

## **Notice Inviting quotation for rate contract (Terms and Conditions)**

**Quotation for supply of Computer consumable stationery items.**

**DITS/YNR/**

**Dated 29-05-2017**

Properly sealed quotation / rates are invited for and on behalf of District Administration, Yamuna Nagar 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 regular paper work of computerization for various project running under the control of District Administrator, Yamuna nagar.

2- Items for Rate Contract.

**Annexure 'A'**

### **LIST OF ITEMS FOR QUOTATION.**

<b>Sr. No.</b>	<b>Item Name</b>
1.	CD Blank – 100 Pack
2.	CD R/W with Cover
3.	CD with Cover (Double Layer)
4.	DVD Blank -100 Pack
5.	DVD Balank – 50 Pack
6.	Pendrive 8 GB – HP/Scandisk
7.	Pendrive 16 GB – HP/Scandisk
8.	Pendrive 32 GB – HP/Scandisk
9.	Hard disk 500 Gb - Seagate/WD
10.	Hard disk 1TB - Seagate/WD
11.	RAM DDR 2-1Gb - Hp
12.	Ram DDR 3-1Gb - Hp
13.	EPSON L-805 INK- YELLO, MAGENTA, CYAN, BLACK ETC.
14.	Cartridge HP 1108 - HP
15.	Cartridge/Toner Samsung SLM 2880
16.	Cartridge/Toner Samsung SLM 2830

17.	Cartridge/Toner Sumsung ML 2161
18.	Cartridge/Toner Canon LBP 6230DN
19.	Cartridge/Toner Canon 326
20.	Cartridge/Toner Ricoh SP 210
21.	Cartridge/Toner Ricoh SPC 240 DN
22.	Memory Card SD card 2Gb/4Gb/8Gb - Scandisk
23.	Cartridge Canon 3110 - Canon
24.	Lan Card-1000 MBPS - D'Link
25.	Web cam(High Quality ) - Quantum
26.	LAN wire (Cat 5 , cat 6) - D, link
27.	LAN Connector (Rj 45) - D, link
28.	Key Board USB - Quantum /Hp/Dell
29.	Mouse USB - Quantum /Hp/Dell
30.	File Cover Simple
31.	File Cover Superior
32.	File Cover Laminated
33.	Ronio File
34.	Cobra File
35.	Cobra File With Cloth
36.	Uniball Pen
37.	Stapler Small Size
38.	Stapler Medium
39.	Stapler Big Size
40.	Sharpener
41.	Glue Stick Small
42.	Glue Stick Big
43.	Fluid/ Correction Pen Small

44.	Fluid Big
45.	Pin Cushion
46.	Stamp Pad Big Red/Blue
47.	Stamp Pad Small
48.	Punching Machine Kangaroo Dp-480
49.	Photostat Paper A4
50.	Photostat Built A4
51.	Photostat Paper Fs
52.	Envelope Yellow A4
53.	Envelope Yellow Fs
54.	Envelope White Small
55.	Envelope White Big
56.	Folder Daak
57.	Highlighter
58.	Gum Bottle Small 150ml
59.	Glue bottle Big 700ml
60.	Glue Bottle 300ml
61.	Scale Big Plastic
62.	Scale Steel
63.	Scale Small
64.	Cloth Duster Khadi Superior
65.	White Board Marker
66.	Blackboard Duster Superior
67.	Pencil
68.	Ruled Register Big Size
69.	Ruled Register Small
70.	Carbon Box Double
71.	Carbon Box Blue/Black Single
72.	Diary/ Dispatch Register Big
73.	Diary/ Dispatch Register Small
74.	Stock Register
75.	Saya Binder Clip Box


76.	Paper Weight Superior
77.	Damper
78.	Flapper Small
79.	Flapper Big Best Quality
80.	Saya Paper Tray
81.	Cello Tape Small
82.	Cello Tape Big
83.	Poker
84.	Saya Folder
85.	Register With Binding Big Size Navneet
86.	Register With Binding Small Size Navneet
87.	Cash Book/Ledger/Journal Small
88.	Cash Book/Ledger/Journal Large
89.	Saya Scissor Small
90.	Pen Stand Saya
91.	Pen Stand Kebica
92.	Legal Green Paper Rim Built
93.	Tag Small White
94.	Tag Small White Best Quality
95.	Green Tag Small
96.	Green Tag Medium
97.	Tag Green Long
98.	Toner Reffling
99.	Index File
100.	Saya Index File 901
101.	Saya Index File 902
102.	Clear Bag 090
103.	Clear Bag 091
104.	Saya Invisible Tape
105.	Brown Tape Best Quality
106.	Neelgagan Board
107.	Transparent Roll

108.	Brown Roll
109.	Calculator Citizen
110.	Calculator Casio10-Digits
111.	Fevicol 100gm
112.	Poster Tape
113.	Stamp Pad Ink
114.	All Pin
115.	Neelgagan Note Pad No.33
116.	Note Pad No.22
117.	Stapler Pin Small
118.	Stapler Pin Large
119.	Report File A4
120.	U Clip
121.	Paper Flag
122.	Permanent Marker
123.	Marker Small
124.	Eraser
125.	Glue Tube
126.	Office Bell
127.	Saya Cutter Small
128.	Saya Cutter Big
129.	Ring Binder Saya 516
130.	Paper Clip

- 3) **Mode of payment:** Bid Rs. 25000/- Security (EMD) is to paid in the form of Cross Demand Draft issued by a scheduled bank, drawn in favor of DITS Yamuna Nagar, payable at Yamuna Nagar.
- 4) The rates provided should be minimum and valid for one year. All the materials must be supplied within one weeks of issue of Purchase order for supply of material by the successful bidder, supply rates must be office. If the bidder fails to supply the materials within the time, the penalty of 5% 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 as per priority, by the competent officer/committee. In case it is felt by the competent officer that vendor is having casual and repeated attitude in supplying of items as mentioned above, then the complete security would be forfeited after issuing warning letter and further order would be placed to next bidder as per priority. If any

part of supply is found faulty/damaged the same should be replaced within three days or deposited security will stand forfeited. The place for supply of materials 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 inclusive of all charge / Tax / VAT. No. extra charges / amount will be paid. The rates are office.
- 6) For any further clarifications about the quotation contact the undersigned between 2:00pm to 5:00pm on working days.
- 7) Successful vendors would be intimated by the committee in writing.
- 8) If any of the vendor at any time found or declared 'black listed' by the any of the government organizations/institutions/university by any of the reason. Then the same vendor would be treated as black list from our organization and further RC would be treated terminated and complete security would be forfeited.
- 9) If any of the items at any stage found substandard / duplicate / forge then the complete security would be forfeited and criminal case would be registered in the name of supplier or vendor.
- 10) Chairman of purchase committee reserve the right.
  - a) To reject any or all quotations without assigning any reason what so ever and he is not bound to accept the lowest rate.
  - b) To change any clause / items/ condition on the quotation document.
- 11) Photocopy of authorized dealer/ sales partner (if any) in support may be attached with the form.

  
Chairman-cum-Deputy Commissioner,

 Yamuna Nagar