

**Rc.No.2756/73/SG-I(1)/2022**

Office of the  
Director General of Police/  
Head of the Police Force,  
Tamil Nadu, Chennai – 600 004.

**Dated: 09.05.2022**

**QUOTATION NOTICE**

Sealed quotations are invited from the authorized dealers only, towards the supply of the following items. The sealed cover should be addressed to “The Assistant Inspector General of Police (MPF), Office of the Director General of Police, Chennai-600 004”. The Sealed quotations should reach the above address on or before **31.05.2022 at 12.00 P.M.**

S.No	Name of the items	Required Qty.
1.	Computer Cleaning Brush	100 Nos.
2.	File Tray Big 18x13 inch	100 Nos.
3.	File Tray Small 16x12 inch	100 Nos.
4.	L Folder (Transparent)	1000 Nos.
5.	Liver File	100 Nos.
6.	Paper Cutter	500 Nos.
7.	Punching Machine (single) - Kangaro	300 Nos.
8.	Pen Stand (Wood)	150 Nos
9.	Stapler (Small) - Kangaro	500 Nos
10.	Short Hand Note	300 Nos
11.	White Board Big	10 Nos
12.	Writing Pad (28x18) inch	100 Nos
13.	White Board Small	10 Nos

2. The price bid should be in the following format along with authorized dealer certificate.

Sl. No.	Name of the item	Basic price per unit	G.S.T	Qty	Total Cost for entire quantity including GST

**TERMS AND CONDITIONS:**

1. The supplier shall make security deposit amount @ 5% of total purchase value in the form of Demand Draft drawn in favour of “The Assistant Inspector General of Police, Headquarters” within 7 working days from

- the date of receipt of purchase order.
2. The items should be supplied within 10 days from the date of receipt of purchase order through E-mail or by post.
  3. The supplier will be liable to replace the rejected/damaged items within 2 days failing which the amount will be adjusted against the security deposit.
  4. In the case of goods of inferior quality supplied, the contract will be cancelled and goods shall be purchased from open market, and the difference in price may be recovered from the awarded bidder.
  5. If the supplier fails to supply the item within the stipulated time incorporated in the purchase order, the contract will be cancelled and security deposit will be forfeited apart from taking other legal action by this Department.
  6. It must be noted that the purchase order will be issued to the firm quoting the lowest price for the above item.
  7. No advance payment will be made under any circumstances.
  8. There should not be any erasing or over-writing whatsoever in the quotation.
  9. The vendor is bound to maintain their offers validity up to one year from the date of starting of the work.
  10. The payment will be made through ECS on receipt of pre-receipted bill.
  11. No separate charges shall be paid for delivery of goods by this Department.
  12. The vendors are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending their quotation, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this office.
  13. The authorized dealers only will be considered.

*V. Parvathi*  
09/12/22  
**For Director General of Police.**

**To:**

The Deputy Inspector General of Police, Technical Services, Chennai - 4.  
(for publishing the same in the designated website [www.tender.tn.gov.in](http://www.tender.tn.gov.in))

**Copy to:-** Camp Assistant to the Assistant Inspector General of Police (MPF), Chennai - 600 004.

**Copy to:-** Inspector of Police, Chief Office Stores.

**Copy to:-** Stock file.