

Re: Tender for supply of Petty Stationery items

We shall be glad to receive your quotations for supply of petty stationery items from our approved suppliers as per details given in the attached statement Annexure "A" and subject to terms and conditions given below,

2. Quotations should be properly sealed, mentioning clearly Enquiry Number and Date: addressed to and dropped at

**The General Manager,  
Bank of India, Stationery Dept., H.O.,  
Hirji Estate, Saki Vihar Road  
Saki Naka, Mumbai 400 072**

3. Please quote rate including Taxes and delivery charges and quotations should be dropped on or before **09.09.2010 at 5.00 p.m.** Quotations will be opened on **13.09.2010** at Stationery Department, Saki Naka. Bidders desirous of attending Tender opening Committee Meeting may remain present.

**4. Delivery to be made as and when required basis to various Departments of Head Office at Mumbai (BKC) and Navi Mumbai.**

5. Quotation/Tender with counter condition will not be entertained.

6. Your rates should be valid for atleast one year from the date of quotations,

7. It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of item will be entertained.

**8. The rates should be quoted as per our enquiries and no other item to be added.**

9. The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Bank reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.

10. If after delivery of the item, it is discovered that the material supplied, are not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.

11. In case of failure/delays in supplies fully or partially the Bank is at liberty to procure the same through other sources as its sole discretion and the difference in cost, if any, will be recoverable from defaulting party.

12. Stationery must be properly labelled and packed according to our usual requirement and delivery to be effected as per our instructions.

13. The Bank shall be entitled to split up the order supplies mentioned in the letter and tender shall be deemed to be accepted only for supplies as may be ordered from time to time by placing a regular order.

CHIEF MANAGER

**Annexure "A"**

Date:

Due Date:

To,  
The Chief Manager  
Bank of India , Stationery Dept. (H.O.), Hirji Estate,  
Behind Excom House, Saki Vihar Road,  
Mumbai 400 072

Sub: Enquiry No.BOI/STY/2010-ENRC15      Date : 30.08.2010

We refer to your above enquiry and given below rate for the following items for delivery at BKC/Navi Mumbai.

Sr. No	Item Code	Item Description	Approx. Yearly required Quantity	Basic Rate	Tax %	Rate inclusive of Tax
1	PTS 0139	Faber Castel CD Marker Pen	200			
2	PTS 0140	White Board Marker Pen	200			
		Camlin Brand				
		Reynold Brand				
3	PTS 0141	Permanent Marker Pen Blue/Black	200			
		Camlin Brand				
		Reynold Brand				

The above rates are submitted as per your specifications after verification of our specimen. We are aware that if the tenders are not submitted in the prescribed format the same are liable for rejection.

**AUTHORISED SIGNATORY**