

No.2/6/2009-OAS  
Government of India  
PRESS INFORMATION BUREAU  
(Office Automation Section)

Shastri Bhawan, New Delhi  
Dated : 17.02.2010

**Tender Notice**  
**"Supply of consumable items for computers/printers etc.)**

Sealed quotations subscribing "Quotation for supply of consumable items for HP/Samsung printers etc. are invited from the Dealers for supply of consumables items for printers etc. at Press Information Bureau, Shastri Bhawan as per the items and specifications indicated in Annex-I. Sealed quotation may be addressed to Sh. Girish Chand, Dy. Director (OAS), Press Information Bureau, room No.716, "A" Wing, Shastri Bhawan, New Delhi and must reach him by 3.00 PM on or before **11.03.2010**. The quotations will be opened at 3.30PM on the same day in the presence of those tenderers who wish to be present. The term and conditions are as follows:

**Terms and Conditions:**

- 1. Delivery Period and Location:** Delivery should be made at the following address within 2 calendar days of placement of supply/purchase order:  
  
Press Information Bureau  
'A' Wing, Shastri Bhawan,  
New Delhi-110001.
- 2. EMD: Earnest Money Deposit (EMD)** amount Rs. 5000/- (Rs. five thousand only) in the form of DD/Bankers cheque drawn in favour of DDO, Ministry of I&B, Press Information Bureau, payable at New Delhi shall accompany the sealed quotations. Bids not accompanied with EMD shall be summarily rejected and will be returned unopened. The earnest money shall be returned to the successful and unsuccessful bidder after the finalization of the tender,
- 3. Bank Guarantee:** The firm whose quotation is finally accepted shall have to deposit a sum of Rs.20,000/- (Rs. twenty thousand only) in the form of Bank Guarantee or fixed deposit pledged in favour of DDO, Press Information Bureau, New Delhi, as security. The security deposit will be released after satisfactory completion of the contract.

4. **Validity Period:** The rates quoted should be valid for one year from the date of signing of agreement subject to renewal for a further period of one year. No increase in rates will be allowed during the validity period.

5. **Undertaking:** An undertaking, in respect of owing all the responsibility about genuineness of the items must accompany the quotation.

6. **Late Quotations:** quotations received late will not be considered.

7. **Right to Reject:** PIB has the right to reject any or all quotations without assigning any reason or to place purchase order on any supplier.

8. No cutting /overwriting is allowed in the quotations.

In the event of any dispute, decision of the Addl. Director General (OAS), PIB shall be final and binding to all parties.



(Girish Chand)  
Deputy Director (OAS)  
Tele:2338 4684

**Copy to: NIC-PIB for placing the tender notice on PIB's Website.**

**LIST OF CONSUMABLE ITEMS**

**CARTRIDGE/TONER**

1. HP desk jet 845c,840c,810 (15no &17no)
2. HP desk jet 5160 ( 56no & 57no)
3. HP desk jet 3845 ( 27 no & 28 no)
4. HP All- in- one desk jet 4255 ( 27 no & 28 no)
5. HP business ink jet 1000 ( Black & colour cartridge )
6. HP Color laser jet cp 1515 ( black & colour tonner)
7. HP photo smart C6288 all- in- one (Black & colour cartridge)
8. HP laser jet 1020 ( 12A no tonner)
9. HP laser jet p 1005 ( 35A no tonner )
10. HP laser jet p 1007 (88A no tonner )
11. HP laser jet 1000 series(15A no tonner )
12. HP office jet DJ D4368 ( Black & colour cartridge)
13. HP Laser jet CM 1312 ( black & colour tonner)
14. HP 915 All- in- one ( Black & colour cartridge)
15. Samsung SCX 4251F( 4521D3 tonner)
16. HP desk jet 670 (29 no & 49 no)
17. HP laser jet 2500L (Black & Colour tonner )
18. HP desk jet R45 ( Black & colour cartridge )

**OTHER ITEMS**

- Floppies 1.44 MB(Sony)
- CD (Recordable) and (Re-writable)  
{HP/Moser Baer/Sony (Pack of ten or five in plastic cover)}
- DVD (Recordable) , DVD (RW) and double layer DVD  
{HP/Moser Baer/Sony (Pack of ten or five in plastic cover)}