



# DIRECTORATE GENERAL OF HOME GUARDS



File No. GS: 42/(803)/2009/CDHG/ 7571 - 7607

Dated: 11/10/12

To,

**Subject: Quotation for HP Ink Cartridges**

Sir,

Sealed quotation is invited for different types of Ink Cartridges for this Directorate on credit basis:-

<u>S.No.</u>	<u>Description of Items.</u>	<u>Qty.</u>
1.	HP Ink Cartridge CE - 320A	01 Nos
2.	HP Ink Cartridge CE - 321A	01 Nos
3.	HP Ink Cartridge CE - 322A	01 Nos
4.	HP Ink Cartridge CE - 323A	01 Nos
3.	HP Ink Cartridge CE - Q5949A	01 Nos
4.	HP Ink Cartridge CE - 278A	02 Nos
5.	HP Ink Cartridge CB - 436A	15 Nos

**NOTE :** Payment will be made through E.C.S for which following details are required:-

- (i) Name of the Firm
- (ii) Accounts No.(Computerized)
- (iii) MICR code of the Bank (09 Digit Code)

1. You are requested to forward your sealed quotation as per items given above in the name of CHG with an inscription on the envelope "Quotation for Ink Cartridges."  
Last date for receipt of quotation - 3:00 PM on 22/10/2012.  
Date & Time for opening the quotation - 3:15 PM on 22/10/2012.
2. You are requested to forward the earnest money of Rs. 3,000/- in the form of Demand Draft of any scheduled Bank in the favour of DDO Director General of HG Delhi.
3. Your representative will be allowed to be present at the time of opening the quotations.
4. Rate of Taxes, if any should be mentioned clearly.
5. The DGHG reserves the right to reject any bid or cancel all the quotations without assigning any reason there of.

  
(S.K.TANWAR)  
JSO(IIG)/SO