

Notice Inviting Quotations

Sealed Quotations are invited for procurement of items listed below for DC Office, Hisar. The details are as follows :-

EMD : 25,000/- in form of DD in favour of "District Information Technology Society, Hisar" payable at Hisar.

Last Date for submission of quotations : Interested agencies may submit their proposal at NIC Office, Room No. 305, 3rd Floor, Mini Secretariat, Hisar upto 13th August 2015 15:00 Hrs.

Date of opening of quotations : The bids will be opened on the same day i.e. 13th August 2015 16:00 Hrs. at O/o NIC Office, Hisar

<u>Sr#</u>	<u>Item Description</u>	<u>Make</u>	<u>Unit</u>
Paper Stationery			
1	A4 size paper	(Built Power / Image)	Per Rim
2	Legal size Paper (FS)	(Built Power / Image)	Per Rim
3	A3 size paper	(Built Power / Image)	Per Rim
4	A4 size paper	Eco Green	Per Rim
5	Inkjet Paper Matte 150 GSM	Desmat	1 Pkt (100 Sheet)
6	Inkjet Paper Matte 120 GSM	Desmat	1 Pkt (100 Sheet)
7	Inkjet Paper Matte (office Paper) 100 GSM	Desmat	1 Pkt (500 Sheet)
8	Hi-Glossy Photo Paper - 150 GSM	Desmat/ Prododt/ Oddy	1 Pkt (100 Sheet)
9	A4 Label	Desmat/ Prododt/ Oddy	1 Pkt (100 Sheet)
Printer Toner \ Cartridge \ Color Ink			
10	12A Cartridge compatible	standard make/ Compatible	Per Cartridge
11	88A Cartridge compatible	standard make/ Compatible	Per Cartridge
12	Xerox 3117 Cartridge compatible	standard make/ Compatible	Per Cartridge
13	Tonner Canon 301	standard make/ Compatible	Per Cartridge
14	FX9 Cartridge compatible	standard make/ Compatible	Per Cartridge
15	Toner Cartridge KX-Fat-411F	standard make/ Compatible	Per Cartridge
16	Toner Cartridge 80A	standard make/ Compatible	Per Cartridge
17	Toner Cartridge 328	standard make/ Compatible	Per Cartridge
18	Toner Cartridge 3210	standard make/ Compatible	Per Cartridge
19	Toner Cartridge 388A	standard make/ Compatible	Per Cartridge
20	Toner Cartridge 78 A	standard make/ Compatible	Per Cartridge
21	05A Cartridge compatible	standard make/ Compatible	Per Cartridge
22	55A Cartridge compatible	standard make/ Compatible	Per Cartridge
23	925 Cartridge compatible	standard make/ Compatible	Per Cartridge
24	12A + FX-9 (Combo Cartridge compatible)	standard make/ Compatible	Per Cartridge
25	Color Ink Cartridge officejet 951 XL (4 Color SET) (for HP 8100 Printer)	standard make/ Compatible	4 Color SET
26	HP 305A Color Cartridge (CMYK Set)	standard make/ Compatible	4 Color SET

27	Toner NPG-28	standard make/ Compatible	Per Cartridge
28	Toner NPG-51	standard make/ Compatible	Per Cartridge
29	Toner NPG-57	standard make/ Compatible	Per Cartridge
30	Print Cartridge XEROX 3010/3040/3045	standard make/ Compatible	Per Cartridge
DVD/CD			
31	Blank CD Pack	Moser bear/ Amkette/ Sony/ Verbatim	100 Piecs
32	Blank DVD	Moser bear/ Amkette/ Sony/ Verbatim	100 Piecs
Drum Unit			
33	Drum Unit - NPG 51	Canon	Per Piece
34	Drum Unit - NPG 28	Canon	Per Piece
35	Drum Unit - NPG 57	Canon	Per Piece
36	Drum Unit - NPG 37	Canon	Per Piece

Terms & Conditions

- 1 Only registered firms having TIN number minimum two year old establishment with turnover of Rs. Ten Lacs P/A need to apply. (Attach documents in support)
- 2 Copy of latest Income Tax and Sales Tax clearance certificates must be submitted with the quotation paper.
- 3 Rate will be valid for One year wef. Rate Contract Award.
- 4 Firms will supply the materials within 48 hours after receipt of supply order.
- 5 Penalty shall be levied @ 2% of the Total value of that supply, if the firm will fail to supply the material within stipulated period of time.
- 6 The material will be provided on site.
- 7 Rate will be final after approval of Ld. DC cum Chairman, DITS Hisar.
- 8 Rate contract will be given to one or more vendors whose rates will be lowest.
- 9 Full & final payment will be released after receipt of satisfactory material.
- 10 Firms will also mention the trade mark of the items on Quotation as well as in bill and only approved trade mark will be accepted.
- 11 The quantity of items may vary. It may be increased or decreased as per actual requirement.
- 12 Items shall be purchased on quarterly basis.
- 13 The rate mentioned in the quotation should be inclusive of all Charge / Tax / VAT (if any). The rates are FOR.
- 14 Purchase would be accepted only after proper satisfaction of committee & due technical testing with regards to technical Specification/throughput/quality of the items.
- 15 Chairman of purchase committee reserves the right :
 - a) To reject any or all quotations without assigning any reason whatsoever and he is not bound to accept the lowest (L1) rate.

- b) To change any clauses/items/condition on the quotation document.
- c) Either to execute the purchase or not to purchase any or all the items, no binding on purchase.
- d) To execute the rate contract from a single vendor or multiple vendors based on the rates/ specifications.

Sd\-

Deputy Commissioner,
Hisar.