

Department of Information Technology
Government of Goa
"IT Hub", 2nd Floor, Altinho, Panaji-Goa 403001

No. 1(7)/2019/DOIT/Off-Req/ Pt. file / 392 dated 30/06/2020

Quotation Notice

**Sub:- Quotation for Supply of Office Stationery Materials/items to
DOIT**

Sir,

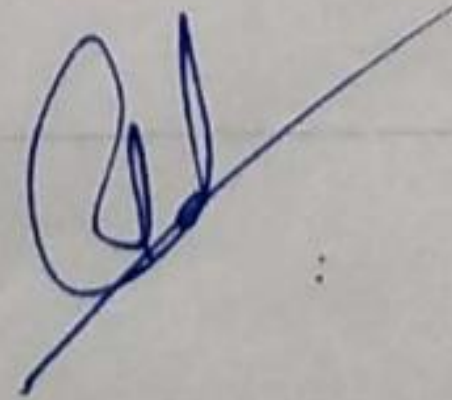
Sealed quotations duly super-scribed "QUOTATION FOR SUPPLY OF OFFICE STATIONERY MATERIAL /ITEMS" are hereby invited by the Director, Department of Information Technology, at "IT Hub", Altinho, Panaji-Goa from approved and eligible agencies, indicating therein the cost / price of the items, taxes as admissible and other incidental charges, if any subject to following terms and conditions. The description of items and quantity required is detailed below:-

Terms and Conditions:

Sr. No	Description of Article/ Item	Quantity (per 1 year)	Rate per unit (in Rs.) incl. of taxes	Total amt (in Rs.) incl. of taxes
1.	A4 Size Paper (Copier)	21Cmx29.7 CM	250 reams	
2.	Legal size paper	215x345mm (FS) white	250 reams	
3.	Green Sheets (Blank)	legal Size	10 reams	

1. The quotation should be addressed to the Director, Department of Information Technology, Altinho, Panaji, Goa which should reach in this office by **1.15 p.m. on 15/07/2020**, which will be opened at

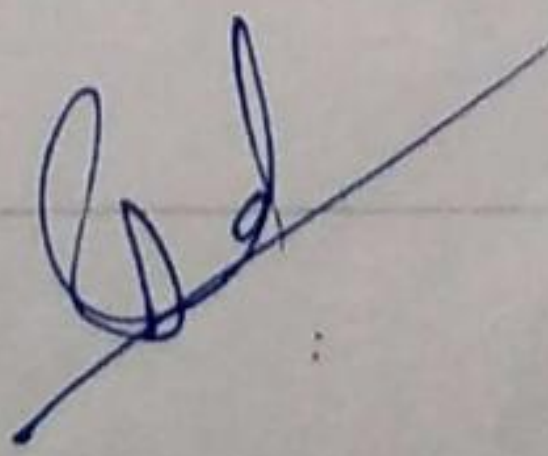
Phone Nos.: +91 (832) 2221505 / 2221509
Department of Information Technology



Fax No.: +91 (832) 2221490
www.goa.gov.in

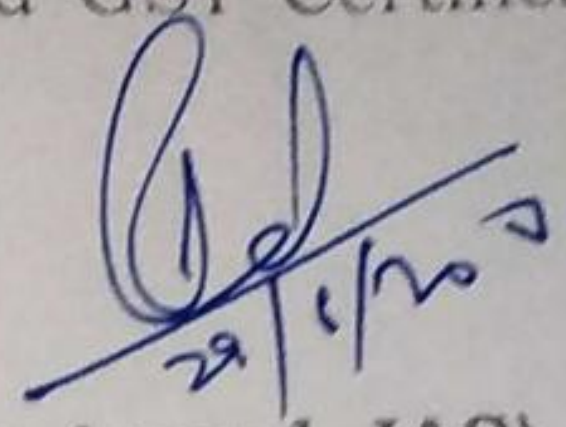
3.00 p.m on the same day in the presence of the tenderers/bidders or their representatives, if any.

2. Quoted rates shall be valid for a period of minimum 1 year from the date of opening of quotations. The Department may also extend the term period for further period, if required. The Department will also increase or decrease the quantity of Stationery Material/ items as and when required, but the rate should remain the same for 1 year.
3. In case quotation is accepted by this office, the delivery of the items shall have to be given in this Department in two installments only, within 10 days from the date of issue of supply order, alongwith bill in triplicate, duly affixed with revenue stamp.
4. The Supplier should supply only good quantity/branded stationery material and not damaged/spoiled products, otherwise the material will not be accepted by this Department and shall demonstrate the genuineness of the brand upto satisfaction of DOIT as and when called upon to do so.
5. Payment will be made after receipt of material/items ordered in full quantity of specification, description and in good condition.
6. No transport charges or fitting charges shall be paid separately but bidder should quote a lump sum amount including all costs and also the taxes as may be applicable.
7. A self attested copy of documentary proof towards being an Authorized Dealer for supplying stationery materials shall be compulsorily enclosed with the quotation failing which the quote shall be rejected summarily.
8. Right to accept or reject any or all the quotations including the lowest, without assigning any reasons thereof, is reserved by the Director, Department of Information Technology, Altinho, Panaji-Goa



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9. The firm should quote its PAN, TAN, submit Valid GST Certificate along with Quotation.



(Ankita Anand, IAS)
Director (IT)

To,

1. Notice Board, DOIT;
2. All Vendors concerned.

TO

M/S _____

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