

No. D-21014/4/2001-GenII  
Government of India  
Planning Commission  
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Yojana Bhawan, Sansad Marg,  
New Delhi-110001.  
Dated :- 5-4-2004

**CIRCULAR**

Subject:- **Disposal of Six old Modi Xerox Photocopiers.**

Planning Commission invites sealed quotations for the disposal of four Modi Xerox 5051 Photocopiers, one Ricoh-4065 and one Phisifax-852 copier. The sealed quotations accompanied by a Demand Draft of Rs. 1000/- (Rupees One thousand only) as earnest money drawn in favour of Pay & Account Officer, Planning Commission, should reach the Under Secretary (GA) Room No. 412, Yojana Bhawan, Sansad Marg, New Delhi-110001, latest by 2.30 pm on 15<sup>th</sup> April, 2004. The tenders can also be dropped in the Tender Box kept at the Reception of Yojana Bhawan. The terms and conditions and the prescribed form for quotation are enclosed herewith. The interested parties may inspect the items on any working day between 2.00 to 4.00 pm. The quotations will be opened on the same day i.e. 15<sup>th</sup> April, 2004 at 3.00 pm in room no. 412 in the presence of the tenderers who may wish to be present.

( S.A. RAHIM )  
Under Secretary to the Govt. of India)  
Tel No. 011-23096746

**QUOTATION FOR DISPOSAL of four old Modi Xerox -5051,  
one Ricoh-4065 and one Phisifax-852 copiers**

**Date and time of opening of quotation :- 15<sup>th</sup> April, 2004 at 3.00 pm**

I hereby accept the terms and conditions of the tender and offer a sum of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
for four MX 5051, one Ricoh-4065 and one Phisifax-852 Photocopier.

Earnest Money :- Rs. 1000/-

Bank Draft No. \_\_\_\_\_

Date \_\_\_\_\_

Name of the Bank & Branch \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Date \_\_\_\_\_

## **TERMS & CONDITIONS**

1. Earnest Money of Rs. 1000/- (Rupees one thousand only) shall be payable by way of Demand Draft to be drawn in favour of Pay & Account Officer, Planning Commission , New Delhi-110001.
2. Amount should be quoted for the lot as a whole.
3. Planning Commission reserves the right to reject any quotation without assigning any reasons thereof.
4. The party whose quotation is accepted will be required to deposit the whole amount with the Cashier, Planning Commission, on the same or next day from the date of acceptance of the quotation.
5. The items should be removed within two days from the date of acceptance of the quotation.