SHORT TERM NOTIFICATION

FOR INVITATION OF QUOTATIONS FOR SUPPLY OF SOUVENIRS/MEMENTOS

The reputed firms and authorized firms are invited to submit their most competitive quotation (in format annexed) for the following work:-

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Size</th>
<th>Qty (in nos.)</th>
<th>Period</th>
<th>Destination</th>
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<tbody>
<tr>
<td>Souvenir/Memento</td>
<td>• Crystal cuboid transparent</td>
<td>Option 1 - Size 15x5x5</td>
<td>50 - 100</td>
<td>Within one week</td>
<td>ITDA, IT Bhawan, IT Park, Sahastradhara Road, Dehradun</td>
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<td></td>
<td>• A-Grade clear crystal</td>
<td>Option 2 - Size 10x6x6</td>
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<td></td>
<td>• Laser 3D etching/internal engraving (as per indicative sample drawing)</td>
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<td></td>
<td>• Packing box for individual piece</td>
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Terms & Conditions

a) The purchase order shall be for the full supply as described above subject to getting the prototype approved. The quantity may increase or decrease as per actual requirement.

b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.

c) The Prices shall be quoted in Indian Rupees only.

d) Each bidder shall submit only one quotation.

e) Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

f) The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
   (a) are properly signed; and
   (b) conform to the terms and conditions, and specifications.

i) ITDA will award the purchase order to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

k) Notwithstanding the above, ITDA reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

l) The bidder whose bid is accepted will be notified of the award of contract prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

m) Payment shall be made after satisfactory supply.
n) Bidders are requested to provide Quotation on its Letter Head **latest by 1400 hours on 12/02/2020** in **sealed envelope** superscripted with "Supply of Mementos/Souvenirs" on following Address through registered post or by hand on tender box available at ITDA.

Name: Director, ITDA
Address: IT Bhawan, IT Park, Plot No IT-07, Shastradhara Road, Dehradun
Telefax – 0135-2608330

o) In case of any clarification, the firm/vendor can contact on the above mentioned address during office hours (10.00 a.m to 05.00 p.m)

Authorized Signatory

(Signature)

Copy:
1. Notice Board, ITDA, IT Bhawan, IT Park
2. Notice Board, Secretariat, Dehradun
3. Notice Board, DM Office, Dehradun
4. ITDA’s Website url: [http://www.itda.uk.gov.in/tenders](http://www.itda.uk.gov.in/tenders)
## FORMAT OF QUOTATION

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description Goods</th>
<th>Specifications</th>
<th>Qty. (in nos.)</th>
<th>Unit</th>
<th>Quoted Unit Rate in Rs.</th>
<th>Total Amount</th>
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<td></td>
<td>In Figures</td>
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<td>In Words</td>
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<td>TOTAL</td>
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<td>GST etc.</td>
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Gross Total Cost : Rs. ..................

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. ...........................(amount in figures) (Rs. ...........................amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of .......... months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier  
With sealed stamp  
(with contact no., email id)