



## Homi Bhabha National Institute

Training School Complex, 2nd Floor, Anushaktinagar, Mumbai 400 094

Tel: 022-25597611

Tele-Fax: 022-25503384

Ref: HBNI/LPS(1)/2020/306

July 20, 2020

### Sub: Procurement of Xerox Papers for HBNI office.

Dear Sir,

Quotations are invited in a sealed cover for supply of Xerox Paper as per specification sheet attached in **Annexure A** and terms and conditions mentioned below:

- 1) Quotations should be placed in an Envelope super scribing enquiry number and the due date.
- 2) The amount of item should be worked out and the requisite totals given.
- 3) The Rates shall be inclusive of all taxes.
- 4) The validity of the quotation shall be for a minimum period of 30 days.
- 5) The officer inviting the quotations reserves the right to accept or reject any or all tenders invited, without assigning any reason.
- 6) Payment: 100% payment including statutory levies (GST as applicable) shall be made within 30 days of receipt and final acceptance of the material ordered.
- 7) Consignee: Assistant Registrar, HBNI. The material should be delivered at Central Office, Homi Bhabha National Institute, 2<sup>nd</sup> Floor, Training School Complex, Anushaktinagar, Mumbai 400 094. (Tel. Nos. 2559 7626 / 25597611)
- 8) The Vendor should not have been blacklisted by any Government Department / Agency.

Your Quotation should be sent in a sealed envelope addressed to Dy. Registrar, HBNI, 2nd floor, Training School Complex, Anushaktinagar, Mumbai- 400094 on or before **23.07.2020 at 15.00 hrs.**

Thanking You.

Yours faithfully,

*N. Venkateswarlu*  
20/7/2020

(N. Venkateswarlu)  
Dy. Registrar

ANNEXURE - A

Sr. No.	Description	Qty	Cost per Unit (Rs.)	GST 12 % Per Unit (Rs.)	Total Approx. Cost (Rs.)
1	A4 Size 80 GSM Xerox Paper(210 x 297mm)	100 Reams.			
2.	Full Scape (Legal Size) 75 GSM Xerox paper (215 x 345)	10 Reams.			