

# Office of the District Information Technology Society, Rewari

## Quotation Notice

**Subject:- Purchase of Tablet .**

Ref. No: DITS/RWR/2018/483

Date: 20/04/2018

Quotation are invited for the rates of the items listed in the Annexure-1 subject to the terms and conditions mentioned in Annexure-II. Quotations must reach to Room No. 206, 1st Floor, Mini Secretariat, Rewari by post or by hand or by e-mail at E-mail address : ditsrwrquotation@gmail.com by 11:00 AM on 30/04/2018 at least. The quotations must be sent in a sealed cover superscripted as "Quotation for purchase of Tablet."

In case the quotationer does not implicitly follow all these instructions terms and conditions (as in Annexure-II) quotations may not be considered. The maximum period of delivery is 05 days from the date of placing the orders.

Quotations will be opened on the same day at 11:30 AM by the authorized committee in the presence of such quotationers or duly authorized representatives their of as the case may be.

Sd/-  
Deputy Commissioner -cum  
Chairman, DITS, Rewari

**ANNEXURE-I**

**Subject: Purchase of Tablet .**

Sr. No.	Name of Item/work & Description	Quantity	Rates to be quoted per item inclusive all taxes etc and delivery/services at office.
1	Lenovo Tab4 10 Tablet (10.1 Inch Display, 16GB Internal, 2GB RAM, Wi-Fi + 4G LTE,7000 mAh Black	03	Rs. .... (in words)..... .....

(Space to be used by the Quotationer the annexure-I is to be used by the quotationer for quoting the rates of the items both in figure and words. The same annexure is to be sent back to DITS Rewari 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 Firm/Agency .....
4. PAN No. ....
5. GSTIN No. ....
6. Aadhaar no. ....
7. Regd. No. of the firm/Agency .....
8. Name of the Bank in which Quotationer has account .....
9. Name of the Branch of the Bank .....
10. Account No of the Quotationer .....
11. I.F.S.C. Code of the Bank Branch .....

To

Deputy Commissioner -cum  
Chairman, DITS, Rewari

Signature of Quotationer  
with seal/stamp  
Mob.no.....

**Terms and conditions for inviting quotation for purchase.**

1. All quotations will be deemed to be for F.O.R. (Freight on Road) 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. If quoting otherwise than F.O.R. destination, insurance charges to destination may please be separately stated.
3. 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 mentioned item quoted for.
4. In cases where full specifications are not incorporated in the enquiry or where alternative specifications are quoted for the suppliers own specifications should be stated in full for the articles quoted for any illustrative item available duly stamped and signed should also accompany.
5. In all cases the country of manufacture and unit of measurement must be prominently stated. The unit should usually be the one stated in the enquiry.
6. All containers will be deemed to be non-returnable, unless when specifically stated otherwise in the quotation.
7. The minimum period of delivery & completion of work from date of placing the order should be specified.
8. All Quotations will be deemed valid for at least 30 days from and excluding the date of opening of quotations.
9. (i) The inspection of the goods be carried out by the consignee at destination and rejected goods will have to be removed by you within 10 days of dispatch of advice from official, failing which the goods will lie at your risk.  
(ii) The rejected goods must be replaced by you within 15 days of the dispatch by the official of a registered notice intimating that the goods have been rejecting failing which the Chairman DITS will be entitled to make risk purchases without any further reference to you.  
(iii) if you claim that the goods supplied by you are strictly according to the specification you may file an appeal with the Deputy Commissioner-cum-Chairman DITS, Rewari under intimation to the City Magistrate Rewari within 5 days of the receipt of the registered notice from the office. Where such an appeal has been filed and Official will hold the goods in his custody till the final decision of the Deputy Commissioner-cum-Chairman DITS, Rewari.

10. The supply must be completed satisfactory within the stipulated period, failing which the Chairman DITS reserves the right to purchase or to allow purchase of goods at your risk, provided that where goods are not supplied according to the muster pattern and on account of urgency of the demand the office decides to retain the interior goods you will be entitled to received payment not at the contract but at the rate fixed by the Chairman DITS with due regards to the quality of the material supplied.
11. Your quotations may be accepted in partly or fully.
12. In case your rates are good for a certain period, postings of the acceptance on the last day will be acceptable to you.
13. In case of controlled goods by the Government the quotation must be sent subject to the control rate and other conditions and you will be paid at the controlled rate or rate offered by you whichever is lower. The payment of the delivered items will be made to the quotationer by cheque/RTGS.
14. In case of any dispute the decision of the Deputy Commissioner-cum-Chairman DITS, Rewari shall be final and binding on you.
15. The contractor shall dispatch material "freight paid" in all cases where their offer is F.O.R. Destination.
16. All above conditions will be enforced, unless written orders of Deputy Commissioner-cum-Chairman DITS, Rewari are obtained relaxation in any specific condition in any specific instance.
17. The quotations with incomplete information and not strictly in accordance with the above conditions are liable to summery rejection without assigning any reason.
18. In case any spare parts used; the repairing vendor will provide the warranty for the spare part used as per the terms and conditions of the manufacturing company.
19. One copy of the warranty cards must be submitted along with the bills.

Sd/-  
Deputy Commissioner -cum  
Chairman, DITS, Rewari