

No.D-15014/6/2007-Admn.III (Pt)
Government of India
Ministry of Information & Broadcasting

Shastri Bhawan, New Delhi
Dated: 26 October, 2007

Subject: Invitation of quotations from the authorized dealer of HP in Delhi- Purchase of computer cartridge, toners of HP make for use in this Ministry during the 2007-08.

The sealed quotations from the authorized dealer of HP in Delhi for the supply of cartridges, toners of Hp make for use in HP Printers installed/available in the Ministry are invited.

2. A complete rate list for each cartridge, toner (with each cartridge/toner number) for HP make printer should be quoted separately. Rates without cartridge/toner number will not be considered. The rates quoted should also include all the charges including VAT, delivery charges. Quotations will be cancelled if rates are quoted excluding VAT and other charges, if any.
3. No escalation in prices will be allowed during the contract period of one year from the date of awarding of work. A certificate to this effect should be given.
4. A dealership/reseller certificate issued by the HP (Hewlett-Packard) in original should also be enclosed with the rate list of HP cartridges, toner.
5. The supply will be governed by the following terms and conditions:
 - (a) The rates 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 rates should be inclusive of delivery charges to the M/o Information & Broadcasting in Shastri Bhawan, New Delhi.
 - (d) In case cartridges, toners etc. supplied by the firm, whose quotations are accepted, rejected by the Ministry, no compensation will be paid.
6. If you are interested to supply computer cartridges, toner of HP make you may please quote your best rates. The quotations should reach the undersigned in a sealed cover subscribed "Quotations for the purchase of computer cartridges, toners of HP makes in the Ministry of Information & Broadcasting positively by 12.11.2007 at 3.00 P.M. in Room No. 544-B, Shasti Bhawan, Shastri Bhawan, New Delhi. Quotations

received after stipulated date/time shall not be entertained. The quotation shall be opened on the same day at 3.30.P.M.

7. A demand draft of Rs. 5,000/- (Rupees five thousands only) as a security deposit in favour of PAO, Ministry of Information & Broadcasting at payable at New Delhi must be enclosed.

8. The Ministry of reserves the right to accept or reject quotation without assigning any reason thereof. Any clarification in the matter may please be obtained from the undersigned on telephone No. 23386086.

Yours faithfully



(Manoj Kumar Singh)
Section Officer

To,

1. The Master for posting the tender notice in the Ministry's Website under "Tenders" with floppy.
2. Notice Board, Ministry of Information & Broadcasting.
3. NCCF/KB, New Delhi.



(Manoj Kumar Singh)
Section Officer