

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
KERALA, THIRUVANANTHAPURAM. 695 001**

No. Sty./16/2020-21/

Dated: 22.07.2020

NOTICE INVITING QUOTATIONS

Sub :-Quotation for the Local purchase of stationery items for the year 2020-21– reg.

Sealed quotations are invited from well established stationery firms for supplying stationery articles as per list enclosed, for one year as per the following terms and conditions. The sealed covers with superscription “Quotation for Local purchase of stationery items 2020-21” enclosing a Demand Draft for Rs. 5,000/- (Rupees Five Thousand only) from **State Bank of India only** as security deposit drawn in favour of “**Pay and Accounts Officer, Office of the Principal Accountant General (A&E), Kerala, Thiruvananthapuram-695 001**” should reach this office **on or before 05.00 PM on 18-08-2020 to be sent by Registered post or speed post.** If the cover containing quotations is to be delivered by hand, the same shall be dropped in the box kept in the General section of this office for this purpose. The quotations will be opened at the chamber of the DAG (Admn.) at 11.00AM on the next working day. The security deposit already deposited by the firms along with the previous years contract will be refunded to the firms on receipt of requisition for refund.

TERMS AND CONDITIONS:

1. Rates quoted should be invariably for one year and from the date of approval and inclusive of all taxes, transportation charges etc .
2. No increase in the rates will be accepted during the period of contract except Government Taxes.
3. In case of any breach of contract, the EMD will be forfeited and the firm will not be enlisted in future .
4. Delivery shall be made promptly within 2 days at the cost of the supplier in our premises on the basis of the supply order or as required by this office.
5. **Samples of items noted as good quality shall be attached with the quotation for verification.**
6. Quality of the items supplied shall be the same brand/trade mark during the period of contract as per the samples attached at the time of inviting the quotation. If any article is found to be defective /or not up to the quality, the same shall be replaced immediately.
7. If the selected firm fails to supply the items as per the supply order within the stipulated period at the agreed rate, the items will be purchased from other suppliers at the risk and cost of the selected firm. Any additional amount incurred for this purpose will have to be borne by the defaulting supplier.

8. If any inferior quality of item is supplied/items not supplied as per the specifications/failure to supply in time etc., will entail the firm/company ineligible for future contracts with this office and appropriate action including forfeiture of security deposit will be taken against the firm/company as the case may be.
- 9.. The list of items to be supplied is enclosed.

S/d
Sr.Accounts Officer/General

To

Website, PAG Kerala