

Notice inviting e-Tenders

Office of Deputy Commissioner-cum-Chairman DITS Rohtak

e-Tenders on work order (Item-wise) basis are hereby invited by the under signed on behalf of Governor of Haryana from eligible Firms/Proprietors/Shopkeepers for the supply of following stationery items for the period January 2021 to December 2021 (One year):

Sr. No.	Name of Items with brand	Approx. Quantity required during the year
1	A4 Size Paper 75 GSM	3000 Rim
2	Legal Size Paper 75 GSM	700 Rim
3	A3 Size Paper 75 GSM	250 Rim
4	Yellow Paper 75 GSM	50 Rim
5	Blue Paper 75 GSM	50 Rim
6	Pink Paper 75 GSM	50 Rim
7	12A Cartridge HP	50
8	12A Produt	400
9	115L Cartridge Samsung	30
10	115L Produt	240
11	116L Cartridge Samsung	30
12	116L Produt	60
13	285 Cartridge Canon	10
14	285 Produt	30
15	78A Cartridge HP	10
16	78A Produt	20
17	803 Colour Cartridge Set HP	10
18	680 Colour Cartridge Set HP	20
19	5949 Cartridges HP	5
20	5949 Produt	10
21	12A Powder HP (100 gram)	1000
22	36A Powder HP (120 gram)	50
23	NPG 50 Toner Canon (925 gram)	10
24	NPG 51 Toner Canon (700 gram)	10
25	NPG 73 Toner Canon (1747 gram)	10
26	NPG 28 Toner Canon (460 gram)	10
27	NPG 59 Toner Canon (700 gram)	10
28	NPG 56 Toner Canon (1545 gram)	10
29	NPG 56A Hp Laser Jet Toner (1060 gram)	10
30	NPG 56X Toner Hp Laser Jet (1060 gram)	10
31	Keyboard Dell	50
32	Keyboard iBall	50
33	Keyboard Without Wire Dell	5
34	Mouse Dell	50
35	Mouse iBall	50
36	Mouse Without Wire Dell	5

1. Key Dates and time for online tender process:

Process	Date	Time
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Download sale of bid document start from	18.12.2020	5.00 PM
Download sale of bid document ends at	23.12.2020	5.00 PM
Uploading/submission of bid documents up to	23.12.2020	5.00 PM
Opening of Tender bid	24.12.2020	10.00 AM

For any information/query relating to the tender, the interesting bidders can contact in office of the DITS, Room No 202, Mini Secretariat, Old Building 2nd Floor Rohtak Haryana during working hours.

The bids shall be uploaded on website in two folders.

Folder 1: Technical

- i. Bidders shall deposit the amount of tender fee and Earnest money through online/net banking upto 23-12-2020 5:00 PM
- ii. Copy of PAN card and GST registration.
- iii. Detail of registered office & Contact detail.
- iv. Non-blacklisted undertaking on letter head of agency/firm.
- v. Tender will be opened in SDM Office, Rohtak.

Envelope 2: Financial

Bidders shall upload their rates as prescribed.

Terms & Conditions

1. The above tender is invited through advertisement as published in newspaper and on website <http://etenders.hry.nic.in>
2. To participate in the bidding process, the bidders have to get Digital Signature Certificate as per I.T. Act 2000 to participate in online bidding. The certificate will be required for digitally signing certificate from any approved vendors authorized by controller of certifying authority.
3. The number of items/Quantity can be increase or decrease as per requirement; hence firms/proprietors/bidders are advised to quote their rates on per item/per unit basis only.
4. **The stationery items/material will be supplied on monthly basis as per requirement of the office.**
5. **If any agency does not quote the rate of any item, then the tender will not be accepted.**
6. Specifications of items should be as prescribed in B.O.Q.
7. Bidder shall deposit the amount of earnest money and tender fee otherwise their tenders will be rejected.
8. The bidder should have PAN No. and GST No. Self-attested copy of both is to be uploaded on departmental website.
9. Firm/proprietor/bidder have sufficient stock of the items for which he quoted their rates and shall be bound to provide required items as per supply order within 5 days from the receipt date. If he fails to provide the items within given period then the Deputy Commissioner-cum-

Chairman DITS Rohtak shall have full liberty to forfeit his earnest money and may also debar the agency for future tendering.

10. No Claim of the contractor for extra payment shall be entertained on account of any fluctuations of rates in the market for the reason whatsoever and the approved tendered rates shall be valid during the period of **one year** (Jan 2021 to Dec 2021) & can be extended.
11. All the statutory deductions shall be applicable and deducted from the payment of the contractor/firm as per Govt. instructions issued from time to time.
- 12. Carriage, loading unloading and stacking charges at the site/store at Rohtak will be borne by the agency/firm at his own cost.**
13. The Deputy Commissioner, Rohtak reserve the right to accept or reject the tender or any part of the tender without assigning any reasons thereof.
14. Department will not be responsible for any loss or theft during transportation on items. The agency should not be blacklisted from any Central/state Govt. Department. An Affidavit to this effect must be enclosed with the documents.
15. Conditional/Telegraphic tender will not be accepted.
16. Corrigendum, if any, shall be published on the website only.
17. All terms and conditions can be seen on website <http://etenders.hry.nic.in>

OFFICE OF THE DEPUTY COMMISSIONER-CUM-CHAIRMAN DITS ROHTAK

Notice Inviting e-Tender

Online E-tenders are hereby invited by the undersigned on behalf of the Governor of Haryana from eligible Firms/Proprietors/Shop Keepers for the supply of following stationery items.

Sr. No.	Name of department	Description of items	Opening date and time/ Closing date and time of tender	Estimated amount (Approx.)	Earnest money	Cost of Tender including processing fees	Nodal Officer/contract detail	Tender reference/No
1.	Deputy Commissioner-cum-Chairman DITS Rohtak	Re-tender for Supply of Stationery Items	24-12-2020 10:00 AM/ 23-12-2020 5:00 PM	Rs. 20.00 Lacs	Rs. 50000/-	Rs. 2180/-	-	DITS/2020/2174 dated 18-12-2020

NOTE: - Corrigendum relating to NIT if issued subsequently will be available on Departmental website instead of publishing in Newspaper.

For Deputy Commissioner-cum-Chairman
DITS Rohtak