

**DIRECTORATE OF AUDIT  
GOVERNMENT OF N.C.T.OF DELHI  
4<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIATE,  
NEW DELHI-110002**

**No. F.5 (08)/2002-2003/IAC/Store**

**Dated:**

To

**Sub: Purchase of HP ink cartridges/toners.**

Sir,

Wax sealed quotations are invited for the purchase of HP cartridges/toners (specification in enclosed annexure-1). The last date of receipt of sealed quotation is 18-01-2010 upto 1-00 P.M. and will be opened on the same day at 3.00 P.M. in the room of Controller of Accounts (A). Terms and conditions of the quotations are mentioned below:-

1. The rates should be quoted in the prescribed form i.e. Price-Bid (Annexure-1).
2. The rates should be inclusive of all taxes and other levies.
3. **The rates should be valid for one year.**
4. The supply of items should be as per specifications issued by this office.
5. The supply should be FOR.
6. No substandard item will be accepted and no payment shall be made in case of improper supply.
7. The firm should be registered with Sales Tax
8. The department reserves the right to reject or accept any or all quotations without assigning any reason.

Yours faithfully,

SR. ACCOUNTS OFFICER (HQ)

Encl.: As above.

**PRICE-BID**

**ANNEXURE-I**

**NAME OF FIRM:**

**ADDRESS:**

<b>N o.</b>	<b>Name of required items</b>	<b>RATE IN RS.</b>
1.	2612A for laser jet 1010/1022 printer	
2.	2727-A for HP Desk jet 3325/3550(Black)	
3.	8728-A for HP Desk jet 3325/3550(Color)	
4.	3906 F for HP 6L Printer	

Date

Signature and rubber stamp of the firm

