

**CANTEEN STORES DEPARTMENT**  
**'ADELPHI' 119 M. K. ROAD, MUMBAI – 400 020**

Enquiry No. 3/Admn/B-4/STNY/E-01/(2017)

Closing Time : 1400 Hrs

Date : **05/01/2017** Due on : **24/01/2017**

Opening Time : 1430 Hrs

**SUBJECT TO NORMAL TERMS AND CONDITIONS**

Sr. No.	Code No.	Item	Pack	Qty.	Paper to be used	Size of Form	Binding Remarks
01.	----	Xerox Paper F/S Size 80 GSM	500's Pkts.	1300 Pkts.	White Paper 80 GSM	8.25" x 13.25"	-----
02.	----	Xerox Paper A/4 Size 80 GSM	500's Pkts.	1300 Pkts.	White Paper 80 GSM	8.25" x 11.25"	-----

**Please Note:**

- A) Department will be at Liberty to take penal action of reducing the price of return of goods or recovery of loss or damage if it is established that there is variation in the size at the time of supply of the item of printed Forms/Pads/Books/Registers etc.
- B) In case of non-supply of item/completion of job by due date indicated in the work order, the order will stand automatically cancelled and penal action will be taken for recovery of any loss suffered by the department on account of Vendor's default and the amount of penalty will be recovered /adjusted from the security deposit submitted by you for registration of your firm. Further, your firms may be deleted from the list of approved suppliers/printers.
- C) Specimen can be seen in this office on any working day between 1400 hrs to 1600 hrs.
- D) Quotation should be duly sealed and marked quotation for printing against Enq. No. 3/Admn/B-4/STNY/E-01/(2017) due on 24/01/2017
- E) All communication with regard to this Enquiry must be addressed to DGM (P&A) at above cited address.
- F) Sealed quotation should be inserted in the Tender Box kept at the reception room marked Administration Branch.
- G) Paper samples duly signed / stamped must be enclosed along with Quotation. The printing/supply of papers will strictly be done as per approved paper sample. Quotation without paper sample will be rejected.
- H) Quotation should be on your letter Head/Quotation form in original as per the format shown above duly signed and affixed the dates and rubber stamp of name and address of your firm below the rates quoted & at the end of quotation form.
- I) Tax elements must be shown separately.
- J) Incomplete/unsealed quotation will be rejected.
- K) The General Manager CSD reserves the right to accept any tender/quotation in part or full without assigning any reasons what-so-ever.
- L) Rates quoted should be valid for at least 12 months from the closing dated of the enquiry Department reserve right to place orders upto validity of quotation and thereafter on approval of extension.
- M) The quantity mentioned in the Enquiry Form is subject to variation by 20% on either side.
- N) Any reduction in market prices has to be intimated immediately by the Vender during validity of quotation.
- O) Quotation should be alongwith EMD of Rs.20,000/- of demand draft drawn in favour of "Canteen Stores Department Public Fund Account (Main)" payable at Mumbai, which shall be refunded on finalization of the contract. No interest should be payable to the EMD deposit.
- P) Successful tender has to submit Security Deposit of 5% of the Order Value.

Sd/-  
AGM. (Admn)