

# DISTRICT INFORMATION TECHNOLOGY SOCIETY, FATEHABAD

Room No 57-59 Mini Sectt. Building-1, 2<sup>nd</sup> Floor

## Quotation Notice

Quotation Notice No: DITS/.8...

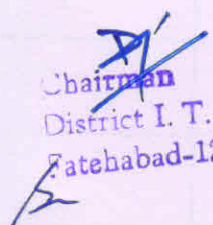
Date: 02/09/19

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](mailto:dcofficeftb@gmail.com) or sealed quotations may be sent to O/o DITS latest upto 2:00 PM on ...10.../09/2019.

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, 2<sup>nd</sup> Floor

### Quotation Form

Quotation Notice No: 8.....

Date: 02/09/19

#### 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 Ballpen (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		

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.	बांसझाड़	5 Pcs		
2.	कपडापोछाबड़ीकाआकार का	80 Pcs		
3.	वीमसाबुनबर्तनधोनेकी	10 Pcs		
4.	हार्पिक 500ml packing	25 Bottal		
5.	लाइजोल500ml packing	25 Bottal		
6.	कॉलिन 500ml packing	25 Bottal		
7.	तेज़ाब 1L packing	25 Bottal		

8.	कपूर गोली (Fargo Plus)	40 Pkt		
9.	फूल झाड़ू	30 Pcs		
10.	कपड़े का डस्टर	20 Pcs		
11.	ओडोनिल(Dabur) 100g. Packing	10 Pcs		
12.	टॉयलेट क्लीनर(Black Cobra) IL Packing	30 Bottal		
13.	सुपर साइन 5ltr Packing)	20 Pcs		
14.	वाइपर (स्टील रॉड)	10 Pcs		
15.	टॉयलेट ब्रुश (Supreme)	10 Pcs		

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