

D-15014/11/2014-ADMN-III
Government of India
Ministry of Information & Broadcasting

New Delhi, Dated: 31.03.2014

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.

Sealed quotations from leading firms are invited for a period of one year for supply of toner/cartridge and master rolls for computer, fax and duplo digital duplicator machine to be used in the Ministry of Information and Broadcasting (Main Sectt.), as per list of items enclosed.

2. The Quotations must be accompanied by **earnest money of `50,000/- (Rupees Fifty thousand only)** in form of demand draft of any nationalized bank in favour of DDO, (Main Sectt.), Ministry of Information & Broadcasting, Quotation received without earnest money shall not be entertained.

3. The quotations may be sent by name to the Under Secretary, Room No. 544-A, "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 22nd April 2014**. Quotations received after stipulated date/time shall not be accepted/allowed or entertained irrespective of any reason, whatsoever.

4. **Quotations and any supply will be governed by the following terms and conditions.**

- (a) The terms and conditions quoted in response to this notice inviting quotations will remain in force from the date of submission till date of finalization of rates without any change whatsoever.
- (b) Vendor should provide ink Signed authorization certificate stating that the firm is authorized to enter into specific tender for HP Consumables on Behalf of 'Original Equipment Manufacturer' (OEM). No quotation will be considered without authorization certificates from OEM in original and reference of this tender enquiry should be mentioned in certificate.
- (c) The articles must be in original/standard quality.
- (d) The rates to be quoted must include delivery charges to the M/o Information & Broadcasting in Shastri Bhawan, New Delhi.
- (e) The successful supplier will have meet all the requirements of the Ministry immediately after receipt of the supply orders and in any case not later than 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.
- (f) The supply of the cartridges/toners should not be stopped under any circumstances otherwise the EMD/Bank Guarantee will be forfeited/liquidated.
- (g) The Ministry has the right to extend the tenure, if services are found satisfactory.
- (h) The Ministry reserves the right to reject any/all of the quotation or/and invite fresh quotations for the procurement as stated above in the subject.

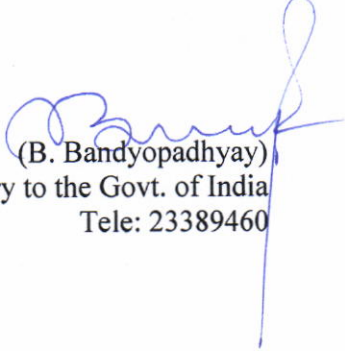
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5. The Ministry can terminate the contract entered into with any supplier at any time without assigning any reason. Therefore, the decision of this Ministry on such termination will be final and shall be binding upon the supplier.

6. The quotation received will be opened on the same day i.e. **22nd April 2014 at 3.30 p.m.** in the chamber of Under Secretary (Admn.) Room No. 544-A, 5th floor, M/o Information and Broadcasting, Shastri Bhawan, New Delhi. Authorized person or any representative of the firms, submitting quotations may, if they so desire, be present at the time of opening of quotations.

7. The successful firm will have to deposit ₹ 1,50,000/- (One lakh fifty thousand only) only as performance security deposit in the shape of Demand Draft in favour of DDO, Cash, M/o Information & Broadcasting, Shastri Bhawan, New Delhi. Within 3 working days from such demand.

8. The Ministry of Information and Broadcasting reserves the right to accept or reject any quotation in full or part thereof without assigning any reason. The decision of this Ministry in this regard shall be final and binding on the firm.


(B. Bandyopadhyay)

Under Secretary to the Govt. of India
Tele: 23389460

Copy to:

1. All Media Units under M/o I&B.
2. All Ministries/Department with the request that the contractor working under them, may please be apprised to the contents of this letter and may be asked to quote for the above.
3. NCCF/As per list attached.
4. Notice Board.
5. Web site of the Ministry through NIC.


(B. Bandyopadhyay)

Under Secretary to the Govt. of India

Encl. – list of items.

LIST OF COMPUTER, PHOTOCOPIER & FAX CONSUMABLES
WHICH QUATATION HAS BEEN INVITED BY MINISTRY OF
INFORAMTION AND BROADCASTING

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.	Q-7553-A HP toner	
9.	CB-436-A HP toner	
10.	Q6000-A HP toner	
11.	Q6001-A HP toner	
12.	Q6002-A HP toner	
13.	Q6003-A HP toner	
14.	Q7553-A HP toner	
15.	Q7560-A HP toner	
16.	Q7561-A HP toner	
17.	Q7562-A HP toner	
18.	Q7563-A HP toner	
19.	CB-540A HP toner	
20.	CB-541A HP toner	
21.	CB-542A HP toner	
22.	CB-543A HP toner	
23.	ML-4500 D3 (Samsung)	
24.	852 8765ZZ HP ink cart.	
25.	853 8767ZZ HP ink cart.	
26.	855 8766ZZ HP ink cart.	
27.	857 9363ZZ HP ink cart.	
28.	850 9362ZZ HP ink cart.	
29.	860 CB335ZZ HP ink cart.	
30.	C 6657AA HP ink cart.	
31.	861 CB337ZZ HP ink cart.	
32.	C9352AA HP ink cart.p	
33.	C9351AA HP ink cart.	
34.	C6614D HP ink cart.	
35.	C4844A HP ink cart.	
36.	C6656AA HP ink cart.	
37.	C6657AA HP ink cart.	
38.	851 C9364ZZ HP ink cart.	
39.	C4836AA HP ink cart.	
40.	C4837AA HP ink cart.	
41.	C4838AA HP ink cart.	
42.	C-4844AA Hp ink Cart.	
43.	C4936A HP ink cart.	
44.	C4937A HP ink cart.	
45.	C4938A HP ink cart.	
46.	C4939A HP ink cart.	

