

District Information Technology Society, Fatehabad

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

Quotation Notice

Quotation Notice No: DITS/7


Date : 22/08/19

Subject: Purchase A4 Paper.

E-Quotations are invited for supply of **A4 Paper** which details in enclosed Annexure-I, subject to the terms and conditions mentioned in Annexure-II. Quotations must reach on e-mail address: dcofficeftb@gmail.com with subject "**Quotations for Purchase of A4 Papers**" before 2:00 PM on 30/08/2019.

In case the quotationer does not follow all instructions mentioned in annexure-II, quotations will not be accepted. The maximum period of delivery of items is three 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

Quotation Form

Quotation Notice No: DITS/7

Date: 22/08/19

| S.No. | Item Name | Qty | Cost per item including all taxes etc. |
|-------|---|-------------|--|
| 1 | A4 Copier Paper Company- Spectra GSM:75 Size:210 x 297 mm Colour: White | 1000 Rim | Rs. _____ In Words. _____ |

(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 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/Agency _____
4. PAN No _____
5. GST No (Mandatory) _____
6. Mobile No/ E-mail ID _____
7. Registration No of Firm _____

Signature of Quotationer
With Seal/Stamp

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. 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 accept/reject of quotations and negotiations.
8. In case of any dispute arises the decision of designated committee shall be final and binding.