

LBS CENTRE FOR SCIENCE AND TECHNOLOGY, THIRUVANANTHAPURAM

Re - QUOTATION NOTICE FOR RATE CONTRACT

B3/5553/2017

Date: 20/10/2018

Sealed quotations are invited as rate contract for one year for the supply of following stationery items for the use of LBS Centre for Science and Technology, Thiruvananthapuram. The approximate requirements shown are for one year and the items are to be supplied at the quoted rate as and when the requirements arises.

Sl No.	Item	Approximate quantity required for one year
1	A4 Size paper 80 GSM	425 pkt
2	A3 Size paper 80 GSM (JK)	150 pkt

The envelopes containing the quotations should bear the superscription "Quotation for the supply of stationery (A4 and A3 Size paper)" and should be addressed to the Director, LBS Centre for Science and Technology, Thiruvananthapuram. The tenderers may submit the quotations in their own papers. Late quotations will not accepted. The quotation will be opened in the presence of such tenderers or their authorized representatives who may be present at that time. The amount quoted should be inclusive of taxes applicable as per rules. The maximum time allowed for the supply of the items will be 7 days from the date of the supply order. The payment will be released to the suppliers after ensuring that the quality and quantity of the items supplied is in conformity with the supply order issued by LBS Centre.

Due date and time for receipt of quotation	26/10/2018; Time: 2 pm
Date and time for opening of quotation	26/10/2018; Time: 3.30 pm
Date up to which the rates are to remain firm for acceptance	3 Months from the date of quotation
Designation and Address of Officer to whom the quotation is to be addressed	The Director LBS Centre for Science and Technology, Nandavanam, Palayam, Thiruvananthapuram -695 033

The Acceptance of the quotation will be subject to the following conditions :

1. Validity of this offer after the acceptance will be for one year period. Successful tenderer should execute an agreement at his own cost for the satisfactory fulfillment of the contract, if so required.

2. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail, cancellation of the order and the substitute service will be availed at the tenderer's expenses from elsewhere.
3. No representation for enhancement of price once accepted will be considered during the tenure of the contract
4. Any attempt on the part of tenderers or their agents to influence to officers concerned in their favour by personal canvassing will disqualify the tenderers.
5. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.
6. The rates quoted should be inclusive of all taxes, duties cess etc. which are may become payable by the contractor under existing or future laws or rules of the country during the course of execution of the contract.
7. Once an order for purchase is placed, payments will be made only after the supplies are actually verified and taken to stock.
8. The requirements shown are the estimates only based on past data. The institution cannot guarantee the requirements as such for the quoted period.
9. Special condition, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the Director, LBS Centre.

The undersigned reserves the right to reject or cancel the quotation without assigning any reason whatever and his decision will be final. Further details if any can be had from office on all working days during office hours.

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DIRECTOR

for
Copy:- Notice Board, Website