

No. F. 59-12/2015 CU  
Government of India  
National Archives of India  
Janpath, New Delhi 110 001

The \_\_\_\_\_

**Subject: - Supply of Ink / Toner Cartridges for Hp printers, CDs, DVDs etc. in National Archives of India reg.**

Dear Sir,

Sealed quotations are invited for supply of the following items to this Department

1. Toner Cartridges for Hp Laserjet **1010** Printer (Black)
2. Toner Cartridges for Hp Laserjet **1505N** Printer (Black)
3. Toner Cartridges for Hp Laserjet **2600n** Printer (Color)
4. Ink Cartridges for Hp Photosmart **8758** Printer (Color)
5. Ink Cartridges for Hp Designjet **800** Printer (Color)
6. Toner Cartridges for Hp Laserjet **1108** Printer (Black)
7. Toner Cartridges for HP LaserJet **1606dn** (Black)
8. Toner Cartridges for HP LaserJet **2035** Printer (Black)
9. CD 800 MB with cover
10. Sony make DVD R 4.7 GB with cover
11. Pen Drives 16 GB
12. Seagate External HDD 4 TB or more (Backup Plus)
13. USB Mouse
14. Bilingual Keyboard
15. English Keyboard
16. Konica Minolta LaserJet Printer, Model No. MSP - 3500

The quotations will be received by the undersigned in person or under registered cover upto **12 noon on 07.07.2015** and will be opened on the same date at **3.00 PM** in presence of those dealers or their representatives who happen to be present at that time. In case your quotation is accepted, the goods will have to be supplied within ten days from the date of placing a firm order at the premises of National Archives of India, Janpath, New Delhi -110001 free of delivery charges on bill basis. The rates should be valid upto 31-03-2016.

All the bidding firms must be registered firms and the TIN & PAN number of individual firms has to be submitted along with the quotation. The quotations, which do not fulfill all or any of the above conditions or are incomplete in any respect, are liable to summary rejection without further reference to the tenderers. The successful bidder will have to submit the particulars of their bank account details indicating the name of the bank, account number, address & phone number of bank, NEFT IFSC Code, MICR code number attested by your bank and the email id of the firm etc. in a separate format for e-payment purpose.

The final acceptance of the quotations rests with the Director General of Archives who does not bind himself to accept the lowest rate of quotation and reserves to himself to accept or reject any or all the quotations received without assigning any reason thereof. The payment will be made on bill basis after delivery of the said items in original company sealed packing to this department.

The quotations should bear the superscription "**Quotation for supply of Ink / Toner Cartridges for Printers due on "07-07-2015"**".

Yours faithfully,

For Director General of Archives,  
Government of India