

D-15014/6/2010-ADMN-III (Pt.)
Government of India
Ministry of Information & Broadcastin

New Delhi: 110001
Dated: 07.01.2011

Subject: Procurement of toner/cartridge and master rolls for computer, fax and duplo digital duplicator machine for use in the Ministry of Information & Broadcasting (Main Sectt.) regarding.

The sealed quotations from leading firms are invited for supply of toner/cartridge and master rolls for computer, fax and duplo digital duplicator machine 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. 544-B, "A" Wing, Shastri Bhawan, New Delhi in sealed cover super scribed quotations for the supply of toner/cartridge and master rolls for computer, fax and duplo digital duplicator machine, latest **by 3.00 P.M on 24th January 2011.** 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 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 urgent nature shall have to be made on the same day.

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.

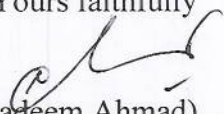
5. The quotation received will be opened on the same day i.e. **24th January, 2011 at 3.30 p.m.** in the chamber of Under Secretary (Admn.) Room No. 544-B,5th. floor, M/o Inforamtion and Broadcasting, Shastri Bhawan, New Delhi. The tendered or his representative may, if they so desire, be present at the time of opening of quotations.

: 2 :

6. The successful tender/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


(Nadeem Ahmad)
Section Officer
Tele:23386086

Copy to:

1. All Ministries/Department with the request that the contractor working under them, may please be apprised to be 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 AN of 24.01.11.
2. NCCF/As per list attached.