

**District Information Technology Society, Faridabad**  
**Room No. 510, 5th Floor, Mini Secretariat, Sector-12,**  
**Faridabad**

**Notice inviting quotations for rate contract**  
**(Notice for supply of Computer stationary items etc)**

**Date of Start : 08-11-2017**

**Last date of Submission : 16-11-2017 by 03.00PM**

**Date of opening the quotations : 16-11-2017 at 04.00PM**

Properly sealed quotation / rates are invited for and on behalf of District Administration, Faridabad from the eligible supplier's / vendors for following purchase.

1- **Name of work:** Supply of ICT enabled items/ computer consumable stationary goods to be utilized in various project running under the control of District Information Technology Society, Faridabad .

**2 - Terms & Conditions :**

1. Quotations are invited for fixing the rate contract for a period of one year for two category for the ICT enables items/ Stationary items and in DITS, Faridabad in sealed enveloped by 16.11.2017 by 03.00 PM to this office as per the attached format. Quotations will be submitted each category separately. If a vendor is interested in submitting the quotations for both category then he has to submit separate quotations for each category.
2. The vendor should have the PAN/TAN as well as registered GST dealer.
3. The vendor has sufficient experience of supply of such items.
4. The rates provided should be minimum and valid for one year. All the materials must be supplied Within three days of issue of purchase order for supply of material by the successful bidder. If the bidder fails to supply the materials within the time, the penalty of 5% of the order amount per day (limiting to the maximum for five day) of the total value of purchase order value would be deducted from the submitted EMD and after five days the order would be placed to the next bidder. The place for supply of material will be mentioned in the purchase order and the supplier will have to born the cost of transportation.
5. The rate mentioned in the quotation should be rate quoted + GST rate applicable on the item. GST will be paid as per the rate applicable at that time.
6. Vendor has to submit and EMD of Rs. 25000/- vide demand draft in favour of DITS Faridabad payable at Faridabad for category-I and no EMD for Category-II .
7. The District Administration has all right to accept/reject any quotations.
8. For any further clarifications about the quotation contact the undersigned between 2:00pm to 5:00 pm on working days.

Member Sect. DITS Faridabad.

## District Information Technology Society, Faridabad

Dated :

Last date of Submission : 16-11-2017 by 03.00 PM

Name of Firm : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

PAN No. : \_\_\_\_\_

GST Regn No. : \_\_\_\_\_

Authorized Contact Person details :

Name : \_\_\_\_\_

Contact No. : \_\_\_\_\_  
\_\_\_\_\_

EMD Amount : \_\_\_\_\_ (if applicable)

DD No. & Date : \_\_\_\_\_

Issued by : \_\_\_\_\_ (Bank Name)

Declaration :

The details submitted are correct to the best of my knowledge and nothing has been concealed there off and if anything found wrong at any time, my contract may be cancelled.

Signature with seal.

Encl : Quotations as per format for the items

## District Information Technology Society, Faridabad.

### Category - I

Sr. No.	Description of item	Unit	Rates in Rs.	GST applicable rate
1	A4 75gsm Century paper	Rim of 500 sheets		
2	A3 75 gsm Century paper	Rim of 500 sheets		
3	FS 75 gsm Century paper	Rim of 500 sheets		
4	JK 100 gsm paper	Rim of 500 sheets		
5	Adhesive A4 Sheet sticker ST1	Pkt of 100 sheets		
6	HP 12A Cartridges Dual pack	Per unit		
7	HP 12A cartridge	Per unit		
8	HP 950XL cartridge Black	Per unit		
9	HP 951XL tricolor cartridge	Set of 3 cartridge		
10	HP 934XL Black	Per unit		
11	HP 935XL tricolor	Set of 3 cartridge		
12	Canon 303V Dual pack	Per unit		
13	Canon 303V cartridge	Per unit		
14	HP 88A Dual pack	Per unit		
15	HP 88A single pack	Per unit		
16	Canon 925 Cartridge	Per unit		
17	Samsung 115L	Per unit		
18	NPG-59 Toner	Per unit		
19	HP 319HC Catridge	Per unit		
20	Keyboard Intex / Quantam	Per unit		
21	Mouse Intex/Quantam	Per unit		
22	Keyboard Logitech	Per unit		
23	Mouse Logitech	Per unit		
24	DVD	Pack of 100		
25	CD	Pack of 100		
26	Pen Drive 8GB Scandisk	Per unit		
27	Pen Drive 16 GB Scandisk	Per unit		
28	Pen Drive 32GB Scandisk	Per unit		
29	Pen Drive 64GB Scandisk	Per unit		
30	Pen Drive 8GB Kingston	Per unit		
31	Pen Drive 16 GB Kingston	Per unit		
32	Pen Drive 32GB Kingston	Per unit		
33	Pen Drive 64GB Kingston	Per unit		
34	Refilling of Cartridges with drum & blade	Per unit		
35	Refilling of Samsung Tonner 115L with Chip	Per unit		
36	File cover normal	Per piece		

## District Information Technology Society, Faridabad.

### Category- II

1	PVC flex printing	Per sq. ft.	
2	Printing of sunboard	Per sq. ft.	
3	Wooden frame for flex	Per sq. ft.	
4	Steel frame for flex	Per sq. ft.	
5	Paper printing aadhaar forms on both side	Per sheet (Min. of 5000 forms)	