

**D-15014/6/2011-ADMN-III (Pt.)**  
**Government of India**  
**Ministry of Information & Broadcasting**  
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New Delhi: 110001  
Dated: 30.04.2012

To

The Stationers  
Situating at Delhi/New Delhi.

Subject: : **Procurement of toner/cartridge and master rolls for computer, fax and duplo digital duplicator machine use in the Main Sectt. for the period of one year.**

Sir,

The sealed quotations from leading stationers are invited for supply of toner/cartridge and master rolls for computer, fax and duplo digital duplicator for a period of one year, for use in the Ministry of Information and Broadcasting (Main Sectt.), as per list of items enclosed.

2. The quotations may be sent by name to the Under Secretary, Room No. 547, "A" Wing, Shastri Bhawan, New Delhi in sealed cover superscribed quotations for the toner/cartridges and master rolls/CD/DVD/Fax Cartridges etc. latest **by 3.00 P.M on 8<sup>th</sup> May, 2012**. Quotations received after stipulated date/time shall not be entertained at any case.

3. **The supply will be governed by the following terms and conditions.**

(a). The terms quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.

(b). The articles should be in original/standard quality.

(c). The rate should be including of delivery charges to the M/o Information & Broadcasting in Shastri Bhawan, New Delhi.

(d). The successful supplier will have to meet all the requirements of the Ministry immediately after receipt of the supply orders and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.

(e) The item(s) will be supplied on the written requisition of the Ministry. Further, the payment will be made within 30 days of the date of receipt of the bill in the Ministry.

4. The Ministry can terminate the contract entered into at any time without assigning any reason. Therefore, in this connection the decision of this Ministry will be final and shall be binding upon the contractor.

5. The quotation received will be opened on the same day i.e. **8<sup>th</sup> May, 2012 at 3.30 p.m.** in the chamber of Under Secretary (Gen. Admn.) Room No. 547, 5<sup>th</sup> floor, M/o Information and

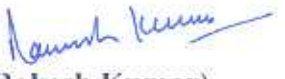
.....2/-

Broadcasting, Shastri Bhawan, New Delhi. The tenderer or his representative may, if they so desire, be present at the time of opening of quotations.

6. The successful tenderer/firm will have to deposit **Rs.25,000/- (Rs.twenty five thousand)** only as security deposit in the shape of **Demand Draft** in favour of **DDO, Cash, M/o Information & Broadcasting**, Shastri Bhawan, New Delhi.

7. The Ministry of Information and Broadcasting reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this Ministry in this regard shall be final and binding on the firm. Any clarification in the matter may please be obtained from the undersigned on telephone No. 23386086.

Yours faithfully

  
(Rakesh Kumar)  
Section Officer  
Tele:23386086

Copy to:

1. All Ministries/Department with the request that the contractor working under them, may please be apprised to the contents of this letter and asked to quote for the contract, if he/she is interested.
2. NIC for putting on the website and remove the same in the afternoon of 8.05.2012/CPP Postal.
2. Kendriya Bhandar/NCCF/As per list attached for participation in the bid.

  
(Rakesh Kumar)  
Section Officer

**LIST OF COMPUTER, PHOTOCOPIER & FAX CONSUMABLES FOR WHICH QUOTATION IS INVITED BY MINISTRY OF INFORMATION AND BROADCASTING**

S.No.	Description of Computer/fax/photocopier cartridge/toner No.	Quoted rate
1	Q2624-A HP toner	
2.	Q2612-A HP toner	
3.	CB-435 A HP toner	
4.	CB-436 A HP toner	
5.	C-388-A HP toner	
6.	C-7115-A Hp toner	
7.	Q-5949-A HP toner	
8.	C-4092-A HP toner	
9.	C-3906-F HP toner	
10.	Q-7553-A HP toner	
11.	C-4096-A HP toner	
12.	C4192-A HP toner	
13.	CB-436-A HP toner	
14.	Q2670-A HP toner	
15.	Q2671-A HP toner	
16.	Q2672-A HP toner	
17.	Q2673-A HP toner	
18.	Q6000-A HP toner	
19.	Q6001-A HP toner	
20.	Q6002-A HP toner	
21.	Q6003-A HP toner	
22.	Q7553-A HP toner	
23.	Q7560-A HP toner	
24.	Q7561-A HP toner	
25.	Q7562-A HP toner	
26.	Q7563-A HP toner	
27.	CB-540A HP toner	
28.	CB-541A HP toner	
29.	CB-542A HP toner	
30.	CB-543A HP toner	
31.	ML-4500 D3 (Samsung)	
32.	C92298-A HP toner	
33.	51626AA HP ink cartridge	
34.	51649AA HP ink cartridge	
35.	51645AA HP ink cartridge	
36.	51629AA HP ink cartridge	
37.	C6578DA HP ink cartridge	
38.	6615D HP ink cartridge	
39.	852 8765ZZ HP ink cart.	
40.	853 8767ZZ HP ink cart.	
41.	855 8766ZZ HP ink cart.	
42.	857 9363ZZ HP ink cart.	

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43.	850 9362ZZ HP ink cart.	
44.	860 CB335ZZ HP ink cart.	
45.	C 6657AA HP ink cart.	
46.	861 CB337ZZ HP ink cart.	
47.	C9352AA HP ink cart.	
48.	C9351AA HP ink cart.	
49.	C6614D HP ink cart.	
50.	C4844A HP ink cart.	
51.	C51645AA HP ink cart.	
52.	C6656AA HP ink cart.	
53.	C6657AA HP ink cart.	
54.	851 C9364ZZ HP ink cart.	
55.	C4835AA HP ink cart.	
56.	C4836AA HP ink cart.	
57.	C4837AA HP ink cart.	
58.	C4838AA HP ink cart.	
59.	C-4844AA Hp ink Cart.	
60.	C4936A HP ink cart.	
61.	C4937A HP ink cart.	
62.	C4938A HP ink cart.	
63.	C4939A HP ink cart.	
64.	C8554A HP ink cart.	
65.	Computer floppy (per pkt.10 Nos.) Sony	
66.	Computer floppy (per pkt.10 Nos.) Moserbaer	
67.	CD-R (Sony)	
68.	CD-RW(Sony)	
69.	CD-R (Moserbaer)	
70.	CD-RW(Moserbaer)	
71.	DVD-R (Sony)	
72.	DVD-Rw(Sony)	
73.	DVD-R (Moserbaer)	
74.	DVD-RW (Moserbaer)	
75.	Master roll (DP-330) DR-33	
76.	Ink (DP-330)	
77.	Master roll (DP-220LE)DR-835	
78.	Ink (DP-220LE)	
79.	BX-3 Canon (Fax cartridge)	
80.	M-40 (Samsung)Fax cartridge	
81.	BC-20 Canon Fax cartridge	
82.	M-43 Fax cartridge	
83.	Toshiba E Studio 455 Photocopier Toner	
84.	CE 310A HP Toner	
85.	CE 311A HP Toner	
86.	CE 312A HP Toner	
87.	CE 313A HP Toner	
88.	CE 320A HP Toner	
89.	CE 321A HP Toner	
90.	CE 322A HP Toner	
91.	CE 323A HP Toner	

*Nandh Kumar*  
20/1/12