

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
ARUNA ASAF ALI MARG, NEW DELHI – 110 067
Tel.: 26741849/51 (EPABX) Fax: 26741836
Website: www.icssr.org

F.No.2-12/2018-19-A

Dated 01/11/2018

NOTICE INVITING QUOTATIONS

Sealed quotations under Limited Tender Enquiry are invited upto or before **15.11.2018** upto 3:00 p.m. from the **HP Authorised Dealer for the supply of HP Original Cartridges** in the ICSSR under the Ministry of Human Resource Development, as per the details at **Annexure- 'A'**. The prescribed quotation form along with applicable terms & conditions can be downloaded from ICSSR website **www.icssr.org**.

The quotation papers can also be collected from the office of the undersigned on all working days between 11.00 am to 4.00 pm upto **14.11.2018**.

TERMS AND CONDITIONS:

1. The supply of **HP Original Cartridges** should be made as per ICSSR requirement from time to time.
2. The Supply Order will be for one year period or as required by the Council.
3. The Council reserves the right to accept or reject any or all the quotations so received without assigning any reason.
4. All necessary tax deductions/ recoveries as per Govt. of India's rules shall be made as applicable.
5. All quotations should be computerized typed.
6. Items are to be delivered at ICSSR office.
7. The vendors are required to enclose a copy of PAN No./GST No./Authorization letter or Dealership Certificate from HP. If the above said documents are found wrong, the action against the firm/vendor will be taken as per rules.
8. The envelope must be marked with Tender Notice for **supply of HP Original Cartridges and date**.
9. The quotation should be accompanied by Earnest Money Deposit (EMD) of **Rs.20,000/-** through Demand Draft in favour of ICSSR (the name of the firm with contact number should be written on back side of DD), without EMD the quotation will not be considered.
10. The sealed quotation should reach to the undersigned either in person or by Registered/Speed Post/Courier on or before **15.11.2018 upto 3:00 p.m.**

(Ashish Deolia)
Administrative officer

Copy to:-

1. Systems Analyst for uploading on official web site www.icssr.org.
2. Suppliers of HP Original Cartridges, as per list.

ANNEXURE – A

| S. No. | Description of the Items (Computer Cartridge) | Make/ Brand/ Specification | Rete Per Unit (GST Extra as per applicable) |
|---------------|--|---|--|
| 1 | Toner Cartridge No. CC 388A | HP Original | |
| 2 | Toner Cartridge No. CE 278-A | HP Original | |
| 3 | Ink Cartridge No.Q2612A | HP Original | |

Signatures & Seal of bidder