

District Information Technology Society

Quotation Inviting Notice

Sealed Quotations/rates are invited from reputed firms/vendors for pre-printed applications forms, File folder etc. of various e-services provided through e-Disha Centres, District Kaithal. The quotation form and detailed terms & conditions can be downloaded from website **<http://kaithal.gov.in>**.

Interested vendors may submit their rates on specific form along with earnest money of Rs. 5000/- (as demand draft) before or up to 03/11/2016 at office address: DITS, Room No: 317, Mini Secretariat, Kaithal. The received quotations will be opened/negotiate on 04/11/2016 at 11:00 a.m. The committee reserves the rights to reject/cancel any quotation form without any reason.

Sd/-
Addl.Deputy Commissioner,
Kaithal.

District Information Technology Society, Kaithal

Quotation Invitation Form

(Supply of File Cover, Pre- Printed Forms & Receipt Book etc.)

Last Date of Submission: 03/11/2016 by 5:00 p.m.
Opening Date/Time : 04/11/2016 at 11:00 a.m.

1. Name of Firm/Vendor:
2. Name of Representative:
3. Full Address of the Firm/Vendor:
4. Telephone No/Mobile No:

Sr.No.	Item's Description	Paper Type/ G.S.M	Rate in Rs.
1	One page form one side single color printing	Legal Size. 70 GSM	
2	One page form both side single color printing .	Legal Size. 70 GSM	
3	One page form single side only header/footer single color printing	Legal Size. 60 GSM	
4	One page form both side only header/footer single color printing	Legal Size. 60 GSM	
5	File folder -3 Sides Single Color Printing (chart Paper-different Shades) in binding (stapler) form which may contains 3 to 10 pages/ pre-printed forms mentioned at Sr.1 to Sr.4.**	Legal size	
6.	File Folder (card/plastic) white with front single printing color **		
7.	Envelope (white-Plain)		
8.	Receipt Book (with Binding) 100 receipts per binding		

** Please attach the samples.

I/We are here by depositing a sum of Rs. _____ Vide Demand Draft No _____ Dated _____ as earnest money. I/We are agreed to supply the items/printed material on the terms & conditions as mentioned below.

(Vendor Signature)

Terms and Conditions

1. The firm will deposit a sum of Rs. 5000/- (Five Thousand 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 first six month from the date of approval and may be extended for period. The Chairman 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 fresh purchased orders will be issued as per requirement.
5. Delivery of each item/article will be FOR 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 15 days of the supply order and 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 quotation without assigning any reasons.
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