

DISTRICT INFORMATION TECHNOLOGY SOCIETY (DITS),
Room No. 201, First Floor, Mini Secretariat, Kurukshetra

SHORT TERM NOTICE INVITING E-TENDER
FOR EMPANELMENT OF AUTHORIZED DEALERS/PRIVATE
AGENCIES/PRIVATE VENDORS FOR ANNUAL CONTRACT RATES
FOR SUPPLY OF STATIONERY ITEMS

Inviting proposal of Interested Agencies for finalization of Rate Contract (RC) for purchase of Stationery items for one year i.e. year 2020-21.

Terms & Conditions:	The eligibility criteria and other details can be downloaded from http://etenders.hry.nic.in
Issue of Tender Form:	Tender form can be downloaded from https://etenders.hry.nic.in from 01/09/2020 to 15/09/2020 up to 11:00 AM.
Cost of Tender :	Rs. 1,000/- (One Thousand Only) which will be non-refundable.
Last Date :	15/09/2020 up to 11:00 AM.
Opening of Bid :	The bid will be opened on 15/09/2020 at 03:00 PM in the office of DITS, Room No. 201, First Floor, Mini Secretariat, Kurukshetra

-Sd-

Deputy Commissioner – Cum –
Chairman, District I.T. Society,
Kurukshetra.

NOTICE INVITING TENDER

Online Tenders are invited for finalization of Rate Contract (RC) for purchase of Stationery items for one year of items listed below for various projects running under DITS, Kurukshetra and DC Office, Kurukshetra. The details are as follows:-

1	EMD in the form of Online in favour District Information Technology Society, Kurukshetra	Rs. 40,000/ (Forty Thousand Only)
2	Address to submit Tender Documents	Room No. 201, First Floor, Mini Secretariat, Kurukshetra
3	Last Date/Time of submission	15/09/2020 upto 11:00 AM
4	Date and Time of opening Tender	15/09/2020 at 03:00 PM

Please note, tender will be submitted in the prescribed format. No Tender will be accepted, if not found in the format given below:

LIST OF STATIONERY ITEMS

Sr. No.	Item Description	Make	Qty	Unit	Rate (Inclusive all taxes)
1	File Covers with tags (10 Type File Cover for e-Disha/Saral Kender)	300 GSM Paper	1,50,000 File Covers	Per File Cover	
2	Paper A-4 Size (75 GSM)	J.K. Red	4,000 Rims	Per Rim	
3	Paper A-3 Size (75 GSM)	J.K. Red	2,000 Rims	Per Rim	
4	Paper FS/A5/Legal Size (75 GSM)	J.K. Red	2,000 Rims	Per Rim	

Terms & Conditions

1. Only firms full filling the Govt. norms like Registration No., GST No. can apply.
2. Copy of latest Income Tax Return and Sales Tax clearance certificate must be submitted with the tender documents.
3. The Earnest money of Rs.40,000/- shall be deposited through Online in favour of "Deputy Commissioner-Cum-Chairman, DITS, Kurukshetra" and copy of receipt obtained thereof be submitted with physical copy of documents.
4. The performance Security @ 5% shall be deposited by the successful bidder in form of Bank Guarantee.
5. Rate will be valid for One year w.e.f. Rate Contract Awarded.
6. Firms will supply the materials within 7 days after receipt of order.
7. Penalty shall be levied @2% of the Total value of that supply, if the firms will fail to supply the material within stipulated period of time.
8. The material will be provided on site. Loading/Unloading charges will be borne by the firm.

9. Rate will be final after approval of competent authority i.e. DC/Chairman, DITS, Kurukshetra.
10. Rate contract will be given to one or more vendors depending upon the quality/make incurrence with the lowest rates.
11. Full & Final payment will be released after receipt of satisfactory material.
12. Firms will also mention the trade mark of the items on tender as well as in bill and only approved trade mark will be accepted.
13. Items shall be purchased as per requirement or on quarterly basis.
14. Rate should be quoted in English otherwise the tender can be rejected. Rates should be inclusive of GST/ all Taxes.
15. If at the time of submission of E-Tenders, any errors occurs due to technical reason of the website DITS, Kurukshetra will not be responsible.
16. If payment is delayed due to any reason no interest will be claimed by the agency.
17. **File Covers with tags for e-Disha/Saral Kenders of 10 different types to be supplied. The sample of file covers can be seen in the office of District Information Technology Society (DITS), Room No.201, First Floor, Mini Secretariat, Kurukshetra Telephone No.01744-222696 on any working day. The file cover should be mechanically numbered.**
18. Every items (s) supplied after issuing Purchase Order (PO) should be of original make/model and certificate in support of originality of items should be provided by you or you firm.
19. **Fall clause**, if any time during the period of rate contract, the firms reduces the sale price of such stationery/ICT Material items or sells such items to any other person at a lower price than the chargeable under the rate contract, they shall forthwith notify such reduction to DITS/ DC office and such reduction shall correspondingly reduced for supply made or to be made under the rate contract.
20. **Chairman of purchase committee reserve the right:**
 - a) To reject any or all tender without assigning any reason whatsoever and he is not bound to accept the lowest L1) rate.
 - b) The committee reserves the right to accept items (s) on quality check (QC) basis.
 - c) To change any clause / items / condition on the tender document.
 - d) Either to execute the purchase or not to purchase any or all items, no binding on purchase.
 - e) To execute the rate contract from a single vendor or multiple vendors based on the rates / specifications.

-Sd-

Deputy Commissioner – Cum –
Chairman, District I.T. Society,
Kurukshetra.

Technical Bid

To

The Deputy Commissioner-Cum-Chairman,
District Information Technology Society,
Kurukshetra.

Subject: Submission of Technical Bid.

R/Sir

Please find attachment herewith the following documents in support of our proposal:-

Documents in proof of:

1. Registration Number of Firm with Date
2. GST No.
3. Pan No. and TIN No.
4. Sale Tax No./Return
5. Proof of turnover of the last three years.
6. Copy of Income Tax returns for the last three years.
7. Affidavit that the bidder / agency / firm should not have been debarred / blacklisted or charged with any malpractice.
8. The Earnest money of Rs.40000/- shall be deposited through Online in favour of "Deputy Commissioner-Cum-Chairman, DITS, Kurukshetra".

Note: All the photocopies should be readable and self-attested.

Date:

Authorized Signatory,
(Name)
(Seal/Stamp of Firm)

To be uploaded.
To be filled by Bidders.

Financial Bid

Tender Inviting Authority :	Deputy Commissioner-Cum-Chairman, District Information Technology Society, Kurukshetra
Name of Work:	Empanelment of Authorized Dealers/Private Agencies/Private Vendors for supply of Annual Rate Contract of File Covers & Paper of Various Sizes.
Contact No:	
Name of the Empanelment of Authorized Dealers/Private Agencies/ Private Vendors:	
Whether Authorized Dealer or Private Agency/ Private Vendor	

PRICE SCHEDULE

Sr. No.	Item Description	Make	Qty	Unit	Rate (Inclusive all taxes)
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Authorized Signatory,
(Name)
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