



सत्यमेव जयते

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Annexure A

**TERMS AND CONDITIONS FOR EMPANELMENT OF VENDORS FOR SUPPLY OF IT
CONSUMABLES AND STATIONERY**

1. The empanelment will be for one year i.e. 2013-14
2. The selected firms will be informed of the products for which they are selected based on the least quoted price.
3. The price quoted will be effective for the entire period of the empanelment. No request for enhancement of price will be entertained from the firms during the period of empanelment.
4. The firms should quote the price for the best quality of product they intend to supply and should supply the same quality during the empanelment period.
5. Defective supplies or items that do not conform to our supply order will be returned back and replaced with new ones without any additional charges.
6. The firm should supply the items within one week after the issue of supply order. If supply is not completed within one week, this office reserves the right to cancel the supply order and also remove the firm from empanelment or impose the penalty clause cited below.
7. The office reserves the right to cancel the empanelment or remove one or more firm(s) from the panel at any time during the period if the supplies are not found satisfactory or do not conform to the requirement of this office or in violation of the terms and conditions by any or all the firms in the panel or due to change of rules and regulations of the Government of India.
8. The terms and conditions duly signed and sealed by the firm should be enclosed along with the quotations.

Penalty Clause

- (i) Delay in supplying the items within the stipulated period of one week:
The office reserves the right to deduct 2% of the cost of supply order for the item for each day after the stipulated period.
- (ii) Failure to supply the items or failure to supply the items that conform to the quotation:
The office reserves the right to remove the firm from empanelment and also forfeit any payment in part or full which is due to the firm on any supplies made by the vendor.

- (iii) Supplies those are inferior in quality:
The office reserves the right to cancel the entire supply order or part of the supply order, as it may think fit and also invoke clause (i) and/or (ii) above.

Audit Officer (Admn)

Date:
Place:

Agreed By:-

(Signature and seal of the firm)