

No.30-1/2011-General  
Government of India  
Ministry of Women & Child Development

....

Shastri Bhawan, New Delhi,

Dated: 14<sup>th</sup> February, 2011

To

As per list attached.

Subject:- Quotations for supply of H.P/ Sumsung/ Cannon Printer/Fax Toner/Ink Cartridge for official use in the year 2011-2012 of Ministry of Women and Child Development- Tender Notification- Reg.

Sir/ Madam,

The Ministry proposes to enter into a Rate Contract (RC) for supply of H.P/ Sumsung/ Cannon Printer/Fax Toner/Ink Cartridge as indicated in the annexure. For a period of one year for the date of award of contract cartridge indicated in Annexure enclosed.

2. It may be noted that no compromise on quality would be made. In case, it is found at some stage that the quality of material is substandard, the contract will be cancelled and firm would be black listed.

3. In case the firm fails to supply the items within specified delivery period, giving supply order, i.e. three days from the date of receipt of the supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from security Money or from pending bills of defaulting firm by issuing notice and necessary action for blacklisting the firm will also be taken.

4. The rates should be inclusive of delivery charges to this Ministry in Shastri Bhawan, New Delhi in Room No. 622-A Wing. The supplier will be responsible for delivery of the goods in good condition at their own risk and cost. The rates of tax, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes. The telephone & Mobile Number of the firm should be indicated for urgent communication/ contact. The Ministry reserves the right to reject any quotation or all the quotations without assigning any reason thereto. The decision of the Ministry will be final.

5. The firms must indicate their Pan Number, Sale Tax Number, Authorized dealership Certificate detail on their letter head along with photocopies of all the documents. The quotation not accompanied with the above documents will be ignored. They are free to quote for some items which they are authorized by their principal company. In case, rates are quoted for branded products, the name of the brand must be indicated in the relevant column and list price of items must be enclosed with the quotation.

6. If you are interested in supplying the H.P/ Sumsung/ Cannon Printer/Fax Toner/Ink Cartridge as listed in Annexure, you may submit your quotations duly completed and signed and accompanied by the Demand Draft of Rs.25,000/- drawn in favour of Pay and Account Officer, Ministry of Women and Child Development, Shastri Bhawan, New Delhi towards Bid Security in a sealed cover addressed to the undersigned so as to reach this office latest by 4.00 P.M. on 01.03.2011. Tenders/ quotations without earnest money deposit will be summarily rejected. The cover containing the tender must be marked with the word, "QUOTATIONS FOR SUPPLY OF STATIONERY/ MISC. ITEMS, ETC" and may be dropped in the Tender Box kept in Room No. 629 'A' Wing Shastri Bhawan, New Delhi. The quotations will be opened at 4.30 P.M. on the same day i.e. 01.03.2011 in Room No. 310, A-Wing, Shastri Bhawan, New Delhi. You or your authorized representative may be present at the time of opening of Quotations, if so desired. **Over writing and use of white fluid must be avoided otherwise the quotation will be outrightly rejected.**

Yours faithfully,



(Jai Kishore)

Under Secretary to the Govt. of India

Tel: 23382743

( On Firm's letter Head)

1. Name of firm
2. Address of firm
3. Name of the authorized signatory
4. Specimen Signature of the Authorized signatory
5. Telephone/ Mobile Number/ Mobile Number of the authorized Signatory and other Telephone Number of the firm
6. Whether the firm has enclosed EMD. If yes the DD/ Pay Order No. and date ?
7. Details of the Government Ministries/ Departments/ Organization/ PSUs etc. in which the firm is engaged for supply of Toner Cartridge, etc. items.
8. Whether proof /Copies of work order on items enclosed?
9. Whether photocopies of PAN Number, Sales Tax (VAT) Number, Authorized Dealership Certificate with principle company attached or not?
10. List of copies of documents enclosed
11. The terms & conditions are acceptable to me/us.

Signature

Name & Stamp

Date:

  
14/11/11

**Annexure**

Sl. No.	Name of the items	MRP (In Rupees)	Quoted Rate Piece (In Ruppes)
1	HP Laser Jet Colour Printer 1515n Cartridge		
2	HP Colour Laser Jet Printer 2025 Series Cartridge		
3	HP Colour Laser Jet Printer 2605 Series Cartridge		
4	HP Colour Laser Jet Printer 2600n Cartridge		
5	HP Colour Laser Jet Printer CP1215 Series Cartridge		
6	HP Laser Jet P1007 CC388A/88A Cartridge		
7	HP Laser Jet Printer Cartridge C 7115 A		
8	HP Laser Jet Printer Cartridge 2612A (12A)		
9	HP Laser Jet Cartridge P 2015 (53A)		
10	HP Laser Jet Cartridge P 1320 (49A)		
11	HP Laser Jet Cartridge 96 A		
12	HP Laser Jet Cartridge 1000 Series		
13	HP Laser Jet Cartridge Q 2610		
14	HP Laser Jet cartridge 05A		
15	HP Laser Jet cartridge Q2624A		
16	HP Cartridge 06A		
17	HP Toner Cartridge O-6F/6L		
18	Lexmark 230 cartridge		
19	HP ink Cartridge CC653A		
20	HP ink Cartridge CC656A		
21	HP Ink Jet Cartridge 20, 21, 22 & 23		
22	Canon Fax Toner FX-3 Cartridge		
23	Canon Fax JX 201 cartridge		
24	HP 818 Colour & Black cartridge		
25	HP Ink Cartridges Code No. 56 57 & 58		
26	HP Ink Cartridges Code No. 15 & 17		
27	HP 540A		
28	Fax Role		
29	SF-345 TP (Samsung)-M40 & M43 cartridge		
30	Samsun SCX 4521 Q cartridge		
31	Samsung FAX SF-651P /Cartridge		
32	E-230 Lexmark		
33	HP Laser Jet -Cartridge (96A)		
34	Sharp A 650 Cartridges		
35	CD -R & CD +R (Sony /Moser Baer)		
36	DVD -R & DVD +R (Sony /Moser Baer)		
37	Floppy 3.5 " MFD 1.44 MB Sony/Moser		

  
14/12/11