

By Speed Post

DELHI LEGISLATIVE ASSEMBLY SECRETARIAT
OLD SECRETARIAT DELHI-110054

F. No16 (13)/2001-02 /LAS/CT/5727
To

Dated:- 25/10/13

Sub:- Quotation for procurement of various parts in Photocopier machines in DVS.

Sir/Madam,

Please quote your most competitive rate for the following parts of Toshiba E-Studio-205 & E-Studio-200 photocopy machine installed in various branches of DVS.

1. Drum
2. Blade-D
3. Fuser Unit
4. Paper Tray
5. Front Door

It should be noted that no addition or alteration in the quotation or name of the articles in the list is to be made by the firm.

The rates will stand valid for a period of **One year** with effect from accepting the rates.

Detailed terms & conditions are attached; the same should be attached with the quotation duly signed in token of having these accepted.

Quotation should be furnished duly signed and completed in every respect so as to reach this office in sealed cover on or before 30.10.2013 by 3:00 PM. Quotations will not be accepted after due date and time. The quotations so received will be opened on 30.10.2013 at 4:00 P.M in the presence of the representative, if any, of the bidding firms.

The undersigned reserves the right to accept the quotation in part or in full or reject them even they are the lowest, without assigning the reason.

The Quotations should be accompanied with a DD of Rs.2000/- drawn in favour of "D.D.O, Delhi Legislative Assembly" towards Earnest Money. The EMD of unsuccessful bidders shall be refunded. The successful bidder shall have to furnish Security Deposit to be decided later on.

Firm will submit the PAN and TIN & RTGS No. also.


DEPUTY SECRETARY (ADMN.)

Copy to:

1. Computer Cell for upload on website of Delhi Legislative Assembly.
2. Notice Board of DVS.


DEPUTY SECRETARY (ADMN.)

**DELHI LEGISLATIVE ASSEMBLY SECRETARIAT
OLD SECRETARIAT DELHI**

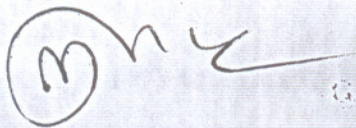
TERMS & CONDITIONS

1. The department reserves the rights to accept or reject any or all the quotation without assigning any reason.
2. Rates should be quoted both in figures and words and cutting if any in the rates should be attested by the authorized signatory of the firm.
3. Rates quoted should be inclusive of all taxes.
4. Rates quoted should be valid for a period of one year.
5. The firm should ensure that part(s) are supplied promptly with-in 24 hours, it should also be ensured that parts contain valid warranty/guarantee.
6. This Secretariat reserves right to finalize the contract for supply of items.
7. If the firm violates the terms and conditions the Performance security shall be forfeited. Defective part(s) shall be replaced forthwith; otherwise security deposit shall be forfeited.

UNDERTAKING

I/We hereby undertake that I/We have gone through the above said terms and conditions of the tender and will abide by the same.

**SIGNATURE OF THE
AUTHORISED SIGNATARY SEAL OF THE FIRM**

A handwritten signature in black ink, consisting of a circle containing the letter 'M' followed by a stylized 'ny' and a horizontal line extending to the right.