

OFFICE OF THE DEPUTY DIRECTOR (REVENUE) IT & SERVICES  
DELHI JAL BOARD : GOVT. OF N.C.T. OF DELHI  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005

No.F.226/DJB/DOR/DD(IT)/2024/ 3297

Dated: 02.07.2024

NOTICE FOR INVITING SPOT QUOTATIONS

Subject: Inviting Spot Quotation for Procurement of Thermal Roll 55 GSM (55MM\*18mtr) customized with DJB Logo for printing water bill by meter readers through Hand Held device reg.

With the approval of Competent Authority vide orders dated 01.07.2024, quotations are hereby invited from the interested vendors in sealed closed cover for procurement of goods as per following detail:-

Sl. No.	Particulars of goods to be procured	Quantity*	Estimated cost
1	Thermal Roll 55 GSM (55MM*18mtr) customized with DJB Logo (Sample print is attached herewith which may also be seen physically by visiting at the address given above before submission of quotation)	18900 numbers of Rolls	Rs. 3,37,808/-

The quotation in sealed closed cover must be dropped in tender box kept in the office of "Zonal Revenue Officer (Revenue) HQ (IT & Services), Room No. 510-A, 5<sup>th</sup> Floor, Varunalaya Phase-II, Karol Bagh, New Delhi-110005" latest by 3.00 PM on 03.07.2024 which shall be opened on 03.07.2024 at 3.30 pm in the presence of intending quotationers or their representatives and the committee comprising of ZRO (R) HQ Admn., AAO (R) HQ and ASO (R) HQ IT & Services.

Terms and Condition: -

1. Conditional quotation shall be rejected.
- 2.\*Delivery time lines: 2500 numbers of Rolls within three days of issue of work order  
: 6000 numbers of Rolls within five days of issue of work order  
: 10400 numbers of Rolls within ten days of issue of work order
2. Goods will be delivered at Delhi Jal Board (HQ), Varunalaya Phase-II, Karol Bagh, New Delhi -110005 to the Stationary Incharge C/o Zonal Revenue Officer (Revenue) HQ.
3. The contractor will submit invoice in the name of "Deputy Director (Revenue) HQ (IT & Services), Delhi Jal Board, Varunalaya Phase-II, Karol Bagh, New Delhi-110005" after delivery of goods.
- 4.Payment shall be made expeditiously after verification of delivered goods.
5. Quotation must be given after considering / including all the expenses, charges, octroi, levy (like GST) for providing the goods to the given place of delivery.
6. No charges other than quotation shall be paid in any circumstances.
7. Necessary statutory deduction shall be made as per prevailing law.
8. The vendor must not be debarred by DJB.
9. DJB reserves right to cancel any or all quotation(s) without assigning any reason.
10. In the event of any dispute, the decision of Director (Revenue), DJB shall be final and binding upon all the parties
11. Total price should be returned both in words and figures. In case of any inadvertent variation, price quoted in words will be considered as final.

Enc. a/a

  
02/07/24  
(Ravinder Kumar)

Zonal Revenue Officer (HQ) IT & Services/20

Copy to:

1. Member (F) - for kind information.
2. Director (Revenue)/Director(F&A)/DOV
3. JDR(R)HQ-Admin./ DD(IT & Services)
4. Project Manager, M/s WIPRO Ltd., Project Office, DJB(HQ) 2<sup>nd</sup> Floor, Varunalya Ph-II
5. AO/AAO( R) HQ
6. The committee comprising of ZRO (R) HQ Admn., AAO (R) HQ and ASO (R) HQ IT & Services : To evaluate the quotations and give recommendations thereon by 03.07.2024.
7. DD(GAB)
8. All Notice Boards of DJB
9. EE (EDP) : To upload on website of DJB/ DD(IT) *Runu*  
*02/07/24*
10. Guard File.

Zonal Revenue Officer (HQ) IT & Services/20

Dy. Director (IT)  
Delhi Jal Board, GNCTD

Dy. No. 863 dt 02-07-24

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*[Signature]*  
*2/8/24*

**SUGGESTIVE FORMAT FOR QUOTATION**  
(May be submitted in on the letter head of the bidder)

Date: 02/07/2024

To,

Zonal Revenue Officer (HQ) IT & Services  
C/o DEPUTY DIRECTOR (REVENUE) IT & SERVICES  
DELHI JAL BOARD : GOVT. OF N.C.T. OF DELHI  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005

Sir,

**Sub.:- Submission of Financial Quotation reg.**

With reference to your Notice bearing no. No.F.226/DJB/DOR/DD(IT)/2024 dated 02.07.2024 for inviting Spot Quotation for Procurement of Thermal Roll 55 GSM (55MM\*18mtr) customized with DJB Logo, we are, hereby, pleased to submit quotation as hereunder:-

Sl. No.	Item Description	UNIT PRICE	GST	Amount (In Rupees)
A	B	C	D	E
1	Thermal Roll 55 GSM (55MM*18mtr) customized with DJB Logo			
2	Any other taxes, charges (To be specified) _____ _____			
3.	TOTAL AMOUNT PAYABLE (In Figure) [E1+E2]			
4	TOTAL AMOUNT PAYABLE (In Words) [E1+E2]			

Contact person for any further clarification/ questions:

Name:

Mobile No.

Email ID:

Place :

Dated:

(Signature of Authorised person)

Full Name of the Authorised person:

Official Seal:

*Ram S*  
02/07/24

# SAMPLE PAPER



*Rm*  
02/07/24