

Notice inviting Tenders for purchase of Computer Stationery, Printer Cartridges etc. under DITS Sirsa

Sealed Quotations are invited for procurement of items listed below for DITS Sirsa. The details are as follows:-

EMD: Rs.10,000/- in form of DD in favour of "**District Information Technology Society, Sirsa**" payable at Sirsa.

Last Date for submission of quotations :

The last date for submission of Quotes is 05/05/2016 by 3.00 PM.

Interested agencies may submit their proposal at DITS Office, Room No. 36, 1st. Floor, Mini Secretariat, Sirsa.

Date of opening of quotations: The bids will be opened on the same day i.e. **05/05/2016 at 4.00 PM** in the O/o. City Magistrate-cum-CEO, DITS, Sirsa

S.No	Description of Items	Preferable make	Unit
1.	SPECTRA A4 COPIER PAPER	GSM=75 210x297mm N.W= 2.34kg	Per Rim(500 Sheets)
2.	SPECTRA F/S COPIER PAPER	GSM=75 215x345mm N.W= 2.78kg	Per Rim(500 Sheets)
3.	FUJI FILM GLOSSY SHEET	GSM=150	Per Packet (50 Sheets)
4.	ODYSSEY (LASER TONER CARTRIDGE)	Q 2612A	Per Piece
5.	IM PRINT TONER CARTRIDGE	435A/P312/712/912 USED IN CANON LBP 3010/3100	Per Piece
6.	EPSON CYAN BOTTLE	T6642 (70ml)	Per Piece
7.	EPSON MAGENTA BOTTLE	T6643 (70ml)	Per Piece
8.	EPSON YELLOW BOTTLE	T6644 (70ml)	Per Piece
9.	EPSON BLACK BOTTLE	T6641 (70ml)	Per Piece

Terms & Conditions

1. Only registered firms having TIN number and minimum two year old establishment with turnover of Rs. Ten Lacs P/A need to apply. (**Attach documents in support**)
2. Copy of the latest Income Tax and Sales Tax clearance certificates must be submitted with the quotation paper.
3. Rate will be valid for One year wef. Rate Contract Award.
4. Firms will supply the materials within 48 hours after receipt of supply order.
5. Separate Quotations may be accepted for the item stated at Sr.no 1 to 3 and for Sr.no 4 to 9 in this case firm will be liable to deposit EMD Rs. 10000/- for each Quotations.
6. Penalty shall be levied @ 2% of the Total value of that supply, if the firm fails to supply the material within stipulated period of time.
7. Rate will be finalized after approval of Ld. DC-cum-Chairman, DITS Sirsa.
8. Full & final payment will be released after receipt of satisfactory material.
9. Firms will also mention the trade mark of the items on Quotation as well as in bill and only approved trade mark will be accepted.
10. The quantity of items may vary. It may be increased or decreased as per actual requirement.
11. The rate mentioned in the quotation should be inclusive of all Charge / Tax / VAT (if any). The rates are FOR.
12. Purchase will be accepted only after proper verification of the items by the purchase committee.
13. Chairman of purchase committee reserves the right :
 - a. To reject any or all quotations without assigning any reason whatsoever and he is not bound to accept the lowest (L1) rate.
 - b. To change any clauses/items/condition on the quotation document.
 - c. Either to execute the purchase or not to purchase any or all the items, no binding on purchase.
 - d. To execute the rate contract from a single vendor or multiple vendors based on the rates/specifications.

Sd/-
Deputy Commissioner,
Sirsa

NOTE: The Performa for submitting rates / specifications is enclosed below.

From

(Mobile No: _____)

To

The Chairman
Distt Information Technology Society
Room No.36, 1st Floor,
Admin Block, Mini Secretariat
Sirsa

Sub: - Supply of Rates for consumable Items.

Sir,

This is reference to your query for submission of Rates for the below mentioned items. We hereby offer our for one year rates inclusive of all Taxes & applicable as per details given below:-

S.No	Description of Items	Preferable make	Unit	Rate (INCLUSIVE OF ALL TAXES)
1.	SPECTRA A4 COPIER PAPER	GSM=75 210x297mm N.W= 2.34kg	Per Rim(500 sheets)	
2.	SPECTRA F/S COPIER PAPER	GSM=75 215x345mm N.W= 2.78kg	Per Rim(500 Sheets)	
3.	FUJI FILM GLOSSY SHEET	GSM=150	Per Packet (50 sheets)	
4.	ODYSSEY (LASER TONER CARTRIDGE)	Q 2612A	Per Piece	
5.	IM PRINT TONER CARTRIDGE	435A/P312/712 / 912 USED IN CANON PRINTER LBP 3010/3100	Per Piece	
6.	EPSON CYAN BOTTLE	T6642 (70ml)	Per Piece	
7.	EPSON MAGENTA BOTTLE	T6643 (70ml)	Per Piece	
8.	EPSON YELLOW BOTTLE	T6644 (70ml)	Per Piece	
9.	EPSON BLACK BOTTLE	T6641 (70ml)	Per Piece	

Certified that we have read and understood all details with Terms & Condition mentioned in the notice.

Dated

Signature

Name: (_____)

Seal