

TENDER FOR PROCUREMENT OF COMPUTER STATIONERIES AND TRAVEL
SUPPLY OF OFFICE STATIONERY



TENDER NO: BL/BLR/ENQ/ST/16-17/03 Dated 10.03.2017

DUE ON: 20.03.2017 BEFORE 1100 HRS.

We are a Government of India Enterprise under the Administrative Control of Ministry of petroleum & Natural Gas. We are one of the bulk consumers of computer stationeries and photocopier papers. We are in market for following items, which should be supplied on regular basis to our office situated at Ulsoor Road, Bangalore. The approximate requirement per annum would be as under:

Sl.NO	Description of items	Rate per Unit	Apprx. Requirement/year
1	Computer sheets 80 col. 70 GSM single part	1000	400000 sheets
2	A4 size 80 gsm photocopier paper	Ream	2000 reams
3	A4 Size 70 gsm Photocopier paper	Ream	2000 reams
3	Box file SPS brand	No	500 Nos

Reputed/registered suppliers are requested to submit best offer for the above items along with a sample for each item offered. In this connection please note the following:

1. Rate offered should be valid for a period of one year from the date of acceptance
2. Item to be door delivered at free of cost at our office
3. Supply should be strictly as per the sample given along-with the offer and in case any discrepancy the same would be rejected forthwith
4. Successful bidders will have to deposit security money of Rs. 1,000.00 and in the event of default of the contract terms; security deposit will be forfeited forthwith.
5. Payment would be made after 30 days from the date of receipt of your bill at our office
6. Company reserves the right to reject/accept any/all offers without assigning any reason.
7. Company also reserves the right to split the order to more than one supplier
8. Offers without full details will be rejected forthwith.
9. Offer should be valid for a period of 30 days from the date of tender opening

Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

पंजीकृत कार्यालय: 21, नेताजी सुभाष रोड,
कोलकाता-700001 (भारत)
ट्रेवल पोर्टल: www.balmerlawrietravel.com
सदस्य: आसता-पाता-असता-असता-नाई-अकाई

Registered Office: 21, Netaji Subhash Road,
Kolkata-700001 (India)
Travel Portal: www.balmerlawrietravel.com
A member of: IATA, PATA, ASTA, UETA

टूरस एवं ट्रेवल प्रभाग
01, बट्रा सेंटर, बट्रा सेंटर,
27, उल्सोर रोड, बेंगलूरु-560042
फोन: 080-25221534, 25581004

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)

Tours & Travel Division
01, Ground Floor, Batra Centre,
27, Ulsoor Road, Bengaluru-560042
Ph - 080-25221534, 25581004



Balmer Lawrie™
TOURS & TRAVEL

10. As per company policy responses from Registered vendors will only be accepted and other interested vendors may seek to register with us and subject to such registration being confirmed, they would be considered for subsequent tenders.

Please send us your Quote/ offer addressed to Sr Manager – LS, Balmer Lawrie & co Ltd, Ground floor, Batra center, Ulsoor road Bangalore 560 042. On or before 20th March 2017. The envelope to be superscribing with our tender No. **BL/BLR/ENQ/ST/16-17/03– Due 20.03.2017**

Thanking you

Yours Faithfully,

For Balmer Lawrie & co. Ltd

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