

बीरबल साहनी पुरावनस्पतिविज्ञान संस्थान, लखनऊ
BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, LUCKNOW

टेलीग्राम पेलियोबॉटनी

53, विश्व विद्यालय मार्ग

दूरभाष 2740008,2740011

लखनऊ - 226007

फैक्स ९१-91-522-2740485,2740098

बी सा पु सं /IIII/भंडार एवं क्रय/८-1००४

Date: 18.09.2014

SPEED POST

Convener, Website Committee
BSIP, Lucknow

Stationary Items (List overleaf)

Subject: -----

Dear Sirs,

This Institute intend to purchase item mentioned above. Sealed quotations are invited so as to reach this office on or before 5: 00P.M. on 30.09.2014 duly superscribed by "Stationary Items " due to open in presence of vendors at a later date to be notified.

While submitting quotation please note that:

1. The material may either of indigenous manufacturer or of foreign make, available from ready stock. Any offer to supply on forward Delivery Basis under suppliers own quota license will also be considered.
2. The price quoted should be F.O.R. Destination.
3. Your rates should include packing, insurance and forwarding charges.
4. The rates of Sales Tax should be clearly indicated wherever chargeable. The tendered should also indicate Central/Sales Tax Registration Number and date in this quotation.
5. Specific mention should be made whether the offer is for supplies available ex-stock. In case the officer is on Forward Delivery basis, firm delivery period must be indicated.
6. The cover should be sealed and superscribed "Quotation for "Stationary Items" must be written on envelope in the name of "Director, Birbal Sahni Institute of Palaeobotany, Lucknow". The quotations not complying the procedure will be rejected.
7. Payments will be made by crossed cheque on The Indian Overseas Bank, Lucknow only after receipt and acceptance of supply and installation/ if required satisfactory.
8. The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotation received without assigning any reasons.
9. The quotations are liable to be cancelled if any of the above mentioned conditions are not complied with.

Yours faithfully,



(Swapna Mazumdar)

Section Officer

Store & Purchase Section

Dr. P. K. Mishra

Sl.No	Description	Quantity
1.	Paper A-4 Size J K 75 GSM	10 x 200 Pkts.
2.	Paper Salary 10x12x3 (Tirupati make) 60 GSM	50 Pkts.
3.	Reprint A4 size 10x12 & 12x15 Envelope Yellow & Brown with cloth inside with printing	5000 Nos.

- **Sample for each to be attached alongwith quotation**