

**NATIONAL SMALL INDUSTRIES CORPORATION
LIMITED**

**"NSIC BHAWAN"
Okhla industrial estate
New Delhi - 110 020**

Offer

For

**QUOTATIONS FOR PURCHASE OF SPECIAL SPRING
FILE WITH SIDE CLIP WITH PRINTING (as per
sample)**

Document issued to:

As per list

Last date for receipt of offer : 20.01.12 by (5.00 PM)

**(M.P. SINGH)
Chief manager(Admn)**

**The National Small Industries Corporation Ltd.
"NSIC Bhawan",
Okhla industrial Estate
New Delhi – 110 020**

No: SIC/ADMN/STORE-KB STN/6(02)/11

Dated:12.01.12

As per list

**Sub:- QUOTATIONS FOR PURCHASE OF SPECIAL SPRING
FILE WITH SIDE CLIP WITH PRINTING (with sample)**

Sir,

We are pleased to invite your offer for purchase of "SPECIAL SPRING
FILE WITH SIDE CLIP AND PRINTING (as per sample)

The terms and conditions of the offer are enclosed herewith for your
kind perusal and information.

The offer should be submitted at the address given below on or
before 20.01.12 before 15:00 hrs. in a sealed envelope.

**Chief Manager (Admin)
NSIC Bhawan,
Okhla Industrial Estate,
New Delhi-110 020**

The envelopes should clearly be super scribed at the top of envelop as
"QUOTATIONS FOR PURCHASE OF SPECIAL SPRING FILE WITH SIDE CLIP
WITH PRINTING (with sample)

NSIC reserves the right to accept or reject any offer, without
assigning any reasons thereof, and to amend the terms and conditions
before award of the contract.

Thanking you,

Yours faithfully,

**For & on behalf of NSIC
Chief Manager (Admin.)**

Table A.

General Terms and conditions:-

1. The specification / grade of paper / board shall have to be mentioned maintained in the quotations and as per samples. The agency deliver will material at NSIC Bhawan, Okhla, New Delhi.
2. The file samples prepared by the agency shall adhere to file specification as mentioned at **Table B** mentioned below.(Sample placed at NSIC Admin. Div.)
3. No delivery charges shall be paid in this regard. The rates offered shall be inclusive of all levies, transportation costs, taxes as applicable, and no extra claim what so ever in this regard shall be entertained.
4. The period of empanelment of agency would be **two years** from the date of receipt of letter or as stated by NSIC (which ever applicable)
5. All the prospective parties with good working experience may send their offers in sealed envelop addressed to **The Chief Manager (Administration), NSIC Ltd., Okhla Industrial Estate, New Delhi-110020** up to **1600 Hrs. on or before 20.01.12.**
6. NSIC shall purchase file covers on need basis however the minimum quantity shall be 2000-3000 pieces per annum which may increase as per the need arises.
7. The work order shall have to be executed with in one day from the receipt of the work order.
8. The samples shall have to be prepared by the agency desiring to offer quotations and shall have to submit sample file along with their sealed quotations.
9. NSIC reserves the right to reject / cancel the quotations without assigning any reasons.
10. The Corporation reserves the right to reject the consignment if the same is not as per specification and no payment shall be made.
11. NSIC shall reserve the right to cancel / terminate the empanelment if the work done is not found satisfactory.
12. The payment shall be made by Account Payee cheque consequent upon receipt of material by the Corporation as per the sample / specification as quoted by the supplier.
13. Statutory deduction as per Govt. rules shall be made from the payment, if applicable.

14. Agency empanelled with NSIC shall have to deposit security (refundable after successful completion of the tenure) of Rs. 2500/- in form of demand draft payable to **The National Small Industries Corporation Ltd. New Delhi.**
15. Security deposit of the agency shall be forfeited in following cases:
 - I. Agency fails to deliver / provide timely delivery of material.
 - II. In case material delivered is not as per specifications.
 - III. In case the agency does not desire to continue empanelment with NSIC before the expiry of the contract / empanelment.
16. In case of dispute, if any, in the contract the decision of the Competent Authority of the Corporation shall be final and binding.
17. The tenure of the agency may be extended on performance basis.
18. Agency empanelled may be terminated on account of breach of any one or more of above clauses.
19. NSIC shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.

Table B.

Standard File Specifications

1. File shall be made of 750 GSM material.
2. File clip shall be made of extra strong cobra clip.
3. File shall have bidding of cloth at the sides and edges for strength.
4. Extra strong clip shall be provided at the side for attaching of noting sheets.
5. The sample file may be seen at NSIC premises.
6. The file size shall be 355 MM X 265 MM (minimum)
7. Clip size 165 MM
8. Spring Size 95 MM

Table C.

Terms for Payments:-

1. The bills raised by the Agency shall clearly mention the billing components and shall also clearly mention the discounts (if any) as mentioned by the Agency in the financial bid of the Agency.
2. The bills of the agency shall be accompanied by copy of supply order along with bill.
3. No service charges will be payable by NSIC, to the agency other than service charges payable to the Govt. in form of taxes / levies as applicable.
4. As far as possible, payment of bills will be made to the Agency within one month of submitting of the bills at the Admin division.

**For & on behalf of NSIC
Chief Manager (Admin.)**