



**CHANDIGARH HOUSING BOARD**  
8, JAN MARG, SECTOR 9, CHANDIGARH -160009,  
Ph-4601309

**ANNUAL RATE CONTRACT NOTICE**

<b>Last Date &amp; time of submission of Quotation:</b>	<b>04.05.2017 (3.00 P.M)</b>
<b>Date &amp; time of opening of Quotation:</b>	<b>04.05.2017 (4.00 P.M)</b>
<b>Having location in TRICITY only</b>	

Sealed quotations are invited for the execution of Annual Rate Contract for purchase of stationery items (Photostat copier paper A4 size and Legal size) on the basis of day to day requirement of Board. The quotations must reach this office duly addressed to Chief Account Officer, Chandigarh Housing Board, Chandigarh on or before **04.05.2017 by 3.00pm** with the Reception Counter, Block 'C' CHB, Chandigarh, which shall be opened on **04.05.2017 at 4.00pm** in the office room of the Chief Accounts Officer, Chandigarh Housing Board, in the presence of firms/agencies or their authorized representatives who wish to be present at the time of opening of the quotations.

**SCHEDULE**

<b>S.No.</b>	<b>Description</b>	<b>Contract period</b>
	As per Schedule	One year

Detailed terms & conditions are available on CHB website [www.chbonline.in](http://www.chbonline.in), for further query contact telephone No. 0172-4601839.

Chief Executive Officer,  
Chandigarh Housing Board,  
Chandigarh.

# Document

for

## Annual Rate Contract

For

**Purchase of stationery items i.e Photostat copier paper  
(A4 Size and Legal Size).**

Last Date of receiving the Quotation:  
Date & Time of opening the Quotation:

04.05.2017 upto 3.00pm  
04.05.2017 at 4:00 pm

Having location in TRICITY only

NAME OF THE FIRM & ADDRESS	
TELEPHONE AND MOBILE NO.	
PAN NO.	
SALE TAX / TIN NO.	





**CHANDIGARH HOUSING BOARD**  
8, JAN MARG, SECTOR 9, CHANDIGARH -160009,  
Ph-4601809

**QUOTATION NOTICE**

Last Date & time of submission of Quotation: **04.05.2017 (3.00 P.M)**  
Date & time of opening of Quotation: **04.05.2017 (4.00 P.M)**  
Having location in **TRICITY** only

Sealed quotations are invited for the execution of Annual Rate Contract for supply of (Photostat copier paper A4 size and Legal size) on the basis of day by day requirement of Board. The quotations must reach this office duly addressed to the Chief Accounts Officer on or before **04.05.2017 by 3.00pm** with the Reception Counter, Block 'C', Chandigarh Housing Board, Chandigarh which shall be opened on **04.05.2017** at 4.00 pm in the presence of firms/agencies or their authorized representatives.

**SCHEDULE**

S.No.	Description	Contract period
1.	As per Schedule	One year

1. Quotation in **SEALED COVER**, superscripted with words **QUOTATION FOR "SUPPLY OF STATIONERY ITEMS"** (Photostat copier paper) ON ANNUAL RATE CONTRACT at CHANDIGARH HOUSING BOARD and must reach this office duly addressed to the Chief Accounts Officer on or before **04.05.2017 by 3.00pm** with the Reception Counter, Block 'C' CHB, Chandigarh, which shall be opened on **04.05.2017 at 4.00 pm** in the office room of the Chief Accounts Officer, Chandigarh Housing Board, in the presence of firms/agencies or their authorized representatives.
2. Quoted rates should be exclusive of all taxes.
3. Telegraphic/via mail quotations will not be entertained.
4. No claim on account of rises in price shall be entertained.
5. The firm shall not sublet or out source the contract to/from any other vendor.
6. Conditional quotation shall not be entertained and same shall be summarily rejected.
7. The Chief Executive Officer, CHB reserves the right to reject any or all the quotations without assigning any reason.
8. Rates offered should be mentioned both in figures as well as in words.
9. In case the date of issue/receipt of quotation form is declared/happens to be a public holiday, the quotation will be issued /received on the next working day.
10. All disputes concerning in any way with this quotation are subject to Chandigarh Jurisdiction only.

