

**BURN STANDARD CO. LTD.**

Registered Office :  
22.B.Raja Santosh Road.  
Alipore.  
Kolkata-700027.  
Ref: BW/ENQ/Print & Sty/051/2011.

BURNPUR WORKS  
BURNPUR  
WEST BENGAL.  
( A Govt. of India Undertaking )

Wire : Wagon Burnpur.  
Telephone : (0341) 2230521&526  
FAX : 0341-2230232

Date: 08.07.2010.

Dear Sir,

Sub : Requirement of Stationeries.

Please quote your lowest competitive price, Delivery, Terms of Payment etc. for supply of the following :

	<u>Description.</u>	<u>Specn.</u>	<u>Qty .required.</u>
1)	Red Refill ( Flora Make ).	...	500 Nos.
2)	Despatch Instruction Pad. (200 sheets in a Pad)(As per Sample) ...		10 Pads.
3)	Letter Head Pad (Medium) (100 sheets in a Pad)(As per Sample)...		50 Pads.
4)	Water Sponge. ( Good Quality ).	... ..	50 Nos.
5)	Flat File. ( As per Sample ).	... ..	500 Nos.
6)	Works Subsequent Instruction Pad.(100 sheets in a Pad) ... ( As per Sample ).		10 Pads.
7)	Blue Refill. (Flora Make ).	...	1000 Nos.

N.B : All Tenderers are being requested to submit their Tender in two parts, a) Techno-commercial Bid and b) Price Bid in two separate envelope super scribing Tender No. Date, Due Date etc. over both envelope.

**ENQUIRY CLAUSE.:**

- 1) Inspection : At our BSCL, Burnpur Works, Burnpur.
  - 2) Delivery : To be made at our Burnpur Works/Howrah Works as per the schedule mentioned in the Purchase Order.
  - 3) Payment : 30 days credit from the date of submission/acceptance of Bill.
  - 4) Validity : 90 days.
  - 5) Price : To be quoted on F.O.R. Burnpur Works basis. Price must be firm and no escalation in price will be considered during pendency of the contract.
  - 6) Rates must be quoted in Figures as well as in words too.
  - 7) You are require to furnish Permanent Account No. of your Firm along with the Quotation.
  - 8) The Company is not bound to accept the lowest price or to assign any reason for non-acceptance of any tender and reserve the right to accept or reject any tender in part or in whole and also reserve the right of distributing the order between more than one tenderer.
2. Your offer should reach this office in the cover enclosed herewith duly sealed within 22.07.2010. Tender will be opened on 23.07.2010 at 3-00 PM.

Enclou:

Yours faithfully,  
For Burn Standard Co.Ltd.

( S.K.Thakur.)  
Asstt.Manager(Purchase).