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# UNIVERSITY COLLEGE OF MEDICAL SCIENCES

(UNIVERSITY OF DELHI)

DILSHAD GARDEN DELHI-110 095

F.No. (27)(3) /UCMS/CS/Rate Contract for Computer Stationery items/2017-19

Dated: 19.09.2017

M/s.....

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**Sub:- Quotation for the Supply Computer Stationery items 2017-19**

Sir,

Sealed quotations are invited for the supply of items as per list attached at Annexure-I:-

1. Quotation must be marked "**Quotation for the Supply of Computer Stationery items**" addressed & submitted to the Central Store Section, Room No.06 (Ground Floor), University College of Medical Sciences, Dilshad Garden, Delhi-110095 so as to reach on 14.10.2017 upto 12.00 p.m., the bids will be opened on 16.10.2017 at 11.00 a. m.
2. Quotation must be submitted only for the articles which can be supplied within a period of 21 days from the date of issuance of order.
3. The supply / installation will be made at University College of Medical Sciences, Dilshad Garden, Delhi-110095.
4. The College reserves all rights to accept/reject/ cancel the proposal at any stage without assigning any reason.
5. The firms must quote the rates in figure as well as in words for all the items. The rates should be quoted clearly without any overwriting/ cutting.
6. The rates quoted will be binding for a period of two years approximately, which can be considered for further extension on the mutual agreement between College & approved supplier and supply will be subjected to the approval of the College.
7. No request for increase in rates will be entertained during the period of contract.
8. Quotation letter is non-transferable and should be submitted as per our prescribed format on company's letter head duly signed by the competent signatory.
9. Where brand name is not specified in the list the samples must be submitted at the time submission of tender.
10. **EMD/Security Money of Rs. 5,000/- (Rupees Five Thousand Only)** in the form of DD in favour of "**The Principal, University College of Medical Sciences**", payable at Delhi shall be submitted along with the quotation, failing which the bid will be rejected. The EMD amount shall be converted as Security Money for the approved supplier for the contracted period. The EMD will be returned without any interest after completion of the contract period.
11. **Bidder has to provide ink signed authorization certificate specially for this tender from OEM (Original Equipment Manufacturer) to participate/quote the rates of different printer cartridges.**

Yours faithfully,

sd/-

Assistant Registrar

**Encl: As above**

## Computer Stationery items

**DEPARTMENT:-- CENTRAL STORE**

**Annexure – I**

<b>S.No.</b>	<b>Name of the items &amp; Brand</b>	<b>Rate per Unit/Box/Ream/ Piece (in Rs.)</b>	<b>Percentage of GST item wise</b>	<b>Total Price Item wise (Including Taxes)</b>
1.	H.P. 2612 A Cartridge	Per piece		
2.	DVD Moser bear (Writable)	Per piece		
3.	CD Writable Moser Bear 100 piece per Box	Per Box		
4.	MP 258 – 3 in one Printer Cartridge Black-810 Canon	Per piece		
5.	MP 258 – 3 in one (Colour 811 Cannon) Cartridge	Per piece		
6.	Cartridge HP Laserjet-1007 Printer- A 88	Per piece		
7.	HP – 5200n Printer LaserJet A-3- Cartridge HP	Per piece		
8.	C.D. Cover ( Plastic)	Per piece		
9.	Pen Drive 2 GB	Per Piece		
10.	Pen Drive 8 GB	Per piece		
11.	Pen Drive 16 GB	Per piece		

**Note: Where brand name is not specified, the samples must be submitted at the time submission of tender.**