

F.No.7/6/2007-Adm.III  
Government of India  
Ministry of Power

Shram Shakti Bhavan, Rafi Marg,  
New Delhi. Dated 9<sup>th</sup> March, 2007.

To,

Subject: Invitation of Quotations for the purchase computer cartridges in the Ministry of Power during the year 2007 - 08.

Sir,

This Ministry intends to purchase computer cartridges for various makes/models of printers (both deskjet and laserjet) of HP Makes working in the Ministry of Power, for the year 2007 - 08.

2 Rates for each cartridge (with cartridge number) should be quoted separately. Rates without cartridge number will not be considered. The rates quoted should also include all the charges including VAT. Quotations will be cancelled if rates are quoted excluding VAT and other charges, if any. The rates quoted will be applicable for the period of 1<sup>st</sup> April, 2007 to 31<sup>st</sup> March, 2008 and no escalation in prices will be allowed during the contract period. A certificate to this effect should be given in the prescribed proforma enclosed with this letter.

3 If you are interested to supply computer cartridges on credit, with a credit rotation of at least one month, you may please quote your best rates alongwith a Demand Draft/Pay Order of Rs. 15000/- (Rupees fifteen thousand only) drawn in favour of the Pay and Accounts Officer, PAO, Ministry of Power towards the Earnest Money Deposit.

4 The quotations should be sent in a sealed cover marked "Quotations for the Purchase of computer cartridges for various makes/models of printers (both deskjet and laserjet) of HP Makes in the Ministry of Power" addressed to the Under Secretary (GA), Ministry of Power, Room No. 22, Ground Floor, Shram Shakti Bhavan, Rafi Marg, New Delhi - 110001. The last date for the submission of quotations is 23<sup>rd</sup> March, 2007 upto 12.00 hrs. The quotations will be opened on the same day at 03.30 hrs in the Room No. 26, Ministry of Power, Ground Floor, B Wing.

Yours faithfully,

  
9/3/07  
(K.B. Nayyar)  
Section Officer