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ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
REGIONAL STATION, VITTAL - 574 243, KARNATAKA, INDIA



F No.302-4/2011-Stores

Dated: 30-05-2016

Sub: Quotation for supply of Xerox papers – reg.

Sir,

The following items are required by this Institute. If you are in a position to supply the same, please quote your lowest rate as per specification. The quotation should reach this office along with terms and conditions, if any, on or before **21-06-2016 at 2.00 PM** in a sealed cover superscribing as “Quotation for supply of Xerox papers” due on 20-06-2014.

SI No.	Description of the item	Quantity	Rate per Packet
1	Xerox Paper (A4 Size, 75 GSM)	140 bundles	

TERMS AND CONDITIONS:

01. The rate quoted should be valid for a minimum period of 90 days.
02. Complete description, specification of the paper should be given. Also time required for effecting supply upon receipt of supply order should be indicated.
03. Sales tax or other taxes, if any, applicable may be indicated separately.
04. Materials should be supplied on F.O.R. destination basis only. However, if the materials are to be collected from the shop/godown, the point/place of supply may please be indicated.
05. The item ordered should be supplied in a lot. Part supply will not be accepted.
06. No advance payment is permissible. However, the bill of cost, on supply of the material in good condition will be settled on its receipt immediately.
07. The right to accept or to reject the quotation vests with the Head of this Regional Station.
08. Payment will be made only after satisfactory receipt of the items. No advance payment/part payment is admissible as per rules. 14 digits Bank Account Number with bank details should be mentioned in the quotation for arranging e-payment.
09. Quotation will be opened on **21-06-2016 at 3.00 PM**.

Yours faithfully,

Asst. Administrative Officer
for Head

Copy to: 1.The Asst. Fin. & Accts. Officer, CPCRI (RS) Vittal
2.CPCRI,Website