

F.No. 37011(2)/2013- Genl. Admn.  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhawan  
Block No. 14 CGO Complex,  
Lodhi Road, New Delhi.  
Dated: 13<sup>th</sup> August, 2013

NOTICE INVITING TENDER

The undersigned is directed to invite three separate tenders in separate sealed envelopes for the following articles on the basis of terms & conditions mentioned in para "2" hereunder:-

- (i) Photocopier machine,
- (ii) Printer (Colour & B/W)
- (iii) Scanner

2. Terms & Conditions:-

- (i) Only registered firms having a valid TIN No. are eligible to furnish tenders.
- (ii) Tenders are to be furnished in the format as prescribed in Annexure-I, Annexure-II and Annexure-III to this Notice.
- (iii) Desirous firms may submit all or any of the three tenders mentioned above. The tenders should be submitted in separate sealed envelopes. The envelopes containing the tenders should be superscribed - "Tender for Photocopy Machine"/"Tender for Scanner"/"Tender for Printers" as the case may be.
- (iv) No Earnest Money is required to be deposited. However, the successful bidder has to furnish a Security Deposit Rs. 5000/- (Rupees five thousand only) in the form of Bankers cheque or Demand Draft in favour of Drawing & Disbursing Officer, Department of Public Enterprises. The Security Deposit shall be refunded on completion of the contract. No interest shall be payable on the Security Deposit. The Security Deposit shall be liable to be forfeited in case the firm fails to comply with the terms & conditions contained herein.
- v) The firms should be in a position to supply the goods within five days of receipt of supply order. In case of urgency the firms should supply the required articles within twenty-four hours of receipt of order through letter/telephone. The firm shall be solely responsible for any damage during transportation.

(vi) Quality: The articles shall be of the brand specified. Where no brand name is mentioned, the articles should be of sufficiently good quality.

(vii) No advance payment shall be made. Payment through cheque/RTGS/NEFT shall be made on receipt of bills after delivery of the articles. No additional cost on account of cartage/package shall be borne by this Department.

(viii) Last Date: Tenders received up to 11.00 A.M. on 23.08.2013.

(ix) Opening of tender: 4.00 PM on 23.08.2013. One representative from each of the bidding firms may be allowed to be present during opening of tenders.

(x) Submission of tender: Sealed Envelope containing the tenders in the prescribed format should reach Smt. Jyoti Mathur, Under Secretary (Admn.), Room No- 409 A, Block No-14, CGO Complex, Lodhi Road, New Delhi-03, on or before the last date as mentioned above.

(xi) The Department of Public Enterprises reserves the right to cancel any tender without assigning any reason whatsoever.

xii) This notice is being simultaneously placed on the website of the Department [www.dpe.nic.in](http://www.dpe.nic.in). Interested firms may also submit tender in response to the notice on the website. The format can be downloaded from the website.

*Jyoti Mathur*  
(Jyoti Mathur)

Under Secretary to the Govt. of India  
Ph. No. 24366820

Annexure –I to Notice Inviting Tender F. No. 37011(2)/2013- Genl. Admn dated 13-08-2013

**Tender for Photocopier Machine**

**Name & address of the Firm:**

Sl. No.	Name of the Item Brand/ Specification	Unit Rate (Rs.)
1.	Ricoh 2550 B or 2501 L 1	

2. I agree to abide by the terms and conditions contained in para 2 of the Notice Inviting Tender No. F. No. 37011(2)/2013- Genl. Admn, dtd 13.08.2013.

(signature of the authorized signatory)

**Annexure –II** to Notice Inviting Tender F. No. 37011(2)/2013- Genl. Admn GA, dated 13.08.2013

**Tender for Printer**

**Name & address of the Firm:**

Sl. No.	Name of the Item Brand/Specification	Unit Rate (Rs.)
1	HP LaserjetPro 400 Color Printer M451dn series	
2	Laserjet M1522 nf HP Brand	
3	Canon Lasershot printer LBP 7200 Cd Colour Printer	
4	HP Laser jet Printer M3035MFP(B/W) Heavy duty	
5.	HP Laser Jet P 1108	

2. I agree to abide by the terms and conditions contained in para 2 of the Notice Inviting Tender No. F. No. 37011(2)/2013- Genl. Admn dtd. 13.08.2013

(signature of the authorized signatory)

**Annexure –III** to Notice Inviting Tender F. No. 37011(2)/2013- Genl. Admn  
GA, dated 13.8.2013

**Tender for Scanner**

**Name & address of the Firm:**

Sl. No.	Name of the Item Brand/Specification	Unit Rate (Rs.)
1	Scanner 5590 (HP Brand)	

2. I agree to abide by the terms and conditions contained in para 2 of the  
Notice Inviting Tender No. F. No. 37011(2)/2013- Genl. Admn dtd 13.08.2013.

(signature of the authorized signatory)