

Now at: - C-134, PUNCOM Building, Industrial Area, Phase-8, Sector -72, Mohali-71.

No. NIELIT/PUR-107/2015/

25th February, 2015

To,

Subject: Purchase of Office Stationery for Panchayati Raj Project.

Dear Sir,

Please quote your lowest rates alongwith samples for following items for supply of office stationery latest by 5.3.2015 at 3.00 PM as per specifications given below:-

Sr. No.	Particulars of Items	Quantity Required	Rate to quoted (Rs.)
1.	Clear Bag Folder, Good quality with printing Logo of NIELIT	5000	
2.	Spiral Slip Pad, (each pad of 100 sheets) with printing Logo of NIELIT	5000	
3.	Jetter Ball Pen with printing Logo of NIELIT	5000	

1. The quotation should be addressed to Director, NIELIT Chandigarh.
2. The price quoted should be inclusive of all taxes and carriage and cartage and delivery at Now at C-134, PUNCOM Building, Industrial Area, Phase-8, Sector -72, Mohali-71.
3. Printing of Logo of NIELIT should be printed on each item.
4. The quotation/offer must be submitted on or before last date of submission (5.3.2015 at 11.00 a.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 11.30 a.m. on the same day in the presence of vendors, if any, who has submitted quotations.

5. You will be required to submit earnest money of Rs.5,000/- (Five thousands only) in the form of demand draft in favour of Director, NIELIT CHANDIGARH payable at Chandigarh 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. The items must be delivered within 5 days from the date of issue of the purchase order. Penalty for late delivery would be leviable 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, NIELIT CHANDIGARH may cancel the order and arrange to procure the said items from any other source at the risk and cost of the vendor.
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 Chandigarh 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 the quotation or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected bids 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 Chandigarh.

Thanking you.

Yours Faithfully,

(KIRAN BALA)
JOINT DIRECTOR(ADMN)