

**Administration of  
Dadra and Nagar Haveli, UT  
Department Of Information Technology  
Dadra & Nagar Haveli e-Governance Society  
Silvassa- 396230**

Dated: **12/07/2019**

**Quotation Notice**

The Member Secretary, Dadra and Nagar Haveli e-Governance Society, Silvassa hereby invites rates for **refilling of cartridges** for 17 printers from local vendors with one (1) year validity of rates in sealed Quotation from authorized dealers/Suppliers/agency/stores for Office of Member Secretary (DNHeGS), Silvassa as per the details in the schedule of rates subject to terms and conditions mentioned below so as to reach to the undersigned on or before 31<sup>th</sup> **July 2019** upto 15:00 hrs by Registered Post with A.D./Speed Post or Courier service or to be deposited in office of the Member Secretary (DNHeGS), Silvassa.

The Quotation document along with terms and conditions can be downloaded from official website of Dadra & Nagar Haveli i.e. [www.dnh.nic.in](http://www.dnh.nic.in)

<b>Quotation Name</b>	<b>Quotation for inviting rates for refilling of cartridges for the Office of Member Secretary, Dadra and Nagar Haveli e-Governance society</b>
Last date of submission	31-07-2019 at 15:00 hours at Department of IT, 207-208, Secretariat, Silvassa

The Quotation should be properly super scribed '**Quotation for inviting rates for refilling of cartridges for 17 printers for the Office of Member Secretary, Dadra and Nagar Haveli e-Governance Society**'. .

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The Quotation Form along with terms & conditions is also available on the official website of Dadra and Nagar Haveli Administration [www.dnh.nic.in](http://www.dnh.nic.in) and can be downloaded for submission of the Quotation, but such Quotation should also reach to the undersigned. Right to accept or reject any or all Quotations without assigning any reason thereof is reserved with the undersigned.

**Signature valid**

Digitally signed by  
KRISHNAKUMAR P.K  
Date: 2019.07.12 13:24:17 IST  
Reason: Approved

**KRISHNAKUMAR P.K**

**ASSISTANT DIRECTOR(IT)**

Silvassa

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To,

Member Secretary (DNHeGS)  
Dadra and Nagar Haveli  
Silvassa.

Sir,

I / We undersigned \_\_\_\_\_ hereby offer my /our rates in enclosed Schedule of rates. I/ We agree with terms and conditions attached with the Notice and promise to provide **'refilling of cartridges for 17 printers' for the Office of Member Secretary, Dadra and Nagar Haveli e-Governance society** at the rates shown in enclosed schedule for the period stipulated in the work order.

**(Signature of Supplier/  
Bidders with Rubber Stamp)**

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**Annexure A**

**SCHEDULE OF RATE**

Schedule showing the rates to be offered for refilling of cartridges for the 17 printers as per the Annexure 'B':

Note:

- a. Above rates quoted are inclusive of all the taxes.
- b. The rates are inclusive of the transportation charges & delivery on locations indicated by the Department at DNH
- c. Delivery period Maximum Two days after the order is placed.

**Signature of Supplier  
With Rubber Stamp**

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**Annexure B****Details Of the Printers**

Specification of printers for which refilling and procurement of cartridges(as per requirement) will be done:

<b>Sr . N o.</b>	<b>Ma ke</b>	<b>Particula rs</b>	<b>Quantity Nos.</b>	<b>Location</b>
1	Canon	MF 3010 (B&W)	5	Kalakendra, Galonda, Sayli, Naroli
2	Ricoh	SP210su ( B&W)	10	Rakholi, Kilvani,Samarvani, Amboli,Dapada, Dadra,Dudhani,Kharadpada, Randha, Khanvel
3	HP	LaserJet P1007 (B&W)	1	Dadra
4	HP	LaserJet P1008 (B&W)	1	Sachivalaya, Silvassa
		<b>Total</b>	17nos	

**Signature of Supplier  
With Rubber Stamp**

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**Terms& Conditions:-**

1. The rates should be quoted in Indian Rupees inclusive of all taxes/levies/surcharges etc.
2. The supplier/bidder/vendor should provide single rates for all 17 printers as per **Annexure 'A'**
3. Bidder should quote all the items mentioned in rates of schedule. Order will be given over all 17 printers on the basis of least rates.
4. The rates should be quoted only as per the specification of the Notice(Annexure B). Rates quoted for items other than the required specification will not be considered.
5. The Rates should be F.O.R. Delivery upto office at Silvassa including packing, forwarding charges, GST Charges, Transportation Charges installation, testing commissioning etc. **Rates quoted should be valid for the period of one year from the date of order.**
6. Rejected/Inferior Quality materials shall be returned at supplier, risk and cost within 15 days on receipt of materials. The materials supplied should be of standard quality and confirming to the specifications given in the schedule/supply order. The bidder shall submit bills / invoices along with delivery challans on monthly basis.
7. The Bidder shall have to submit the copy of Bank Account Number, Branch Name, and IFSC code for releasing payment through e-payment system.
8. The bidder shall submit copy of PAN and GST Registration Certificate. The TDS and GST on TDS shall be deducted by the Authority, if applicable.
9. The qualified bidder/supplier shall have **to provide the service timely.**
- 10.No advance payment will be made.
- 11.Right to accept or reject any of all Quotations is reserved with the undersigned.
- 12.Further, The Quotation may be extended for next two years on the same rates.

**(Signature of Supplier/  
Bidders with Rubber Stamp)**