

No.D-19016/5/2008-Gen.I
Government of India
Planning Commission
General-I Section

Speed Post

Yojana Bhavan, Sansad Marg,
New Delhi , dated 8.4.08.

To

Subject: - Procurement of printers.

Sir,

Planning Commission requires printers as per specification in the enclosed **proforma** for installation at Yojana Bhawan, Sansad Marg, New Delhi . Interested bidders who fulfill the following criteria may send their **sealed quotations** to this Commission.

1. Product should have ISO certification.
2. The firm should be in a position to supply and installed required printers as per specifications mentioned in the enclosed proforma..
3. Rates should be quoted for the required hardware items as mentioned in the enclosed Annexure and can either be sent to "The Section Officer (G-I), Planning Commission, Room No.443, Yojana Bhawan, New Delhi-110001" or dropped in the tender Box kept at Reception Area of Planning Commission. The last date for receipt of quotation is 3.00 p.m. on 22.4.08 and quotations will be opened at 4.00 P.M. on the same day in the presence of such tenderers or authorized representatives of the tenderers who may wish to be present at the time of tender opening.
4. Tenders on company's letter head along with a Pay Order/Banker's Cheque of Rs 25,000/- drawn in favour of Pay & Accounts Officer, Planning Commission towards Earnest Money Deposit should be submitted. Pay Order/Banker's Cheque drawn in favour of any officer other than "Pay & Accounts Officer, Planning Commission, New Delhi", will not be accepted and the tender will be rejected. The EMD (without interest) will be returned after finalization of the contract. Any tender that is received without the EMD money will be rejected. Tender received after specified time and date will not be accepted.
5. The prices will be valid for a period of 6 months..
6. Payment will be made on satisfactory delivery, installation and working of supplied items in Yojana Bhawan, New Delhi.
7. Government Taxes as applicable from time to time shall be payable by this office. The bill raised by the Firm should have all tax registration numbers printed in the bill . Copy of PAN and registration of service tax should be enclosed. Validity of the tax registration shall be the sole responsibility of the Firm.
8. Tenders incomplete in any form are liable to be rejected .
9. Planning Commission reserves the right to reject any or all the tenders without assigning any reason.
10. If any dispute(s) arises between Planning Commission and the firm with reference to the supplied items, Planning Commission will decide it and its decision will be binding on the firm
11. In case the successful bidder declines the offer, for whatsoever reason(s), the earnest money would stand forfeited.
12. The successful bidder should submit the Fixed Deposit as security money hypothecated to Planning Commission which should be remain valid for a period of sixty days beyond the date of installation of supplied items . The amount of performance security will be informed at the time of supply order.
13. The quoted price should clearly indicate the details of taxes separately otherwise it will be assumed that the quoted prices are inclusive of tax.

Yours faithfully



(Mrs. Pramila Mathur)
Section Officer

Encl: as above

Copy to: SoochanDwar, Planning Commission for publishing in tender part of Commission's web site.

Proforma**(Annexure)**

Sl. No.	Description of items	Qty	Unit Price	Total
1.	HP Lj M1522nf MFP	10		
2.	HP Lj M2727nf MFP	01		
3.	HP color Lj 2820 (All in one) printer	01		
4.	HP color Lj 2600n Printer	05		
5.	HP color Lj 3600n printer	05		
6.	HP Scanner-HPSJ7800 document scanner (A4)	03		
7.	HP Scanjet (A3 size) with ADF	02		
8.	IIP Lj 4700DN printer	01		
9.	HP Lj 3800DN printer	01		
10.	Optical Mouse	10		
11.	Pen drive (Kingston) Swivel type (2GB)	20		

Indicate

- warranty period.
- VAT (whether inclusive or exclusive)
- VAT, PAN numbers.
- Delivery time

Terms and Conditions are accepted.

Authorised Signatory
With Company Seal

