



भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036
INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036

मंडार एवं क्रय अनुभाग
STORES & PURCHASE SECTION

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A.V.SUDARSANAM
DEPUTY REGISTRAR(S&P)

SPS/2015/RC/PHOTOCOPYING PAPERS
DATED: 05-03-2015

To

DUE DATE: 20 .03.2015 @ 05.00PM

Sirs,

Sub: Rate Contract for the supply of J.K., Bilt Image, HP, Modi & TNPL Photocopying papers for the period from 01.04.2015 to 30.09.2015 – Reg.

We would like to enter in to Rate Contract for the supply of **A4 & A3 Photocopying paper with 75 GSM and 80 GSM** for the following brands initially for the period of 6 months (ie) from **01.04.2015 to 30.09.2015**. This period may likely to be extended for a further period of 6 months if required, based on the market condition as on that date, after obtaining confirmation from you regarding extension.

1. J.K. Photocopying paper
2. Bilt Image Copier
3. Bilt Copy Power
4. Bilt Premium paper
5. TNPL Photocopying paper
6. TNPL Platinum copier paper
7. Modi MX Challenger Photocopying paper
8. Modi MX Spectrum Photocopying paper
9. Modi MX 75 Photocopying paper
10. Modi Unicopy Photocopying paper
11. Modi Mx Excell Photocopying paper
12. ITC Photocopying paper
13. MX Trust Photocopying paper
14. MX Xerox office 80
15. HP Paper
16. Colour Paper (Blue, Pink, Yellow & Green)

You are requested to submit your offer on or before 20.03.2015 at 5.00 p.m. ONLY IN THE PRESCRIBED FORMAT enclosed herewith. No other format is acceptable.

The Quotation duly sealed and super-scribed on the envelope with the Enquiry No. & Due Date should be addressed to the undersigned so as to reach the undersigned on or before the date stipulated above.

The above details are also available at www.iitm.ac.in under the link tender notice.

Terms & Conditions.

1. Price:
 - a. The prices given in the quotation should be Firm. No price revision during the contract period is acceptable.
 - b. In case of any reduction of paper price which is brought about due to Government decision etc., the same amount of reduction should be extended to the institute by the supplier.
2. **Period of Rate Contract from 01-04-2015 to 30-09-2015. Likely to be extended for a further period of 6 months as indicated in the previous page.**
3. **Taxes etc.: Rate quoted should be an all inclusive prices Percentage of Tax added may be indicated clearly. If the inclusive price is not given we will treat your rate as inclusive rate and comparison be made accordingly.** If there is any change in tax rates by State / Central Government, it will be automatically applicable to your Rate Contract also.
4. **Placement: Orders will be placed on piecemeal basis depending upon the actual requirements of the Departments and the same to be executed within 7 days. There is no commitment on our part to place any order on the basis of rate contract and the Institute also reserves the right to conduct negotiation if considered necessary.**
5. Delivery: FREE Delivery through your Stockiest.
6. Payments: Payment will be arranged within 30 days from the date of supply.
7. **Sample papers should be sent along with Quotation. Quotation without samples will not be considered and rejected at the time of opening itself.**
8. **The rate should be quoted on per ream basis only otherwise your quotation will be rejected.**

Kindly acknowledge the receipt of this letter.

Thanking You,

Yours faithfully,



DEPUTY REGISTRAR (S&P)

(IN COMPANIES LETTER HEAD)

NAME OF THE FIRM :

I. PHOTOCOPYING PAPER A4 SIZE

SL. NO.	DESCRIPTION OF ITEM	RATE PER REAM			
		A4		A3	
		75 GSM	80 GSM	75 GSM	80 GSM
1	J.K. Photocopying paper				
2	J.K. Photocopying paper - SPARKLE				
3	Bilt Image Copier				
4	Bilt Copy Power				
5	Bilt Premium paper				
6	TNPL Photocopying paper				
7	TNPL Platinum Copier Paper				
8	Modi MX Challenger Photocopying paper				
9	Modi MX Spectrum Photocopying paper				
10	Modi MX 75 Photocopying paper				
11	Modi Unicopy Photocopying paper				
12	Modi Mx Excell Photocopying paper				
13	ITC Photocopying paper				
14	MX Trust Photocopying paper				
15	MX Xerox Office 80				
16	HP Paper				
17	Colour Paper (Blue, Pink, Yellow, Green)				

TERMS AND CONDITIONS

SL. NO.	DESCRIPTION	DETAILS	
1	PRICE	INCLUSIVE OF TAXES & DUTIES AT _____%	
2	PAYMENT	AFTER SUPPLY	
3	DELIVERY PERIOD	IMMEDIATE	
4	DELIVERY CHARGES	INCLUSIVE	
5	VALIDITY	INITIALLY UPTO 30.09.2015. LIKELY TO BE EXTENDED UPTO 31.03.2016	
6	ORDER TO BE PLACED WITH (ADDRESS/CONTACT NO.)		
7	BULK DISCOUNT OFFERED	RANGES	% OF DISCOUNT
		1 - 10	
		11 - 25	
		26 - 50	
		51 - 100	
		100 & Above	