

By Speed Post

DELHI LEGISLATIVE ASSEMBLY SECRETARIAT
 OLD SECRETARIAT DELHI-110054

F. No16 (13)/2001-02 /LAS/CT/ 5969

Dated:- 11/11/13

To

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
6. Developer
7. Heat Roll
8. Pressure Roll
9. Recover Blade
10. Toner
11. Feed Roll Set

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 18.11.2013 by 3:00 PM. Quotations will not be accepted after due date and time. The quotations so received will be opened on 18.11.2013 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.



Contd pg-2

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.)