

TERMS AND CONDITIONS

(For purchase of continuous stationery, CDs, DVDs, printer ribbons, toner cartridges, printer heads and other computer consumables)

- 1) Supplies are required to be made at the rates agreed for, for the orders that may be placed upto 31st March, 2013. No increase in the rates offered and selected by us will be entertained during this period.
- 2) You will agree to supply the above items to the offices of the Company located in Chandigarh, Panchkula and Mohali.
- 3) The rates should be F.O.R. Destination.
- 4) The rates should be all inclusive i.e. inclusive of All taxes/Levies (VAT etc), Octroi, Excise duty, Transportation charges etc.
- 5) The materials supplied should carry a warranty against any type of manufacturing defects and the defective supplies will have to be replaced immediately without any extra cost. Also, if the quality of the items supplied does not conform to the industry accepted standards, the companies shall have the right to cancel the order if in case they are not satisfied with the quality/service.
- 6) Delivery must be made within 48 hours of placing the order failing which the empanelled supplier would invite penalty as stated in '8' below.
- 7) The empanelled supplier shall have to deposit a security in the form of DD (No Interest will accrue on this amount and it will be refundable after 31st March, 2013 except in '8') as follows:

Item	Security (Rs.)
a) Continuous Stationery	5000/-
b) Other Computer consumables	10000/-

It may be noted that at the time of submission of the quotation, no security amount need to be deposited by you.

- 8) If the delivery is not effected within the maximum specified time, i.e., 48 hours then a further period of one week would be allowed subject to a penal interest @ 1.5% of the amount of order per day of delay over and above the max. 48 hours. If the supply is not effected even within the extended period, then it would be the discretion of the concerned office either to cancel the order and/or to forfeit the security amount.
- 9) You should be registered with the Sales Tax authorities and and Income Tax payee.
- 10) You must submit a copy of Sales Tax registration certificate and income tax clearance certificate/ audited accounts for the previous financial year.
- 11) In case you are empanelled for any supply/supplies, the bill(s) raised by you must mention the brand/make of the material(s) supplied.
- 12) You should also submit us the Manufacturer/Authorised Dealer certificate. That must be valid as on date.
- 13) You should also submit the statement of availability of stock of various items quoted as mentioned in the supplier's Bio-data form.

BIO-DATA OF COMPUTER CONSUMABLES SUPPLIERS

- 1) Name and Address of the Supplier :
- 2) Date of commencement of operations :
- 3) Whether Registered with Sales Tax authority. :
If yes, ST No. (Attach Copy)
- 4) Whether the Establishment is Public Ltd./Sole :
Proprietorship/Partnership concern (Please enclose
documentary evidence like - Incorporation certificate/
Partnership Deed / Sole Proprietor - Trade License)
- 5) Telephone/Fax/Mobile/Pager No.(s)/ E-Mail address :
- 6) Names of leading customers including public sector :
Undertakings from whom orders are secured in previous
year along with copy of the empanelment letter.
- 7) Approximate turn over in last 2 years(Copy of ITR) :
- 8) Whether the Establishment is Manufacturer/Distributor/:
Retailer for the following items (Attach Certificate)
 - a) Floppy Diskettes :
 - b) Printer Ribbons :
 - c) Cartridge Tapes :
 - d) Blank Continuous Stationery :
 - e) CDs/DVDs :
 - f) Printer Heads :
 - g) Toner Cartridges :
- 9) Average Quantum of stock (in general) for following :
items
 - a) Floppy Diskettes :
 - b) Printer Ribbons :
 - c) Blank Continuous Stationery :
 - d) Cartridge Tapes :
 - e) CDs/DVDs :
 - f) Printer Heads :
 - g) Toner Cartridges :
- 10) Any other information if so desired may be given :
- 11) If you have got any branches please give details :
- 2) PAN NO./TAN NO. (Please Attach Copy) :

Signature of Bidder
Name
Address
Along with Seal.