

DISTRICT INFORMATION TECHNOLOGY SOCIETY, FATEHABAD

Room No 57-59 Mini Sectt. Building-1, 2nd Floor

Quotation Notice

Quotation Notice No: DITS/4

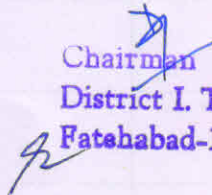
Date: 13/08/19

Subject: Purchase of Various Items.

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 or sealed quotations may be sent to O/o DITS latest upto 2:00 PM on ...19..../08/2019.

In case the quotationer does not implicitly follow all instructions mentioned in annexure-II, quotations will not be accepted. The maximum period of deliver 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, Fatehabad

Room No 57-59 Mini Sectt. Building-1, 2nd Floor


Items Requirement List


Quotation Notice No:.....D.I.T.S/4

Date: 13/08/19

1. Stationary Items:

| S.No. | Item Name | No of items required | Cost per item including all taxes etc. | |
|-------|---|----------------------|--|---------------|
| | | | Cost in Figures | Cost in Words |
| 1. | Cash Book(Standard Size) | 6 Pcs | | |
| 2. | Log Book(Standard Size) | 2 Pc | | |
| 3. | Cello - Free - Flow - Gel - Pen | 300 Pcs | | |
| 4. | Cello Butter flow Ball Pen | 150 Pcs | | |
| 5. | Reynolds 045 Fine Carbure Ball pen (Blue) | 100 Pcs | | |
| 6. | Nataraj Glow Ball Pen | 100 Pcs | | |
| 7. | Pencil+Sharpner+Rubber Set | 5 Pkt. | | |
| 8. | Short Tag/Long Tag | 5 Pkt. | | |
| 9. | Flag(Flappers) | 5 Pkt. | | |
| 10. | Centre Stock Register | 1 Pcs | | |
| 11. | Fluid Pen | 5 Pcs | | |
| 12. | Calculator(Citizen) medium size | 4 Pcs | | |
| 13. | Dak Pad | 2 Pcs | | |


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|-----|---------------------------------|-----------|--|--|
| 14. | Stamp Pad(Red+Blue) | 6 Pcs | | |
| 15. | KANGARO STAPLER HD 10 | 10 Pcs | | |
| 16. | KANGARO Staples No. 10 | 20 Boxes. | | |
| 17. | KANGARO STAPLER HP-45 | 5 Pcs | | |
| 18. | KANGARO 24/6 or 26/6 staples | 15 Boxes. | | |
| 19. | Highlighter | 2 Pcs | | |
| 20. | GUM 300G | 5 Pcs | | |
| 21. | Fevi Stick 22gm | 10 Pcs | | |
| 22. | Stock Register | 10 Pcs | | |
| 23. | Glass Water Bottles for VC Room | 20 Pcs | | |

2. Cleaning Materials:-

| S.No. | Item Name | No of items required | Cost per item including all taxes etc. | |
|-------|---|----------------------|--|---------------|
| | | | Cost in Figures | Cost in Words |
| 1. | PHENYL 1 Ltr Bottle | 20 Bottles | | |
| 2. | Acid(Tejab) 1 Ltr | 15 Bottles | | |
| 3. | Floor Cleaning Cloth (Pocha) (Big Size) | 3 pkt | | |
| 4. | Floor Wiper with Long Handle(Big Size) | 6 Pcs | | |
| 5. | Finyl goli 500grm Pkt. | 20 pkt | | |
| 6. | Plastic Dust Pan | 6 Pcs | | |

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(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 board 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


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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 three 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. One Quotation is accepted from one mail id and subject of email should be "Quotation for Stationary and Cleaning Materials". In case of more than one quotation is sent by single mail id then first quotation is considered only.
6. Your quotations may be accepted in part or whole.
7. Committee reserves rights for negotiations.
8. In case of any dispute arises the decision of designated committee shall be final and binding.


Secy PTTS


JPPTS