*Ward*  
Accounts Officer(Admn.)  
Chandigarh Housing Board,  
Chandigarh.

TERMS AND CONDITIONS FOR THE EXECUTION OF ANNUAL RATE CONTRACT FOR SUPPLY OF ITEMS ATTACHED AT 'ANNEXURE-A' CHANDIGARH HOUSING BOARD.

1. Quotation in **SEALED COVER**, superscripted with words **QUOTATION FOR SUPPLY OF STATIONERY ITEMS** (Photostat copier paper) ON ANNUAL RATE CONTRACT AT CHANDIGARH HOUSING BOARD must reach this office duly addressed to the Chief Accounts Officer on or before **04.05.2017 by 3.00pm** with the Reception Counter, Block 'C' Chandigarh Housing Board, Chandigarh. Quotation received unsealed or after the due date and time shall not be entertained.
2. The Quotation will be opened on **04.05.2017 at 4:00pm.** by the Committee constituted for the purpose in the presence of the Quotationer or their authorized representative who wish to be present at the time of opening of the Quotation.
3. Rates should be quoted in the Prescribed Performa for each item/brand separately as per the format given at **Annexure-A**. No figures or words should be overwritten. Overwritten figures or words should be scored out and re-written under full signature of the authorized signatory. Quotations that do not fulfill this condition will not be considered.
4. Quoted rates should be inclusive of all taxes.
5. Rates should be quoted F.O.R Chandigarh Housing Board, Sector 9, Chandigarh.
6. Any increase or decrease of taxes, duties or prices of item etc. will not affect the rate contract with Chandigarh Housing Board.
7. The Chief Executive Officer, Chandigarh Housing Board, Chandigarh, reserves the right to accept or reject any or all quotations without assigning any reason.
8. The Committee, CHB, Chandigarh, reserves the right to reject any supply if the same is/are not found in accordance with the described specifications.

**Tenure of Contract:**

9. This proposed contract, if otherwise is not cancelled for the breach of any obligation, shall be for one year from the date it commencement.
10. The Chief Executive Officer, may, however, on the written request from the supplier before the expiry of the said term extend the Annual Rate Contract on such terms or for such period as he may think proper having regard to the performance of the supplier.
11. The Quotationers must enclose the copy of PAN with the Quotation.
12. The Quotationer shall ensure that all stationery items i.e. (Photostat copier paper A4 Size and Legal Size) are of reputed brand and of good quality as explained in the Quotation Document.
13. All bidders should also quote their Telephone, Mobile Number and e-mail address for future correspondence.
14. Payment shall be released after complete delivery of goods and acceptance thereof by the Board.
15. The Annual Requirement mentioned in **Annexure-A** is tentative, can vary as per actual consumption.
16. The willing Agency should submit the quotation and abide by the validity.

*Brand*  
Accounts Officer (adm.),  
Chandigarh Housing Board,  
Chandigarh



Annexure-'A'

THE EXECUTION OF ANNUAL RATE CONTRACT for SUPPLY OF STATIONERY ITEMS (PHOTOSTAT COPIER PAPER A4 Size and Legal Size) AT 'ANNEXURE-A' CHANDIGARH HOUSING BOARD

Sr. No.	Name of Stationery items/Articles	Approximate Annual Requirement		UNIT	Quoted Rates of each items in figures as well as words
1	Photostat Paper (A-4) in size 210x297 m (75 GSM). (500 sheets per Ream)	1000	Ream	1 Ream	
2	Photostat Paper (Legal size) in size 215x345 m (75 GSM). (500 sheets per Ream)	1000	Ream	1 Ream	

1 I do hereby agree to supply the above items at the given rates during the one year as per terms and conditions enclosed herewith.

Date

Signature & Stamp