

To,

.....

**Subject: Sealed Limited Tender for supply of HP Laserjet Printers / HP Multifunction Printers ( Print, copy, Scan & Fax) - regarding.**

**Sir,**

I am directed to invite sealed tenders from original manufacturers or their Registered / Authorised Suppliers/ Distributors/ Dealers/ Sellers/ Authorised sales & service partners of HP for supply of the following Printers with configuration as indicated against each.

Sl. No.	Particulars	Quantity*	Unit price
1.	HP Laser Jet P 2035 Printer	5	
2.	HP Multi Function Printer ( Print, Copy, Scan and Fax) ProM 1536	3	

\* the quantity may be increased or decreased

2. The terms & conditions are as under;-

- i. The quotation may be sent alongwith earnest money (refundable) of Rs.5000/- in favour of PAO, M/o Statistics and Programme Implementation, New Delhi. The earnest money of the unsuccessful bidder will be returned at the after finalization of contract. 30th day after the award of contract. The vendors registers with DGS&D / NSIC exempted from sending earnest money.
- ii. A copy of valid authorisation certificate from HP shall be enclosed with the bid, without valid authorization certificate, the quotation will not entertained.
- iii. A copy of PAN/TAN must be furnished.
- iv. The quoted price shall be valid minimum for three months.
- v. The sealed quotation may be superscribed "Quotation for HP Laserjet/ Multifunctional printer(MFP) " should be addressed to Under Secretary(

*22/6/13*

Genl.) , Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, New Delhi - 110001. The envelope containing the Tender Documents may be put in the Tender Box of this Ministry placed at the ground floor of Sardar Patel of this Ministry by **Friday, the 12<sup>th</sup> July, 2013 by 3.00 P.M.** The tender will be opened on the same day at **3.30 PM** in the presence of the representatives of the tenderer if desired on production of the authorization of firms.

- vi. It is necessary to supply the above items within seven days from the date of supply order issued to the vendor failing which the earnest money will be forfeited.
- vii. Enquiry or suggestion, if any, may be made from Under Secretary ( General), Room No. 201, Sardar Patel Bhawan, Sansad Marg, New Delhi.
- viii. MOSPI reserves the right to reject any or all the tenders without assigning any reasons thereof.

Yours faithfully,



(G. Vaidheeswaran)

Under Secretary to the Government of India

Tel. 23747929

Copy to;-

- ✓ 1. DDG, Computer Centre, R. K. Puram, New Delhi with the request to upload on the website of this Ministry.

**RATE SCHEDULE FOR "SUPPLY OF HP LASER JET & Multi Function Printers "**

Sl. No.	Particulars	Unit	MRP Per Piece	Taxes		Net Price
1.	Laser jet printers P2035	1				
2.	Multi function Pro M 1536 (Print, copy , Scan and Fax)	1				

**DECLARATION**

We are fully agreed with the terms & conditions mentioned in the tender document no. .... Dated..... Enclosed herewith please find Bank Draft no. .... dt. .... of Rs. 5,000/- (Rs. Five Thousand only) issued from (name of the Bank) ..... towards EMD against this tender.

**Name & Signature of  
Authorized signatory with complete address**