

Notice Inviting Quotations

Name of supplier/firm and address. :-.....
.....

Mobile Number

TIN Number

Name of work : - Supply of Computer consumable stationary items (Costing of Approximate Rs __5_ lacks)

EMD deposit : - Rs 25,000/-
(Rupees Twenty Five Thousand only.)

Draft no. with date.....
.....

Name of the Bank.....

Issue of quotation paper :- Available on <http://bhiwani.gov.in>

Date of submitting quotations :- Between 1100 Hrs to 1500 Hrs on
__14/03/2010__ to __21/03/2010__

Place for submitting quotations: - O/o DITS, Room No. 8, Ground Floor
Opposite Treasury Mini Secretariat,
Bhiwani.

Date of opening quotations :- At 1500 hrs of 22/03/2010__

Venue of Opening :- O/o City Magistrate, Bhiwani.

Notice Inviting Quotations (Terms and Conditions)

Quotations for Supply of Computer consumable stationary items

BHW/DITS/2010/Quotation-I

Date of Issue 14.03.2010

Properly sealed quotations are invited for and on behalf of District Administration Bhiwani from the eligible supplier's / vendors for following purchase:

1. **Name of work:** Supply of computer Consumable Stationary Goods to be utilized in regular paper work of computerization for various projects running under the control of District Administration Bhiwani. Quantities mentioned are provisional and are subject to change.
2. Area of supply of materials:

| SR.NO | ITEM | Preferable Make |
|-------|---|-----------------|
| 1 | A3 SIZE PAPER | Image/Century |
| 2 | A4 SIZE PAPER | Image/Century |
| 3 | LEGAL SIZE PAPER | Image/Century |
| 4 | GLOSSY PAPER 254 GSM,A4 | De'smet / oddy |
| 5 | CARTRIDGE 12 A | HP |
| 6 | TONER CANON IR 2018 | CANON |
| 7 | CARTRIDGE SAMSUNG ML2850 | SAMSUNG |
| 8 | DRUM FOR SAMSUNG PRINTER ML2850 | SAMSUNG |
| 9 | BLADE FOR SAMSUNG TONNER ML2850 | SAMSUNG |
| 10 | DRUM FOR CANON IR 2018 | CANON |
| 11 | SHARP TONER FOR AR 5516D with Installation | SHARP |
| 12 | DRUM FOR SHARP PRINTER FOR AR 5516D | SHARP |
| 13 | CARTRIDGE NO.18 (SET FO 4 CARTRIDGE) OF HP | HP |
| 14 | SPINDLE OF CD/DVD(100 CD/DVD IN EACH SPINDLE) | HP/SONY |
| 15 | HP 1000 PRINTER CARTRIDGE NO. 10,11 | HP |

Contd.

3. a) **Mode of payment:** Bid Security (EMD) is to be paid in the form of Crossed Demand Draft issued by a scheduled bank, drawn in favor of DITS Bhiwani, payable at Bhiwani.
b) Copy of latest I.T and S.T clearance certificates must be submitted with the quotation paper.
4. The Materials must be supplied within two weeks of issue of Purchase order for supply of material by the successful bidder. If the bidder fails to supply materials within the time, the submitted EMD will be forfeited and order would be placed to the next bidder as per priority. If any part of supply is found faulty/damaged the same should be replaced within three days or the deposited EMD will stand forfeited. The place for supply of materials will be mentioned in the purchase order and the supplier will have to born the cost of transportation.
5. The rate mentioned in the quotation should be inclusive of all Charge / Tax / VAT (if any). No extra charge /amount will be paid.
6. The EMD will be released after 3 months from the supply of satisfactory material.
7. The 90% payment for supply of materials will be made with in one month after submission of bill whereas the rest of 10% will be released after 3 months.
8. The details of the quotation will be available on websites <http://Bhiwani.gov.in> Moreover, for any further clarifications about the quotation, contact the undersigned between 1500 hrs to 1600 hrs on working days.
9. In case of holiday/strike/unavoidable circumstances on date of opening of quotation the same will be opened on next working day at same time and venue.
10. Chairman of purchase committee reserve the right to
 - a) reject any or all quotations without assigning any reason what so ever 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
11. Photocopy of authorized dealer/sales partner (if any) in support may be affixed with the form.

Financial Bid

To

The CTM-cum-CEO (DLeDC)

Bhiwani

Subject: Our Financial Bid for the NIT for the supply of computer consumable Stationary goods.

Ref: BHW/DITS/2010/Quotation-I

Dated :

Dear Sir,

Having examined the quotation documents, terms and conditions stipulated therein etc., the under signed offers to supply the Items as per detail given here under

| SR.NO | Item | Preferable Make | Unit Price |
|-------|---|-----------------|------------|
| 1 | A3 SIZE PAPER | Image/Century | |
| 2 | A4 SIZE PAPER | Image/Century | |
| 3 | LEGAL SIZE PAPER | Image/Century | |
| 4 | GLOSSY PAPER 254 GSM,A4 | De'smet / oddy | |
| 5 | CARTRIDGE 12 A | HP | |
| 6 | TONER CANON IR 2018 | CANON | |
| 7 | CARTRIDGE SAMSUNG ML2850 | SAMSUNG | |
| 8 | DRUM FOR SAMSUNG PRINTER ML2850 | SAMSUNG | |
| 9 | BLADE FOR SAMSUNG TONNER ML2850 | SAMSUNG | |
| 10 | DRUM FOR CANON IR 2018 | CANON | |
| 11 | SHARP TONER FOR AR 5516D | SHARP | |
| 12 | DRUM FOR SHARP PRINTER FOR AR 5516D | SHARP | |
| 13 | CARTRIDGE NO.18 (SET FO 4 CARTRIDGE) OF HP | HP | |
| 14 | SPINDLE OF CD/DVD(100 CD/DVD IN EACH SPINDLE) | HP/SONY | |
| 15 | HP 1000 PRINTER CARTRIDGE NO. 10,11 | HP | |

If our Bid is accepted, we will supply the materials as per the conditions mentioned in the NIT of the quotation paper.

Dated _____

Signature _____

Name _____

Post in Company / firm _____

Seal of Company / firm