



प्रसार भारती/Prasar Bharati  
आकशवाणी महानिदेशालय/Directorate General: All India Radio  
आकशवाणी भवन, संसद मार्ग, नयी दिल्ली - 110001  
Akashvani Bhavan, Parliament Street, New Delhi-110001  
सूचना प्रौद्योगिकी विभाग/I T Division

No.: 7(65)/2011-12/IT

New Delhi, Date: 17/01/2012

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**Subject: Tender for the procurement of toner cartridges for different types of HP Printers.**

Sir,

This Directorate invites sealed quotations for the procurement of cartridges as per the details given in the Annexure from OEMs/Authorized Distributors/Dealers. You are requested to submit your quotation to the undersigned for the supply of same, quoting details and other specifications.

**Specific terms and conditions:**

1. The tenderer shall be either original manufacturer of the item or the authorized distributor /dealer/representative of the items tendered. **Certificate of OEMs/Authorized Distributors/Dealers indicating the validity shall be submitted alongwith the tender.**
2. The tender shall be sent in a closed & stamped cover to the undersigned by **3:00 p.m. on Date 01/02/2012**. The cover shall be super-scribed with the following details:-
  - a) Subject of the tender enquiry
  - b) Reference to the letter of enquiry
  - c) Due date of opening of the quotation
3. VAT and other taxes where leviable and intended to be claimed shall be separately shown along with the price quoted. **The firm should be registered and the Sales Tax registration no. /VAT/PAN details, Authorization letter shall be provided alongwith the quote.**
4. Payment will be made by this office by cheque after receipt and acceptance of the stores in good condition as per specifications. No advance payment shall be made.
5. A minimum warranty of one year from the date of supply of cartridges shall be provided. In case any defect is found in the cartridges during the warranty period, the bidder shall replace the cartridges without any additional cost to the AIR.
6. The tender will be opened in the office of the undersigned at **3.30 p.m. on 01/02/2012**. A representative of the firm submitting tender may be present at this office during opening of the tenders. The representative shall submit an authorization certificate from the firm to be allowed to attend the opening of the quotations.
7. The tenders submitted shall remain open for acceptance for a period of minimum three months from the date of opening them. This Directorate may reject/accept or prefer any tender without having to assign any reasons whatsoever.

8. This Directorate reserves the right to accept any tender in part or split the order between two or more bidders.
9. If the Supplier fails to supply the items within the delivery period prescribed in the purchase order, Directorate shall impose liquidated damage @ 0.5 % for every week or part thereof for default subject to a maximum of 5% of the total order value of the same will be deducted from the bill amount.
10. In case the successful tenderer fails to supply the items within a delivery period mentioned in the purchase order or refuses to accept the purchase order or leave the supply incomplete, no more tenders shall be issued to the supplier in future.
11. If in any case the quoted item is not available in the market, the bidder will have to supply higher version / replacement of that item in the quoted cost in the same delivery period with prior written approval of Directorate.
12. The month and year of manufacturing/packaging shall be clearly indicated by OEM on the container of the cartridge. The cartridges shall be supplied in the OEM sealed packing.
13. All supplies shall be subject to inspection, measurement and weighment on receipt of stores at this office as specified in the purchase order. The decision of the inspection Officer or any other person nominated by the purchaser, as regards quality or quantity of supplies delivered, and shall be final. The Inspection officer is entitled to reject any or all of the supplies if not conforming to the terms and conditions of the purchase order.
14. The tenders not fulfilling the above requirements will be summarily rejected.
15. The tender document can also be downloaded from our website. ([www.allindiaradio.org](http://www.allindiaradio.org)).

(सविता खरबन्दा/Savita Kharbanda)  
(सहायक अभियंता/Asst. Engineer)  
सूचना प्रौद्योगिकी विभाग/ IT Division  
For Director General  
Fax No.- 23421017  
Ph- 23421581

Enclosure: A/a



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**List of Items to be supplied**

Sr. No	Cartridge Model	Qty. (nos.)	Printer Model
1	HP Black 8721	2	HP C6188 (All in one) Colour Printer
	HP Cyan 8771	2	
	HP Magenta 8772	2	
	HP Yellow 8773	2	
	HP Light Cyan 8774	3	
	HP Light Magenta 8775	2	
2	HP CE278A	30	HP 1606dn Laser Printer

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