

**DISTRICT INFORMATION TECHNOLOGY SOCIETY, FATEHABAD**


**Quotation Notice**

Quotation Notice No 228/DITS Date : 19.07.2019  
Subject : Purchase of Various Stationary Articles.

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Quotations are invited for supply of various items which are mentioned in Annexure-I, subject to the terms and conditions mentioned in Annexure-II. Quotations must reach on e-mail id : [dcofficeftb@gmail.com](mailto:dcofficeftb@gmail.com) latest upto 2:00 PM on 23-07-2019

In case the quotationer does not implicitly follow all instructions mentioned in annexure-II, quotations will not be accepted. The maximum period of delivery is 03 days from the date of placing the orders.

The quotations will be opened on the same day subject to availability of competent authority.

  
Chairman  
District I. T. Society  
Fatehabad-125 050



## District Information Technology Society

### Items Requirement List

Quotation Notice No :.....

Date:

| Sr. No. | Name of Item          | Make         | Specification | Quantity  | Cost per item including all taxes etc. |               |
|---------|-----------------------|--------------|---------------|-----------|--|---------------|
|         |                       |              |               |           | Cost in Figures                        | Cost in Words |
| 1       | A4 size paper         | Spectra      | 75 gsm        | 1000 Rim  |  |               |
| 2       | FS (Legal) size paper | Spectra      | 75 gsm        | 200 Rim   |  |               |
| 3       | A3 size paper         | Spectra      | 75 gsm        | 200 Rim   |  |               |
| 4       | Black Cartridge       | HP(OEM only) | 12A           | 100 Piece |  |               |
| 5       | Compatible Cartridge  | Pro Dot      | 12A           | 100 Piece |  |               |

(Space to be used by the Quotationer on annexure-I for quoting the rates of the items both in figures and words. The same annexure is to be sent back to DITS Fatehabad by E-mail ([dcofficeftb@gmail.com](mailto:dcofficeftb@gmail.com)) after filling up the rates.

It is certified that the instructions, terms and conditions of the Quotation Notice are acceptable and the rates of the items in Annexure-I quoted by me are correct.

1. Name of Quotationer
2. Name of Firm/Agency
3. Address of Firm
4. PAN No
5. GST No (Mandatory)
6. Mobile No/ E-mail ID
7. Registration No of Firm

Signature of Quotationer

**TERMS AND CONDITIONS**

1. All the quotations will be deemed to be for F.O.R. destination unless otherwise specified in the quotation and should include packing and forwarding charges and must not be "ex-works", "ex-godown", "ex-mills" etc.
2. Unless the goods offered are of recognized popular standard makes and full specifications have been stated samples bearing stamp, seal and signature must in all cases accompany all quotation for all items quoted for. It is necessary that samples must reach this office before or at the latest by the due time and date of opening quotations.
3. The minimum period of delivery of items is 03 days from date of placing orders.
4. All the quotations will be valid for 30 days from and excluding the date of opening the quotation.
5. Your quotations may be accepted in part or whole.
6. Committee reserves rights for negotiations.
7. In case of any dispute the decision of Chairman, DITS, Fatehabad shall be final and binding.

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