may like to be present, on the same day at 03.00PM.

Late submission of the tender documents shall be summarily rejected.

The cover containing the quotation should be superscripted as **“QUOTATIONS FOR PRINT STATIONARY ITEMS/MATERIALS”**.

IGNOU reserves the right to accept/reject any or all tenders without assigning any reason what so ever.

**(Dr. Q. Haider)**  
**Regional Director**

**PROFORMA TO BE FILLED IN BY BIDDERS**

S.No.	Particulars	To be filled in by the bidder
1.	Name of the firm/agency	
2.	Address	
3.	Contract Number	Tel. No. Mobile No. Fax No. E-mail:
4.	Person responsible for conduct of business	Name: Mobile No.:
5.	PAN No.:	(Copy enclosed)
6.	VAT No.	(Copy enclosed)
7.	Sale Tax Registration No.	(Copy enclosed)
8.	Details of EMD	Amount: Rs. DD No. Date: Issuing Bank Name & Address :
9.	Experience, if any, in dealing with Govt. Deptt.	

**DECLARATION BY THE BIDDERS**

I hereby certify that-

1. Particulars furnished above are true to the best of my knowledge and belief.
2. I have carefully gone through the terms and conditions and specification of the items given in quotation notice and undertake myself/ourselves to abide by them.
3. The rate quoted are inclusive of Taxes/VAT/Service Charge.
4. All supplies will be made strictly as per specification and time stipulations.

Date :  
Place :

Signature :  
Name :

QUOTATION

S.No.	Description	Rate quoted per hundred	Rate quoted per thousand
1.	Letterheads(28cm X 20cm)- Royal Executive Bond Paper of 100gsm, 2 colour		
2.	Letterheads (28cm x 20cm) - Royal Executive Bond Paper of 70 gsm, 2 colour		
3.	Single side text printing, single colour with A4 maplitho paper of white, pink, yellow, green and blue of 70 gsm		
4.	Double side text printing, single colour with A4 maplitho paper of white, pink, yellow, green and blue of 70 gsm		
5.	White Envelope, Ballarpur paper, 10x4.5 with single colour printing of address on 90 gsm		
6.	White <b>Window</b> Envelope, Ballarpur paper, 10x4.5 with single colour printing of address on 90 gsm		
7.	Bonafide certificate- 100x1, A6 size, double colour printing, 32 kg maplitho paper with numbering		

Certified that the rates quoted above are inclusive of Taxes/VAT/Service Charge.

Signature & Rubber stamp of the firm  
Date: