

## Notice Inviting Quotations

**EMD** : 25,000/- in form of DD in favour of "District Information Technology Society, Hisar" payable at Hisar.

**Last Date for submission of quotations** : Interested agencies may submit their proposal at NIC Office, Room No. 305, 3rd Floor, Mini Secretariat, Hisar upto 5<sup>th</sup> July 2016 15:00 Hrs.

**Date of opening of quotations** : The bids will be opened on the same day i.e. 5<sup>th</sup> July 2016 16:30 Hrs. at O/o NIC Office, Hisar

Agencies Name & full Address with contact Number & e-mail Adress

e-mail :

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

<u>Sr#</u>	<u>Item Description</u>	<u>Make</u>	<u>Unit Price (with all Govt. Tax, Labour Charge, Transpotation charge.</u>
<b>Paper Stationery</b>			
1	A4 size paper		Per Rim Price
		Built Power	
		Image	
		standard make	
2	Legal size Paper (FS)		Per Rim Price
		Built Power	
		Image	

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		standard make	
3	A3 size paper	(Built Power / Image)	Per Rim
		Built Power	
		Image	
		standard make	
4	A4 size paper		Per Rim
		Eco Green	
5	Inkjet Paper Matte 150 GSM		1 Pkt (100 Sheet)
		Desmat	
		standard make	
6	Inkjet Paper Matte 120 GSM	Desmat	1 Pkt (100 Sheet)
		Desmat	
		standard make	
7	Inkjet Paper Matte(office Paper) 100 GSM		1 Pkt (500 Sheet)
		Desmat	
		standard make	
8	Hi-Glossy Photo Paper - 150 GSM		1 Pkt (100 Sheet)
		Desmat	
		Prodor	
		Oddy	

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9	A4 Label		1 Pkt (100 Sheet)
		Desmat	
		Prodot	
		Oddy	
<b>Printer Toner \ Cartridge \ Color Ink</b>			
10	12A Cartridge compatible		Per Cartridge
		standard make	
		Compatible	
11	88A Cartridge compatible		Per Cartridge
		standard make	
		Compatible	
12	Xerox 3117 Cartridge compatible		Per Cartridge
		standard make	
		Compatible	
13	Tonner Canon 301	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	

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14	FX9 Cartridge compatible	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
15	Toner Cartridge KX-Fat-411F	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
16	Toner Cartridge 80A	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
17	Toner Cartridge 328	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
18	Toner Cartridge 3210	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
19	Toner Cartridge 388A	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	

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20	Toner Cartridge 78A	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
21	05A Cartridge compatible	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
22	55A Cartridge compatible	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
23	925 Cartridge compatible	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
24	12A + FX-9 (Combo Cartridge compatible)	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
26	HP 305A Color Cartridge (CMYK Set)	standard make/ Compatible	4 Color SET
		standard make	
		Compatible	

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27	Toner NPG-28	standard make/ Compatible	Per Cartridge
28	Toner NPG-51	standard make/ Compatible	
29	Toner NPG-57	standard make/ Compatible	Per Cartridge
30	Toner NPG-56	standard make/ Compatible	Per Cartridge
31	Print Cartridge XEROX 3010/3040/3045	standard make/ Compatible	Per Cartridge
		standard make	
		Compatible	
<b>DVD/CD</b>			
32	Blank CD Pack	Moser bear/ Amkette/ Sony/ Verbatim	100 Piecs
		Moser bear/	
		Amkette	
		Sony	

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		Verbatim	
33	Blank DVD	Moser bear/ Amkette/ Sony/ Verbatim	100 Pieces
		Moser bear/	
		Amkette	
		Sony	
		Verbatim	
<b>Drum Unit</b>			
34	Drum Unit - NPG 51		Per Piece
		Canon	
		standard make	
35	Drum Unit - NPG 28	Canon	Per Piece
		Canon	
		standard make	
36	Drum Unit - NPG 56	Canon	Per Piece
		Canon	
		standard make	
37	Drum Unit - NPG 57	Canon	Per Piece
		Canon	
		standard make	
38	Drum Unit - NPG 37	Canon	Per Piece
		Canon	

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		standard make	

### **Terms & Conditions**

- 1 Only registered firms having TIN number minimum two year old establishment with turnover of Rs. Ten Lacs P/A need to apply. (Attach documents in support)
- 2 Copy of 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 5 days after receipt of supply order.
- 5 Penalty shall be levied @ 2% of the Total value of that supply, if the firm will fail to supply the material within stipulated period of time.
- 6 The material will be provided on site/FOR.
- 7 Rate will be considered final after approval of Ld. DC cum Chairman, DITS Hisar.
- 8 Rate contract may be given to one or more vendors for one or more companies whose rates will
- 9 If any vender (L1) is failed OR denied to supply the items as per RC in stipulated time duration OR as per make for which quoted the rates then the PO may be issued to next vender (L2) for supply the items as per the rate quoted by L2.
- 10 Further, it has often seen that selected vendor failed to supply the items as per approved RC as bacuse of the items not availble at company level, in such case keeping in urgency and time being the PO be issued for the other make/company to the vender who has quoted the lowest rate for the make of different company/ make and in position to provide material in time. This provision is purely in public interest as to serve the citizen in hassel free and in timely manner.
- 11 Full & final payment will be released after receipt of satisfactory material.
- 12 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.
- 13 The quantity of items may vary. It may be increased or decreased as per actual requirement.
- 14 Items shall be purchased on quarterly basis.
- 15 The rate mentioned in the quotation should be inclusive of all Charge / Tax / VAT (if any). The rates are FOR.
- 16 validity of the RC will be minimum for one year & may be extended/ considered till new RC come into force.

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- 17 Purchase would be accepted only after proper satisfaction of committee & due technical testing with regards to technical Specification/throughput/quality of the items.
- 18 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,  
Hisar.

Signature