

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OLD COURTS BUILDING, PARLIAMENT STREET, NEW DELHI-110001

F.No./14/RCS/CT/16-17/5564-5565

Date:- 26.04.16

Sub: - Quotation for the purchase of Canon Cartridge consumable items.

Sealed quotations through e-procurement site are hereby invited for the supply of following items:-

| S.No | Name of the Item with Specification | Rate of per items | Rate per pcs. |
|------|-------------------------------------|-------------------|---------------|
| 1 | Canon Cartridge 912 | 01 Pcs. | |
| 2 | Canon Cartridge 925 | 01 Pcs. | |

The following Terms and Conditions must be followed while submitting the quotations terms and condition of the quotation as follows:-

1. Quotation should be dully signed by Prop/Partner/Director of the firm with rubber stamp and will be addressed to **The Registrar Cooperative Societies, Govt. of N. C.T of Delhi, Old Court Building, Parliament Street, New Delhi-110001**. The times for submission of complete quotations **through e-procurement** is by 13.00 PM on 17.05.2016 and submit the EMD in original in a sealed cover having reference no. of this letter written on the envelope, along with the item for which the quotation is submitted. The quotation will be opened at 15.30 pm on the same day in the office of Chairman i.e. **Deputy Registrar Cooperative Societies, Govt. of N. C.T of Delhi, Old Court Building, Parliament Street, New Delhi-110001**.
2. Goods to be delivered at O/o **The Registrar Cooperative Societies, Govt. of N.C.T of Delhi, Old Court Building, Parliament Street, New Delhi-110001**.
3. In case of breach of contract or fails to deliver any or all of the items within the time period specified in supply order the EMD amount is to be forfeited and difference of cost of outstanding goods in case purchased as higher rates shall be recovered from the defaulter firm.
4. Supplier should quote the rate inclusive of all taxes/duties for destination.
5. Quotation should be clearly specified with specification and item should be marked with the M.R.P and also should be of Canon make also dealer should submit the sample of each and every item by 07.01.2016 (positevely) for which he had quoted rates so as to pass or reject the sample by the Chairman Purchase Committee.
6. The tender should submit the EMD amounting to Rs. 4200/- along with the quotation in favor of O/o **The Registrar Cooperative Societies**.
7. Regarding Canon cartridge supplier should submitted genuineness certificate/or the firm should undertake all responsibility, if the Canon Company declares it duplicate then the firm is responsible to pay the five time amount of the purchased amount of the Canon cartridge as a penalty.
8. In case the bidder, claims exemption an earnest money, then he must submit the appropriate exemption certificate duly attested by him.

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53/14
Quotation letter

9. The supplier should indicate the delivery period in the quotation itself.
10. The payment would be made after receiving the goods in good condition at office of **The Registrar Cooperative Societies, Govt. of N.C.T of Delhi, Old Court Building, Parliament Street, New Delhi-110001.**
11. This office does not pledge itself to accept the lowest or any tender and resume the right of acceptance of the tender or any part thereof or portion of the quantity offered and supplied shall be made at the same rate as quoted.
12. Administration reserves the right to reject any or all tenders without assigning any reason for it.
13. The rates should be valid for One year from the date of opening the tender and can be extended on the mutual agreement no quotation will be accepted below one year rates.
14. If any dispute arises in the contract/agreement, the jurisdiction of the court will be at NCT of Delhi.
15. Firm/Tender should be registered with VAT No./Tin No's/Service Tax No./Pan No./etc. He may be directed to produce the latest filed VAT return if required.



(T. Tarun Kumar)
Asstt. Director (CTB)

Copy to :-

1. Asstt. Programmer for web based publicity **through e-procurement** (Through Asstt. Programmer of the Department).
2. Notice Board of the department at O/o the Registrar Cooperative Societies, Old Court Building, Parliament Street, Delhi-110001