



NO.NIEPMD/Pur 4 (01)/2015-16

18<sup>th</sup> Jan 2016

To,

**All Reputed Agencies**

**SUB: INVITATION OF QUOTATION FOR  
RATE CONTRACT FOR A4 SIZE PAPER**

Dear Sir/Madam,

NIEPMD is established at Chennai, Tamilnadu by Government of India to serve as a National Resource Centre to provide various services to Persons with Multiple Disabilities. The institute intends to make rate contract for supply of A-4 Paper.

You are requested to send the competitive rates for supply of A-4 Paper bundles to the institute as per the terms and conditions mentioned below;

SI. No	Particulars	Qty.
01	A-4 Copier Paper High Brightness 80GSM (210x297m) Quoted Brand must be ISO certified. Proof of ISO certification to be attached. 1 Ream=500 Sheets or 1000 pages.	550 Ream.

**Terms and Conditions:**

- The words “**QUOTATION FOR A4 Papers**” should be mentioned in bold letters on the top of the sealed envelope and send by speed post or courier only.
- Quoted requirement is for one year from the date of finalization of Tender. However requirement may be increased or decreased based on consumption from user sections.
- The Materials is to be supplied & installed at NIEPMD, Muttukkadu, Kovalam, Chennai within **07 days** from the date of placing of Supply Order.
- Payment will be released within **30 days** from the date of satisfactory receipt of materials.
- The agency may send its competitive quotes in a **Sealed Envelope** address to the **Director, NIEPMD** at Chennai on or before **08<sup>th</sup> Feb 2016**.

Yours faithfully,

-Sd/-

**S. Sankara Narayanan**  
**Deputy Registrar (Admin)**