

**BY SPEED POST**

No.21012/3/2007GA

**Government of India**

Department of Heavy Industry

G.A.Section

Room No. 15, Ground Floor  
Udyog Bhavan, New Delhi  
Dated 29th November, 2007

To

**Subject:** Annual contract for supply of toners and cartridges in Department of Heavy Industry.

Sir,

I am directed to say that the Department of Heavy Industry invites sealed quotations for supply of toners and cartridges as given in the enclosed sheet. The total value of the purchase in a year may be of Rs. 15 lakhs approx. The tender offers in sealed covers should be submitted to the undersigned on or before 3.00 PM on 19/12/2007 along with earnest money deposit of Rs. 40,000/- (Rs. Forty thousand) only in the form of a Demand Draft/FDR in favour of DDO, Department of Heavy Industry. The tenders would be opened on 19.12.2007 at 4.00 P.M. in room No. 15. Udyog Bhawan. The terms and conditions are as under:-

1. The contract will be for one year but can be terminated at any time without assigning any reason **Taxes, if any may be quoted separately, failing which no amount towards any tax will be paid.**
2. **Only those firms may send their quotations who are the registered supplier/dealer of HP for supply of toners and cartridges. A certificate to this effect duly attested may be enclosed with the quotations, failing which the quotation will be summarily rejected.**
3. The financial status of the firm and the past experience may also kindly be indicated .
4. The Contractor will be required to contact the General Administration of this Department every day to take orders for supply of toners and cartridges items

...2/-

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5. All items will be supplied on the basis of only written orders from this Department from time to time.
6. The successful contractor will have to deposit Rs 80,000/- (Rs. Eighty thousand) only in advance as security deposit in the form of a DD/FDR in favour of DDO, DHI to be retained during the currency of the contract.
7. In case of violation of the above terms of the contract or if it is found that the items supplied are not of HP make, the contract will be cancelled and the security deposit would be forfeited.
8. The earnest money deposit will be returned after the contract has been finalized and contractor selected.

Accordingly, you may, if interested, send your quotations in sealed covers to the undersigned on or before 3.00 PM on 19/12/2007 along with earnest money deposit of Rs. 40,000/- (Rs. Forty thousand) only in the form of DD/FDR in favour of DDO, Deptt. of Heavy Industry.

Yours faithfully,

**Encl: As above**

(K.K. Sharma)  
UNDER SECRETARY  
Tel. No. 23061727

**Annexure**  
**LIST OF ITEMS REQUIRED IN THE**  
**DEPARTMENT OF HEAVY INDUSTRY**

<b>Name of the Items</b>	<b>Unit</b>	<b>Amount (In Rs.)</b>
<b><u>TONNERS</u></b>		
HP 3F	Per piece	
HP 6F	Per piece	
HP 98A	Per piece	
HP 15A	Per piece	
HP 96A	Per piece	
HP 12A	Per piece	
HP 38A	Per piece	
HP 27X	Per piece	
HP Q 6000A	Per piece	
HP 2600N(Black)	Per piece	
HP 2600 N (Yellow)	Per piece	
HP 2600 N(Cyan)	Per piece	
HP 2600 N(Magenta)	Per piece	
<b><u>CARTRIDGES</u></b>		
HP 853	Per piece	
HP 857	Per piece	
HP-6614	Per piece	
HP 1856-A	Per piece	
HP-41A	Per piece	
H P-42-A	Per piece	
HP 15649-A	Per piece	
HP 1857-A	Per piece	
HP 1545-A	Per piece	
HP 1827-A	Per piece	
HP 1828-A	Per piece	
HP-6621	Per piece	
HP-6622	Per piece	