

**No. D-19011/13/2014-Ad.II
Cabinet Secretariat
Rashtrapati Bhawan**

New Delhi, the 6th August, 2014

QUOTATIONS/TENDER NOTICE

Sub: Supplying and installation of MS-Office, Printers and Scanners.

The undersigned is directed to invite Quotations/Tenders from authorized firms for supply of MS- Office, Printers and Scanners as per the format of Quotation (Annexure-I.)

2. Interested firms/suppliers may send their quotation/tender quoting rates at which they would be able to supply and install above mentioned items in Cabinet Secretariat, Rashtrapati Bhawan, New Delhi, as per terms and conditions at **Annexure-II**.

3. The cover containing the quotations/tenders should be sealed and superscribed "**Quotations/tenders for MS-Office, Printers and Scanners**" and should be addressed to the Under Secretary(Admn), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi and put it in the **Tender Box kept in the Reception of Cabinet Secretariat, Rashtrapati Bhawan, New Delhi**. The quotation/tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected. The schedule of receipt and opening of quotations is as under:-

Last Date & Time for receipt of Quotations/Tenders: 27th August, 2014 (3:00 PM)

Date & Time for opening of Quotations/Tenders: 27th August, 2014 (3:30 PM)

4. A bank draft of Rs.10,000/- (Rupees Ten Thousand Only) in favour of DDO, Cabinet Secretariat, as earnest money is also to be deposited along with the quotation/tender.

5. The quotations/tenders will be opened in the presence of the tenderers or their representatives who may like to be present at the time of opening the tender.

6. The Cabinet Secretariat reserves the right to reject any or all the quotations without assigning any reason therefore.



(Nilratan Das)

Under Secretary to the Govt. of India

1. Tech.Director(NIC), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. The aforesaid letter may kindly be up-loaded in a non-editable version on this Secretariat's official website www.cabsec.nic.in and Central Public Procurement Portal of NIC (www.eprocure.gov.in).
2. All Ministries and Departments of Govt. of India located at New Delhi/Delhi with the request that the firms/contractors engaged by them for the purpose may be requested to submit their bids, if interested.

Annexure-I

Sl. No.	Items	Quantity	Warranty	Amount		
				Rate	Tax	Total
1	MS-Office Standard 2013 with Licence & media 64 bit	30				
2	Printers:					
	HP-1008	04				
	HP- CP-1025	01				
	HP-Pro-M-175	01				
3	Scanners:					
	HP Scanjet Enterprise 5000 S2	02	Minimum 5 year on site warranty			
	Kodak Model i1420	01				

Signature of the authorized signatory
of the tenderer with seal of the firm

TERMS AND CONDITIONS

1. The invitation is open to all authorized dealers/firms of OEMs in Delhi/New Delhi who are having PAN/TAN/VAT registration.
2. The firm should be in a position to supply and install the items immediately on placing of orders.
3. The firms may please quote their unconditional rates which will not be allowed to be altered or negotiable.
4. Cabinet Secretariat reserves the right to reject any or all the quotation in full or part without assigning any reason therefore and without giving any compensation. The decision of Cabinet Secretariat in this regard shall be final and binding on all.