



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
(AN ISO 9001:2000 CERTIFIED COMPANY)

OFFICE OF THE SUPERINTENDING ENGINEER (PROCUREMENT-I)
 OLD POWER HOUSE PREMISES, NEAR RAM MANDIR, BANI PARK, JAIPUR.
 Telephone No. 0141-2208916 Fax No. 0141-2208916

NO. RVPN/SE/PROC-I/ 2016-17/F. /D. Dated :

M/s

1403

18.11.16

Sub : Quotation for supply of Stationery items.

Dear Sir,

On the subject cited above, you are requested to please send your offer/ quotation for supply of following stationery items:-

Sl.No.	Name of Item	Quantity
1.	File Cover handmade size (24.5X37 CM) weight 80 Gram per file cover alongwith printing of office name and State press line.	4000
2	File pad 24 ohms size 25X37 CM weight 12.5 kg per 100 Nos. of file pad	2200
3	Note-sheet (Green ledger paper 75 GSM) size 215x345 MM, 100 sheets in a pad.	30 Pad
4	Envelops laminated Yellow color size 16"x12" - 100 GSM	500
5.	Envelops Khakhi, size 11"x5"with print of despatcher address, O.I.G.S. & Address window 80 GSM	10000
6	File lace (No.924) (100 laces in one Bundle)	60 Bundle

Nigam's Terms & Conditions :

- (vi) **Payment:** 100% payment shall be made to the supplier / contractor through RTGS / NEFT by A.O. (P&C-I), RVPN, Jaipur on presentation of bill in triplicate in favour of S.E. (PROC-I), RVPN, Jaipur subject to receipt of above stationery articles in good conditions in our store. The supplier / contractor shall furnish particulars to the payment making authority of RVPN in enclosed prescribed format.
- (vii) **Validity :** The quoted rates/prices should be valid minimum period of 60 days from the date of opening of quotation.
- (viii) **Penalty** due to delay in delivery : For delayed supply, penalty 1/4% per week and part thereof for four weeks and thereafter ½% per week and part thereof subject to maximum 5%.

Contd..2.

- (ix) Inspection:** Purchaser reserves the rights to witness the tests/conduct inspection of material as per relevant standards as per purchase orders.
- (x) Delivery of material:** The material is to be supplied within 20 days of issue of detailed purchase order. Supplier may quote separate freight & insurance charges. These charges will be considered of FOR destination prices.

You are requested to kindly send your quotation/offer intimating delivery schedule and acceptance of RVPN's terms and conditions alongwith sample of required stationery articles duly signed & stamped in sealed envelope so as to reach this office upto **2.30 PM on 29.11.2016.**

Yours faithfully,

sd/
Executive Engineer (COMM.)
For Superintending Engineer (PROC-I)

Copy forwarded to the following for information and necessary action:-

1. The Accounts Officer (P&C-I), RVPN, Jaipur.
2. Notice Board of this office/RVPN site

Gaytri Bakariya
For Superintending Engineer (PROC-I) *qcds*