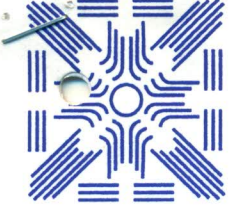


SPEED POST



राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड

NATIONAL CAPITAL REGION PLANNING BOARD

प्रथम तल, कोर-IV बी/1st Floor, Core - IV B

भारत पर्यावास केन्द्र/India Habitat Centre

लोधी रोड, नई दिल्ली-110 003 / Lodhi Road, New Delhi-110 003

शहरी विकास मंत्रालय/Ministry of Urban Development

दूरभाष/Phone : 24642284, 24642287, फैक्स/Fax : 24642163

No. O-16021/12/02-03/Part-IV/NCRPB

Dated: 22.06.2016

Subject: Quotation for printing of stationery items.

Sir,

The NCR Planning Board intends to obtain sealed quotations for supply of printed stationery on day to day requirements basis in the enclosed Performa.

You are requested to indicate your rates/quotation for printing the same in a sealed cover as applicable and addressed to Member Secretary, NCR Planning Board, Core-IV B, 1st Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 latest by 3.00 P.M. on or before 13.07.2016. The quotations can be dropped in the quotation box placed in the premises of the Board Office.

You are also requested to kindly quote Your PAN and TAN/Tin Number along with photocopy these Tax A/C for the purpose of office record.

Yours faithfully,

(Harsh Kalia)

Assistant Director (Admn.)

Encl:- As above

23/6/16
A -

Date: _____
Signature: _____

The Contracts shall be governed by the following terms and conditions:

1. The printed items should be supplied within 07 (seven) days from the date of issue of printing order/supply order.
 - i) The printed items shall be delivered to National Capital Region Planning Board, Delhi during working days. Unloading of items and delivery to store at above mentioned place shall be responsibility of the firm.
 - ii) The supply will be liable to replace the rejected/damaged stores within 10 days.
 - iii) The tenderer must confirm in writing that the goods supplies by them shall be as per specification of stationery items/misc. mentioned in the tender.
 - iv) The payment will be made after delivery of printed material by cheque or through ECS on receipt of pre-receipted bill.
 - v) No advance payment will be made.
2. The selected vendor(s) will have to furnish the performance guarantee in the form of Demand Draft/FDR/Bank Guarantee of Rs. 5000/-. The performance security should be furnished within one month of awarding the contract with validity beyond 60 days of the expiry of the contract.
3. This office reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason thereof. This office also reserves the right to renew or extend the contract for such period(s) as it may deem necessary, taking into account the satisfactory performance/ services rendered by the contractor during previous years.
4. The rates of the printing shall be mentioned in figures neatly including vat etc. There should not be any erasing or over-writing whatsoever.
5. The tenderers are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending their quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this office.
6. Please ensure that Official Logo of NCR Planning Board is not be used in any other cases/manner.

I hereby accept all the terms and conditions mentioned above.

Signature of the Tenderer with seal
Date.....

