



DOEACC SOCIETY – GORAKHPUR CENTRE

(A Scientific Body of Dept. of Information Technology, Ministry of Comm. & Information Technology, Govt. of India)

M.M.M.Engg. College Campus, Gorakhpur-273010(U.P.)

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Ref No.: DOEACC/Gkp/224/18/09-10

Date 14.01.2010

INVITATION TO QUOTE RATES

(Last date for Submission :25-01-2010)

To,

On website Copy

Dear Sir,

You are requested to quote rate (s) for the items mentioned below as per the specifications given below.

Sl.no.	Name of the Item(s)	Description / Specification	Qty. Req.	Unit
01	Printed Letter head A4 Size: 210x297mm 100 GSM Bond paper (Each pad of 100 sheet)		50	Pad
02	Photo Copy Paper (White) A4 Size: Century make 75 GSM Red packet (per ream 500 sheet)		100	Ream
03	Photo Copy Paper (Colored Green)) A4 Size: Century make 75 GSM (per ream 500 sheet)		20	Ream
04	Register 4 Qr. Make:Sangam Delux Page 288		25	Nos
05	Printed Envelope Size : 9"x4" 60 GSM Kraft Paper		5000	Nos
06	Gum Bottle 300 ml make Kores/Camel		25	Bottle
07	CD-R 700 MB 52x make Sony /Moser Baer		100	Nos

The Terms & Conditions given overleaf should be read carefully and noted in order to comply with

Yours faithfully,

For DOEACC Centre, Gorakhpur
Authorised Signatory
PTO

TERMS AND CONDITIONS (FOR LIMITED TENDER)

1. The quotation should be addressed to Director, DOEACC SOCIETY-GORAKHPUR CENTRE.
2. The price quoted should be firm and F.O.R. DOEACC SOCIETY-GORAKHPUR CENTRE. Wherever possible, educational prices should be quoted. Quantity indicated is tentative and is subject to change.
3. The quotation/offer should be submitted on or before last date of submission (Due Date) in a sealed envelope. The envelope should be superscribed as “**Quotation for Printing Stationery**” and should bear the enquiry number and due date on the top. Quotations received after the due date will not be considered.
4. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
5. Customs Duty, Excise Duty, Sales Tax, C & F, Packing & Forwarding, Insurance, Transportation, Octroi, Installation, Training, etc charges should be separately mentioned. Discount, if any, should also be mentioned. Total price of the goods should also be mentioned.
6. Octroi of Respective Municipal Corporation may either be included or may be shown as ‘at actual’.
7. Delivery period and place of delivery should be clearly mentioned. Delivery Location should be F.O.R. DOEACC SOCIETY-GORAKHPUR CENTRE..
8. The goods should be quoted along with a guarantee/warranty period of minimum ‘**one year**’ from the date of successful installation.
9. Validity of the quotation should be mentioned. Normally quotations should be valid for at least 60 days from the date of opening of the quotation.
10. The bidding firm must have a valid Sales Tax Registration Number which must be indicated on the quotation.
11. Payment Terms:
 - a. No advance payment (Prepayment) will be made at any cost.
 - b. Payment @ 90 % of the invoice value to the successful bidder will be made after physical verification / satisfactory installation and commissioning of the goods at DOEACC SOCIETY-GORAKHPUR CENTRE., Gorakhpur will make remaining 10% payments after completion of satisfactory training / acceptance of the goods.
12. Detailed description & technical specifications of the goods quoted by you should be provided. Technical literature / brochure should accompany the quotation.
13. Manufacturing license or authorized Distributor / Principal or Dealer Certificate copy should be enclosed.
14. OEM items if any, should be supplied in the original sealed packing of the original equipment manufacturer and should be opened at SOCIETY-GORAKHPUR CENTRE.in the presence of Center’s representative only.
15. It will be binding on the part of the successful bidder to supply the goods at the rates quoted, failing to which the EMD will be forfeited the firm will be removed from the suppliers list and no further enquiries would be sent.
16. DOEACC SOCIETY-GORAKHPUR CENTRE. does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected tenders will be entertained. Incomplete quotations are liable to be rejected.
17. All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Director, DOEACC SOCIETY-GORAKHPUR CENTRE.

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