



## DIRECTORATE GENERAL OF HOME GUARDS



File No.GS: 42(897)/2013/HG/ 10151- 189

Dated: 18/10/2013

To,

38. Server Room (For uploading on web site)

**Subject: Quotation for Purchase of Ink Cartridges (Computer Printers).**

Sir,

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

<u>S.No.</u>	<u>Description of Items</u>	<u>Type of Printer (Model)</u>	<u>Ink Cartridge No.</u>	<u>Qty.</u>
1.	Ink Cartridges for HP Laser Jet	P1606	(278A)	09 Nos.
2.	Ink Cartridges for HP Laser Jet	P1505	(436A)	09 Nos.
3.	Ink Cartridges for Colour HP Office Jet 4500 (901 Tri colour)		(CC656AA) Colour (CC653A) Black	01 Set
4.	Ink Cartridge for HP Laser Jet	1320N	(49A)	01 Nos.
5.	Ink Cartridge for HP Colour Laser Jet	1525	(CE 320, 321A, CE322A, 323A)	01 Set

**(B) 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 in the name of "CCTI" with an inscription on the envelope "Quotation for "Ink Cartridge"".  
Last date for receipt of quotation - 3:00 PM on 28/10/2013.  
Date & Time for opening the quotation - 3:15 PM on 28/10/2013.
2. You are requested to forward the earnest money of Rs. 2000/- 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 quotation.
4. Rate of Taxes, if any should be mentioned clearly.
5. Quotation received without EMD will not be considered.
6. The bidder should be registered with value added tax department & furnish the tax valid vat No.
7. The DGHG reserves the right to reject any bid or cancel all the quotations without assigning any reason there of.

(RAHUL SUDAN)  
JSO/SO

Nishkam Sewa Bhawan, CTI Complex, Raja Garden New Delhi-27  
Phone No. - 011-25448148, Fax No. 011-25107058  
Email - dghome@nic.in