

**District Information Technology Society, Fatehabad**

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

**Quotation Notice**

Quotation Notice No: DITS/12.


Date : 05/09/19

**Subject: Purchase of Ink Cartridges, Keyboard and Mouse.**

E-Quotations are invited for supply of 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 submitted to O/o DITS, Fatehabad with subject "Quotations for Ink Cartridges, Keyboard and Mouse" before 2:00 PM on 27/09/2019.

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

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

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### Quotation Form

Quotation Notice No: 12.....

Date: 05/09/19

S.No.	Item Name	Qty	Cost per item including all taxes etc.	
			Cost in Figures	Cost in Words
1	Epson Colour Ink Cartridges for Epson L-6170 Each Set contains 4 Bottles(B,C,M,Y) colour	8 Sets (Black, Cyan, Magenta and Yellow)		
2	Keyboard Logitech	20 Pcs		
3.	Mouse Logitech with mouse pad	20 Pcs		
4.	HDMI Cable 15 Meter	2 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 DITS, Fatehabad via email 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 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.