

**RE: TENDER FOR SUPPLY OF PAPER**

Bank of India invites tenders for supply of Paper from our approved paper suppliers and stationery suppliers as per details given in Annexure "A" To be supplied **in one Lot** at BKC/ CBD Belapur, Navi Mumbai.

Your Tender in sealed envelope superscribed "Enquiry No. Ref : BOI/STY/10-11/ENRC/PAPER dated 21.04.2010 should be addressed to General Manager, Bank of India, Head Office and should be dropped at

**Bank of India**  
**Stationery Department**  
Hirji Estate, Behind Excom House  
Saki Vihar Road, Saki Naka,  
Mumbai 400 072.

Your Tender should reach us **on or before 09.09.2010 upto 5.00 p.m.** failing which, it will not be considered.

Your Tender should be specifically as per Annexure "A" and rate should be **quoted per packet of 500 sheets inclusive of all Taxes, Delivery Charges etc.**

Tenders will be opened on **13.09.2010** at Star House, Bandra Kurla Complex. Changes if any, for opening the Tender will be advised over telephone.

**Bidders desirous of attending Tender opening Committee Meeting may remain present.**

CHIEF MANAGER

ANNEXURE "A"

Ref. No. BOI/STY/10-11/ENRC/PAPER

30.08.2010

Please quote rate per packet of 500 sheets.

<b>GSM</b>	<b>Size of paper</b>	<b>Particulars</b>	<b>Approx Quantity in a to be supplied to H.O. Dept. at Mumbai &amp; Navi Mumbai</b>	<b>Rate per packet of 500 sheets per ream including Tax, delivery charges etc.</b>
<b>J.K. COPIER PAPER (RED)</b>				
75 GSM	F/S 21.5 X 34.5 cms	J.K. Red	1000 Pkts	
75 GSM	A/4 21 X 29.70 cms		4000 Pkts.	

## ANNEXURE “B”

Ref. No. BOI/STY/10-11/ENRC/PAPER

30.08.2010

### OTHER TERMS & CONDITIONS

1. Tender with counter condition will not be entertained.
2. Approximate quantity mentioned above is requirement for the year, however supplies are to be made during year on piecemeal basis as per requirement, to the concerned department at Mumbai and Navi Mumbai..
3. Please quote rate per packet of 500 sheets. Your rates should be valid atleast for one year.
4. Any increase in the rates other than Government Taxes, duties etc., will not be admissible. Only if the basic rate is increased beyond tolerance limit say +10% then only request for increase in the rate contract may be considered.
5. To be supplied in original mill packing packets of 500 sheets each.
6. Please attach the specimen paper with your rate and same type/quality, of paper as per specimen should be supplied to us if the job is awarded to you
7. If the paper supplied is found to be other than the quotation called for, the supplier will be deleted from Bank's approved list and debarred from submission of tenders in future without giving any notice.
8. 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 paper will be entertained. **We shall not pay any advance to you against our order, if any, placed with you.**
9. The rates should be quoted for the item/items as per the specifications mentioned in our enquiry.
10. If after the stationery/item is delivered, it is discovered that the material supplied/ used, is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
11. 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.
12. Suppliers who do not effect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank and in case despite warning, they continue to be too late in deliveries, they may be disqualified for further inquiries/entrustment of work.
13. **Penalty** for delayed supplies will be on prorata basis i.e. 2% for one month (or part thereof), at the discretion of Bank, which please note.
14. Your Tender should be valid for atleast 60 days from the due date specified.