

BURN STANDARD CO. LTD.

Registered Office :
22.B.Raja Santosh Road.
Alipore.
Kolkata-700027.
Ref: BW/ENQ/Print & Sty/159/2010.

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

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

Date: 15.02.2010.

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) Components entry Gate Pass, (200 sheets in a Pad) (As per Sample) (Leather Binding.)	...	15 (Fifteen) Pads.
2) Daily Material receipt Register (Transport) (200 pages in a Register) (As per Sample) (Leather Binding).	...	06 (Six) Register.
3) Daily Material receipt Register (By Wagon). (200 pages in a Register)(As per Sample) (Leather Binding).	...	06 (Six) Register.
4) ISW Works Provident Fund. (100 sheets in a Pad) (As per Sample).	...	03 (Three) Pads.

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 15.03.2010. Tender will be opened on 16.03.2010.

Encl:

Yours faithfully,
For Burn Standard Co.Ltd.

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