

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.स.)
National Institute of Electronics and Information Technology (NIELIT)

(इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)

(An Autonomous Scientific Society of Department of Electronics and Information Technology,
Ministry of Communications & Information Technology, Govt. of India)

पता : (अस्थायी) जैन पैलेस, सापणदा रोड़, केकड़ी, जिला अजमेर, पिन-305404 (राजस्थान)

Address : (Temporary) Jain Palace, Sapanda Road, Kekri, Distt.-Ajmer, Pin-305404 (Rajasthan)

दूरभाष/Phone : Reception : 01467-220500 फ़ैक्स/Fax: 01467-220500

(रा. इ. सू. प्रौ. स., नई दिल्ली का केन्द्र / A Centre of NIELIT, New Delhi)

Ref. No. NIELIT/AJM/ADMN/2016-02/

Date: 06th May 2016

INVITATION TO QUOTE RATES

(Last Date for Submission - 16/05/2016 by 3.00 p.m.)

To,

Subject: **Annual empanelment of vendors for one year for supply of Office Stationery.**

Dear Sir,

Please quote your lowest rates against each item for supply of office stationery as per specifications given on the enclosed Performa.

TERMS AND CONDITIONS (FOR LIMITED TENDER)

1. The quotation should be addressed to Director, NIELIT, Ajmer Centre.
2. The price quoted should be inclusive of all taxes and carriage and cartage and delivery at NIELIT Ajmer Complex/Premises, Kohda Village, Distt. Ajmer.
3. The quotation/offer should be submitted on or before last date of submission (16/04/2016 3:00 p.m.) in the sealed envelope. The envelope should be superscripted as "**Quotation for office stationery**" and should bear the enquiry number and due date on the top. Quotations received after the due date will not be considered. It shall be opened at 4.00 p.m. on the same day in the presence of vendors, if any, who has submitted quotations.
4. The items must be delivered within 10 Days from the date of issue of the purchase order. Penalty for late delivery would be livable at the rate of 1.0 percent per week subject to a maximum of 10 percent of the value of such portion of material as has not been supplied within the stipulated period. In case delivery is not completed within 10 Days after the specified delivery period, the Director-in-charge, NIELIT Ajmer Centre may cancel the order and arrange to procure the said items from any other source at the risk and cost of the vendor.
5. You will be required to submit earnest money of Rs.2,000/- (Two thousands only) in the form of demand draft in favour of Director, NIELIT Ajmer payable at Kekri along with the quotation which will be returned to all except the vendor selected for supply immediately after the order is placed. This amount will be returned to the selected vendor on

acceptance of the material supplied by the vendor. In case the vendor fails to complete the supply according to the terms of the order, the amount of EMD will be forfeited.

6. QUOTATION WITHOUT EARNEST MONEY WILL NOT BE ENTERTAINED

7. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
8. 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.
9. No advance payment (Prepayment) will be made at any cost.
10. NIELIT Ajmer 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 stationery without assigning any reasons. No correspondence in case of rejected tenders will be entertained. Incomplete quotations are liable to be rejected.
11. 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, NIELIT, Ajmer Centre.

Thanking you.

Encl : As above.

Yours Faithfully,

L. Govinda Sharma

(L GOVINDA SHARMA)
Asst. Director (Admn)

TERMS AND CONDITIONS (FOR LIMITED TENDERS)

1. The quotation should be addressed to Director, NIELIT, Ajmer Centre.
2. The price quoted should be inclusive of all taxes and carriage and delivery at NIELIT Ajmer Complex/ Premises, Karda Village, Dist. Ajmer.
3. The quotation/offer should be submitted on or before last date of submission (16/04/2018 3:00 p.m.) in the sealed envelope. The envelope should be superscripted as "Quotation for office stationery" and should bear the enquiry number and the date on the top. Quotations received after the due date will not be considered. It shall be opened at 4:00 p.m. on the same day in the presence of vendors, if any, who has submitted quotations.
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5. You will be required to submit earnest money of Rs.1,000/- (Two thousands only) in the form of bank draft in favour of Director, NIELIT Ajmer payable at Keri along with the quotation which will be returned to all except the vendor selected for supply immediately after the order is placed. This amount will be returned to the selected vendor on