

Yojana Bhavan, Sansad Marg,
New Delhi , dated 19.12. 2006.

To

Subject: - **Purchase of One Xerox Phaser 6350DX Color Laser Printer.**

Sir,

Planning Commission requires **One Xerox Phaser 6350DX Color Laser Printer (as per configuration)** enclosed) for office use of Planning Commission at Yojana Bhawan. If you are interested and fulfil the following criteria , you may send your sealed quotations to this Commission:

1. The firm should be in a position to supply approved items within stipulated time indicated in the supply order and will contribute/provide support , if needed .
2. Rates for the above mentioned color laser printer on your company's letter head can either be sent to "The Under Secretary (GA), Planning Commission, Room No.410, Yojana Bhawan, New Delhi-110001" or dropped in the Tender Box kept at Reception Area of Planning Commission. The last date for receipt of quotation is 3.30 p.m. on 05.01.07 . The quotations will be opened at 4.00 P.M. on the same day in the presence of such tenderers or authorized representatives of the tenderers who may wish to be present at the time of tender opening.
3. The quotations accompanied with a Pay Order/Banker's Cheque of Rs. 5,000/- drawn in favour of Pay & Accounts Officer, Planning Commission towards Earnest Money Deposit would only be accepted. Any Tender that is received without the EMD money will be rejected.
4. A Tender received after specified time and date will not be accepted.
5. The price quoted will be valid atleast for a period of 2 months.
6. Payment will be made on satisfactory delivery, installation and working of supplied printer in Yojana Bhawan, New Delhi.
7. Government Taxes as applicable from time to time shall be payable by this office. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration shall be the sole responsibility of the Firm.
8. Tenders incomplete in any form are liable to be rejected .
9. Planning Commission reserves the right to reject any or all the tenders without assigning any reason.
10. If any dispute(s) arises between Planning Commission and the firm with reference to the Tender, decision of the competent authority in the Planning Commission will be binding.
11. After submission of the quotations, a bidder will not be allowed to withdraw his bid for whatsoever reason(s). In case of such withdrawal, his earnest money would stand forfeited.
12. In case the successful bidder declines the offer to supply and install the printer, for whatsoever reason(s), his earnest money would stand forfeited.
13. The successful bidder is required to submit the Fixed Deposit of Rs.10,000 (Rs.Ten thousand) from a commercial bank as security money hypothecated to Planning Commission which should be valid for a period of sixty days beyond the date of successful installation of the printer in question.

Yours faithfully

Encl: Proforma

(K.A.Sathia Sulochana)
Section Officer
Tel. 23096755

Copy to: Soochna Dwar, Planning Commission for publishing in tender part of Commission's web site.

Proforma

Sl. No.	Description of hardware items	Configuration	Warranty period (on site)	Price (inclusive of All taxes for Delivery at Yojana Bhawan)	Delivery period
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1 Xerox Phaser 6350DX Color Laser Printer

(with movable trolley and 1GB RAM)

Authorised Signatory