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INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(A Central University under the Ministry of Human Resource Development, Govt. of India)

REGIONAL CENTRE PATNA

2ND FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN, PATNA-800 001

Ph.No.0612-2219541, 2219539 Fax-0612-2219538

For RC We
Date
11/5/18
Sh. Binod

SPEED POST

F.No.IG/RC-05/Quotation/18/2018

1st May, 2018

To

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Subject: Quotation for supply of computer stationery items for office use

IGNOU Regional centre invites sealed limited quotations for supply of stationary items for office use. The details of stationery items regarding quality, specification etc. has been given item-wise in Annexure-II. These items will be purchased for the office on the requirement basis.

The quotation form along with the terms & conditions is also available at RC Patna website www.ignoupatna.ac.in.

The price quoted should be inclusive of all taxes.

The rate quoted by the firm shall remain valid for a period of one year and no request for escalation of rates would be entertained after approval of the rates.

Order for items will be placed on requirement basis. No advance payment will be made against the order.

The quality of the items supplied should be confirmatory to the quality mentioned in the tender notice against each item and delivered within stipulated time from the date of receipt of supply order. The office reserves the right to cancel any order, if the required items are not supplied on time.

Any item which is not according to the specimen or found to be defective or not of the desired quality etc. shall be returned by the office and replacement should be made forthwith on the same day. If replacement is not made on the same day, the order placed therefore shall stand cancelled.

No separate charges shall be paid for delivery of items.

(6)

The quotation must accompany an Earnest Money Deposit(EMD) of Rs.1,000/- in the form of a demand draft drawn in the favour of IGNOU payable at Patna.

The EMD will be returned to the unsuccessful tenderers on finalization of the contract. No interest shall be paid on the EMD.

The agency selected for awarding the job will be required to deposit a interest free **security deposit of Rs.2,000/-** in the form of a Demand Draft in favour of **IGNOU** payable at **Patna** which can be forfeited in the event of termination of contract on account of violation of any of the above mentioned terms and conditions. The E.M.D deposited by the bidder will be adjusted from this amount.

IGNOU reserves right to select more than one firm/agency for supply of the items. IGNOU further reserves the right to decide whether a firm/agency should be selected for supply of some or all items.

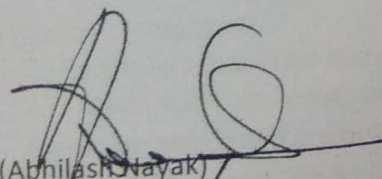
Experienced and registered agencies/firms having PAN/TAN, Sales tax registration, VAT registration and also are willing to supply the printed stationery items/materials to this office on the terms and conditions contained herein need only submit their quotation in the prescribed proforma (Annexure-I and Annexure-II) alongwith copies of Sales Tax Registration, VAT registration, PAN/TAN number.

The sealed quotations duly filled in and completed in all respects, along with a demand draft of **Rs.1,000/-** as earnest money (refundable) in favour of IGNOU payable at Patna, should reach the Regional Director, IGNOU Regional Centre, 2nd Floor, BISCOMAUN Tower, Patna-01 by **15.05.2018** upto 01:00PM which shall be opened in the presence of the bidder(s) or their authorized representatives, who may like to be present, on the same day at 03.30PM.

The tender documents received after the last date shall be summarily rejected.

The cover containing the quotation should be superscripted "**QUOTATIONS FOR OFFICE COMPUTER STATIONERY ITEMS**".

IGNOU reserves the right to accept/reject any or all tenders without assigning any reason what so ever.


(Abhilash Nayak)
Regional Director

PROFORMA TO BE FILLED IN BY BIDDERS

S.No.	Particulars	To be filled in by the bidder
1.	Name of the agency	
2.	Address	
3.	Contact Number	Tel. No. Mobile No. Fax No. E-mail:
4.	Person responsible for conduct of business	Name: Mobile No.:
5.	PAN No.:	(Copy enclosed)
6.	GST No.	(Copy enclosed)
7.	Sale Tax Registration No.	(Copy enclosed)
8.	Details of EMD	Amount: Rs. DD No. Date: Issuing Bank Name & Address :
9.	Experience, if any, in dealing with Govt. Deptt.	

DECLARATION BY THE BIDDERS

I hereby certify that-

1. Particulars furnished above are true to the best of my knowledge and belief.
2. I have carefully gone through the terms and conditions and specification of the items given in quotation notice and undertake myself/ourselves to abide by them.
3. The rates quoted are inclusive of Taxes/GST/Service Charge.
4. All supplies will be made strictly as per specifications and time stipulations.

Date :
Place :

Signature :
Name :

QUATATION

Regional Centre Patna			
List of Stationery Items			
S. No.	Items		Rate
1.	Xerox Paper A4 (70 gsm)	Per Ream	
2.	Address Label 100 x 48 x 2	Per Pkt.	
3.	Computer Paper 10 X 12 X 1 (70 GSM)	Per Pkt.	
4.	Computer Paper 10 X 12 X 2 (70 GSM)	Per Pkt.	
5.	Computer Paper 10 X 12 X 3 (70 GSM)	Per Pkt.	
6.	Toner – HP Laser Jet Printer-1020	Per Unit	
7.	Toner- Brother Printer (HL-2140)	Per Unit	
8.	Toner – Samsung Printer (ML-1610)	Per Unit	
9.	Toner – Samsung Printer (ML-1666)	Per Unit	

Certified that the rates quoted above are inclusive of Taxes/GST.

Signature & Rubber stamp of the Agency
Date: