

Rashtriya Ispat Nigam Limited राष्ट्रीय इस्पात निगम लिमिटेड  
Visakhapatnam Steel Plant विशाखपट्टणम इस्पात संयंत्र  
(A Govt.of India Enterprise भारत सरकार का उपक्रम)



Branch Sales Office : 1, A.J.C.Bose Road, Kolkata-700 020  
शाखा बिक्री कार्यालयः -1 ए० जे० सी० बोस रोड, कोलकाता 700 020

फोन Phones : 033-22821868 & 22821970 फैक्स Fax : 033-22827896  
ई-मेल E-Mail : bsokolkata@rediffmail.com /kolkata.bso@vizagsteel.com

Ref: RINL/BSO/KOL/TENDER/2010-11/1829

Date: 01-09-2010

**Sub:** Notice inviting tender for printing of pre-printed computer stationery.

Sealed quotations are invited from reputed pre-printed computer stationery suppliers for supply of below mentioned stationery for Branch Sales Office, Kolkata.

| SINo | ITEM            | SPECIFICATION   | Qty(No's)         |
|------|-----------------|---|-------------------|
| 1    | Offer Letter    | 10*12*2 - 60 GSM, Single Colour Bilingual, Double Side printing, Colour Change.                                     | 3500              |
| 2    | Money Receipt   | 10*12*2 - 60 GSM, Single Colour Bilingual, Single Side printing 6" PF Colour Change.                                | 1250<br>(2500 MR) |
| 3    | Delivery Orders | 10*12*3- 60 GSM Single Colour Bilingual, Double side printing, Colour change.                                       | 5000              |
| 4    | DC-Cum-Challan  | Single side printing Bilingual 10*12*4- 60 GSM First Copy, 54 GSM 3 copies, Colour with copy marking and numbering. | 7000              |

The terms and conditions shall be as follows:

1. The format shall be as per the specimen copy to be given by RINL-VSP, Kolkata. Interested parties may collect samples of each set before quoting, on all working days between 10.00 AM to 5.00 PM except with prior intimation.
2. Proof has to be shown and clearance to be taken before the final printing. If the printing or alignment is not as per the specimen/ in desired fashion, the lot will be rejected and no payment shall be made for the rejected lot.
3. The rates quoted should be inclusive of all taxes and duties and for delivery at our RINL-VSP, Kolkata office and our stockyard at Junglepur.
4. The ordered quantity should be supplied within 15 days failing which penalty @1% per week or part thereof will be levied.
5. Payment will be made after delivery for the exact quantity as per the Work Order. No escalation of the rate is allowed.
6. The quotations shall be valid for a period of 60 days (Two months) from the date of tender opening. The supplier must have VAT registration.
7. RINL-VSP reserves the right to accept/reject any quotations/offer or part thereof without assigning any reason. Decision of RINL shall be final and binding.
8. Last date for submission of offers is **Dt.13-09-10 at 3.00 PM**. The tender shall be opened on the same day at **3.30 PM** in presence of parties who desires to be present.

  
M.Sahoo

Sr.Branch Manager

नायाधर साहू Mayadhar Sahoo  
शाखा प्रबन्धक Sr. Branch Manager  
राष्ट्रीय इस्पात निगम लिमिटेड Rashtriya Ispat Nigam Limited  
विशाखपट्टणम इस्पात संयंत्र Visakhapatnam Steel Plant  
कोलकाता - ७०००२० Kolkata - 700020

- CC:**
1. RM (E)/RFM(East)- For kind information please.
  2. All Sr.BM/BM'/Stockyard I/c of Eastern Region for display in notice board.
  3. DGM (CCD) – With a request to incorporate this tender notice in our website.

SCHEDULE OF RATES FOR PRINTING OF PRE-PRINTED COMPUTER  
STATIONERY FOR BRANCH SALES OFFICE, KOLKATA

| <b>SINo</b> | <b>ITEM</b>     | <b>Qty(No's)</b>         | <b>RATE(Rs.)</b> |
|-------------|-----------------|--------------------------|------------------|
| 1           | Offer Letter    | 3,500                    |                  |
| 2           | Money Receipt   | 1,250<br>(2,500 MR sets) |                  |
| 3           | Delivery Orders | 5,000                    |                  |
| 4           | DC-Cum-Challan  | 7,000                    |                  |

**NOTE:**

01. The quality of the paper shall match with the specification.
02. Quality/Size of the letters should be good and clear.
03. Carbon papers should be of good quality and properly inserted.
04. Coloured paper to be used for Dc-Cum-Challan.