



DIRECTORATE GENERAL OF HOME GUARDS & CIVIL DEFENCE

File No. GS: 42(813)/2010/CDHG/29541-563 Dated: 2/2/2010

To,

✓ 23. Server Room
(For uploading on website)

Subject: QUOTAION FOR INK-CARTRIDGES FOR COMPUTER PRINTERS.

Sir,

Sealed quotation is invited for urgent supply of the following ink cartridges for computer printers to this Directorate, on credit basis:-

Sl. No.	Name of Printer.	Cartridge No.	Qty.
1.	HP Laser Printer 1505	CB- 436 A	21 Nos.

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

1. Name of the Firm
2. Account No.(Computerized)
3. MICR Code of the Bank (09 Digit Code)

1. You are requested to forward your sealed quotation in the Name of Jt.DGHG/CD with an Inscription on the envelope "Quotation for Ink Cartridges for Laser Printer 1505"

Last date for receipt of quotation - 3.00 PM on 12.02.2010.

Date & Time for opening the quotation - 3.30 PM on 12.02.2010.

2. Your representative will be allowed to be present at the time of opening the quotations.
3. Rate of Taxex, if any should be mentioned clearly.
4. The DGHG/DCD reserves the right to reject any bid or cancel all the quotations without assigning any reason there of.

(S.K. SHOKEEN)
JSO(HG)/SO