

Quotation Invitation Form

(Stationery/Paper)

Last Date of Submission: **30/03/2017 up to 3:00 p.m**

1. Name of Firm/Vendor: _____

2. Name of Representative: _____

3. Full address of Firm/Vendor:

4. Telephone/Mobile No. _____ 5. Email ID: _____

Please mentioned the rates of the items in the following table:-

| Sr. No. | Items | Brand | Rates Per Pc./Rim (In Rs) |
|---------|--|-------------------------|---------------------------|
| 1 | A4 size paper (75 GSM) | Spectra/Trident Century | |
| 2 | Legal size Paper (FS) (75 GSM) | Spectra/Trident Century | |
| 3 | A3 size paper (75 GSM) | Spectra/Trident Century | |
| 4 | Photographic Paper-Glossy Sheets (180-200 GSM) | Desmat | |
| 5 | Photographic Paper-Mat Sheets (180-200 GSM) | Desmat | |
| 6 | PVC Non-lamination Sheet (Dragon Sheet) 760 Micron | Greenlam/Excelam | |

The above rates will be inclusive of all type of taxes / VAT / Service Charges/tax & labour Rates (If any).

If this quotation is accepted I/We hereby agree to abide the supply the items on the terms and conditions as Annexed (Page2).I/We are hereby depositing a sum of Rs. 20,000 vide demand draft No. _____ of Bank _____ dated _____ as earnest money. The full value which may be absolutely forfeited by DITS, Kaithal without prejudice to any other rights or remedies of DITS, Kaithal if I/We fail to supply the material specified in the above form.

Signature of Vendor

***Please attach the letter Head, PAN/TIN and turnover details of last 2 years supplied to any Govt./Semi Govt./Society etc.**

Terms and Conditions

1. The firm will deposit a sum of Rs. 20,000/- only as earnest money in form of Demand Draft in favor of District Information Technology Society, Kaithal. No interest will be paid by DITS-Kaithal at the time of refund of earnest money.
2. Earnest money will be returned to the unsuccessful bidder after finalization of the Quotations within a week.
3. The rates will be fixed for one year from the date of approval and may be extended for period. The Deputy Commissioner-cum-Chairman DITS, Kaithal reserves the rights to cancel the rate contract any time without any reason.
4. DITS-Kaithal will not issue purchase order for requirements at once but the demand will be informed as per the requirement.
5. Delivery of each item/article will be **F.O.R** at the office address i.e **Room No:- 318, 2nd floor, Mini Secretariat, Kaithal.**
6. The material shall be of the best description and in accordance with specifications. The payment will be made after receiving of all the ordered items (in single purchase order).
7. The firm will make the delivery of items within 7 working days of the intimation. If the firm fails to supply the order, the society will be entitled to procure the items at the risk and cost of the firm.
8. The Chairman of purchase committee is fully authorized to accept/cancel any/all quotations without assigning any reason.
9. All the arbitration matters will be decided by the Deputy Commissioner-cum-Chairman DITS, Kaithal and his decision shall be final in all respects and the matter will not be subjected to any other court of law.
