

**QUOTATION NOTICE
FOR SUPPLY OF COMPUTER CONSUMABLES**

LAST DATE & TIME TO RECEIVE : 29.10.2007, 11.00AM

OPENING OF QUOTATIONS : 29.10.2007, 11.30AM

Sealed quotations are invited in the following performa from reputed firms for supply of computer Consumable items before 11.00AM on 29.10.2007. The Quotation would be opened by the purchase committee on the same day at 11.30AM in the presence of vendors. In case of holiday (if declared) the quotations would be opened on the next working day at the same time and venue.

PERFORMA FOR QUOTING RATES

Sr. No.	Particulars	T e n t a t i v e Quantity.	Cost per unit
1.	Laser Printer Tonner 6L (New)	30	
2.	Laser Printer Tonner 1015 (New)	10	
3.	Laser Printer Tonner 1020 (New)	50	
4	Laser printer Tonner Lexmark (New)	25	
5	Laser printer Tonner HP 2600n (New)	4 Set	
6	Printer cartridges DMP Wipro LQ-1050+ (new)	200	
7.	Printer Heads DMP Wipro LQ-1050+ (new)	25	
8.	CD's (R/W)	100	
9.	CD's	500	
10.	CD's Bag (Two CDs in one leaf)	10	
11.	Pen Drive 2 GB	10	
12	Ink Cartridges DESKJET HP- 3745 Black	5	
13	Ink Cartridges DESKJET HP- 3745 Colour	5	
14	Ink Cartridges DESKJET HP- 5160 Black	5	
15	Ink Cartridges DESKJET HP- 5160 Colour	5	
16	Mouse Pad (best quality)	50	
17	Computer Covers (best quality)	50	
18	Paper Legal Size RIM (best quality)	200	
19	Paper A4 Size (best quality)	200	
20	File Cover (economy model)	500	
21	Flappers	500	
22	Laser Printer Tonner 6L (refill)	As per availability	

23	Laser Printer Tonner 1015 (refill)	As per availability	
24	Laser Printer Tonner 1020 (refill)	As per availability	
25	Printer cartridges DMP Wipro LQ-1050+ (refill)	As per availability	
26	Laser printer Tonner Lexmark (refill)	As per availability	
27	Anti glaring monitor screens (best quality)	50	

INSTRUCTIONS :-

1. Bidders have to apply in two envelops.
2. In **first envelop (Technical bid)** the bidders have to put :-
 - i) Bank draft of EMD of Rs. 5000/- in favour of Chairperson, District Sukhmani Society Fatehgarh Sahib.
 - ii) Certificate of Authorized Dealer/ Distributor/Authorized Service Provider, wherever required.
 - iii) Documentary evidence (Audited Balance Sheet & Income Statement) towards bidder's average annual turnover and Income Tax Return (Last two years).
 - iv) Documentary evidence towards bidder's valid Sale Tax/VAT No.
 - iv) List of the various organizations to whom similar services have been provided in the last 2 years.
 - vi) The specifications of the above items along with their Make & Model.
3. In the **2nd envelop (Financial bid)** the bidders have to quote the rates of items specified in their technical bid along with complete specifications.
4. **Technical Bids** will be opened on the prescribed date and time as mentioned above.
5. **Financial bids** will be opened after the initial examination of the Technical bid on the same day or at a date and time to be notified on the same day. The specifications **may** be fine tuned and freezed before opening the financial bids or call for the revised financial bids, if required.
6. **A time of 24 hours (or mutually agreed upon)** would be allowed for the submission of the **revised financial bids, if required, based on the fine tuned specification as in para 5**.

7. **Please note that Price should not be indicated in the Technical Bid and should be quoted only in the financial bid.**
8. The cover of the envelopes thus prepared should also indicate clearly the name and address of the bidder to enable the bid to be returned unopened in case it is received "**Late**".
9. The bids received late and declared late by the Evaluation committee after the prescribed last date and time for receipt of bids shall be rejected and/or returned unopened to the Bidder.
10. All the pages of the bid must be signed (with date) by the bidder's authorized representative and stamped.
11. The vendor shall be entirely responsible for all taxes, duties, octroi and other license fees etc. and the quoted price would be assumed as final including all taxes, duties, surcharges and F.O.R.
12. The undersigned reserve the right to increase/decrease the quantity or not to purchase any item or even cancel the whole process without assigning any reason.

For any clarification, you may contact the office of District Sukhmani Society, Room No, 208, Mini Sectt. Deputy Commissioner office, Fatehgarh Sahib, Punjab during working hours 9.00AM to 5.00 PM on all working days.. Phone 01763-232215, 232165, 98720-09220.

Member Secretary.