



Letter No. Estt-GD/Audit/Stationery/2017-18/471-75

Dated: 07.07.2017

To,

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Re-Invitation of quotation for Stationery Items

Sealed Quotations are hereby re-invited by the undersigned on behalf of the Sr. Deputy Accountant General (Admn.) Office of the Principal Accountant General (Audit), Shimla for supply of stationery items for the office stationery store as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 21.07.2017 3.00 hrs. The Envelope containing the quotation would please be sealed and super scribed as under:-

“QUOTATION FOR THE STATIONERY ITEMS AGAINST

Letter No. Estt-GD/Audit/Stationery/2017-18/471-75 Dated: 07.07.2017 “DUE ON 21.07.2017 03.00 HRS”

1. Terms & Conditions:

a) Envelope should be super-scribed “QUOTATION FOR THE STATIONERY AGAINST THE Letter No. Estt-GD/Audit/Stationery/2017-18/471-75 Dated: 07.07.2017 DUE ON 21.07.2017 03.00 HRS”.

Quotations need to be submitted by speed post/registered post or may be submitted personally to the Establishment-GD section Room No. 128 Gorton Castle Building. The quotations submitted by the suppliers in response to earlier notice are not valid and they are required to send the response afresh.

The quotations received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.

b) Unsealed quotation will be rejected.

c) Quotations must be in the enclosed prescribed Performa and forwarding letter on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.

d) Rates must be quoted as per the format specified in **Annexure-I**. GST must be written separately and total rates as well. The must be given F.O.R supply to the o/o Pr. Accountant General (Audit), H.P., Shimla-03.

e) In general no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.

f) The rates quoted must be valid for the financial year 2017-18 for the items detailed in **Annexure-I**.

g) Becoming L1 will not be the criteria for awarding of supply order unless the rates are reasonable & justified.

h) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.

i) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:

- Firm shall be registered with the Government of Himachal Pradesh/ Central Government.

- The firm shall have valid VAT/ Sales Tax No. and IT PAN.

- Market standing of minimum 3 Years.

j) Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.

k) Delivery Period – 15 days from the date of supply order.

l) Payment Terms: 100% after delivery and submission of following documents by vendors to

- a) Contingent Bill in duplicate along with supporting vouchers.

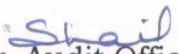
b) Certificate by the purchase committee that the items received are same as recommended by the committee on first occasion and by the Store In-charge after every subsequent occasions.

o) Disputes: - In the event of any dispute or disagreement arising between the suppliers and the office with regards to the interpretation of "Terms & Conditions" of this quotation, the same shall be referred the Sr. Deputy Accountant General(Admn.) whose decision will be final and binding upon the supplier.

p) Pr. Accountant General (Audit) office, H.P., Shimla reserves the right to increase or decrease amount of supply and the decision of same shall be final.

q) Sr. Deputy Accountant General (Admn.) reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of Sr. Deputy Accountant General (Admn.) will be final in this regard.

r) Those firms/suppliers who has already submitted quotations need not re-submit. The previous quotation will be considered for recommendation of item rates.


Sr. Audit Officer
Estt-GD section