



THE BHARAT SCOUTS AND GUIDES

भारत स्काउट्स एवं गाइड्स

National Headquarters राष्ट्रीय मुख्यालय

Society Registration No : S462 of 1950-1951



President :

Dr. Anil Kumar Jain, M.P.(Rajya Sabh)
डॉ. अनिल कुमार जैन, सांसद (राज्य सभा)

Chief National Commissioner :

Dr. K. K. Khandelwal, IAS(Retd.)
डॉ. के.के. खण्डेलवाल, ना.प्र.से. (रे.नि.)

Ref. No. B.S.G./N.H.Q./ SSD/2103/2019-20

Date: 04/11/2019

M/S _____

Sub:- Quotation for BSG File

Job Description:-

Item:- File

Size:- "13.5 X 10"

Quality :-Card Board File , Single colour single side printing with inside pasted cloth.

Quantity:-1,500- Nos.

Dear Sir,

Quotations are invited for printing of the above described Card File . You are requested to send your quotations in sealed envelope duly filled for printing the above noted article(s) latest by 15-11-2019. On the following terms and conditions. The Bharat Scouts and Guides reserve the right to accept or reject the quotations without assigning any reason.

Terms and Conditions:

1. Quotation should be supported by sample of paper to be used, if not specified.
2. The rates should be indicated in words and figures indicating total cost of the work.
3. Quality of printing, binding and cutting etc has to be maintained.
4. Papers have to be used strictly as per samples or specification as provided by the BS&G.
5. The rates once quoted can be allowed to be withdrawn and in case the orders has not been materialized the amount @ 10% of the total cost will be payable.
6. Rates with paper (including cover Art paper) are to be mentioned separately, wherever required.
7. The rate should be **inclusive of all taxes** and F.O.R Bharat Scouts and Guides supply service department. National Headquarters, New Delhi.
8. The Bharat Scouts and Guides have right to reject whole or part of the lot if found defective and the decision of the Director, Bharat Scouts and Guides shall be final and binding on the party.
9. The work has to be undertaken within time, as specified in printing order and in case of delay the BS&G will reject the whole supply and the earnest/ registration money will be forfeited or penalty @3% will be charged for delay up to 15 days and 6% up to 30 days delay.
10. BS&G reserve the right to accept or reject any / all quotations without assigning any reason.
11. In case of breach of any of the above noted terms and conditions, Bharat Scouts and Guides reserve the right to levy penalty without prejudice at the rate of 10% of the total cost of the work.
12. Before quoting the rates the sample can be seen during office hours by the fir, if so desired. No relaxation on this score will be given subsequently.
13. In case of any dispute, that can be settled in jurisdiction Delhi Courts only.
14. C.D of the work has to be returned to the Supply service Department before settlement of payment.
15. First proof checking is the responsibility of the printer. Mistake so found to be rectified and submitted along with 2nd proof to avoid any discrepancies.
16. The quotation should be addressed to the Director, BS&G, New Delhi -110002 in a sealed cover mentioning the name of job on the top of the envelop for which the quotation has been called.

Further we request you to see the manuscript of the printing material in this office, during office hours.

Thanking you,

Yours Sincerely,

(Raj Kumar Kaushik)

Director

