

NOTICE INVITING QUOTATION

Sealed Quotations are invited from the firm for Repairing of 03 HP LaserJet 3005 Printers at Guru Gobind Singh Indraprastha University, Dwarka New Delhi.

Name of the work	Repairing of 03 HP LaserJet 3005 Printer
Last date and time and venue for submission of the quotation	Latest by 27.01.2012 at 2.00 PM in the office of the Prof. C.S. Rai, Chairman UCITIM, Room No.412, 4 th Floor, D Block, GGS Indraprastha University at 16 C Dwarka, New Delhi 110075
Opening of the financial bid	27.01.2012 at 3.00 pm at the above mentioned place
EMD	Rs. 800/- (Eight Hundred only)

2. Terms and conditions

1. Sealed quotation superscripted with the name of the repairing of 03 printers addressed to Prof. C.S. Rai, Chairman UCITIM, GGS Indraprastha University, Sector 16 C Dwarka, and New Delhi 110075.
2. Quoted prices should be inclusive all taxes
3. The EMD (refundable) of Rs. 800/- in the form of demand draft/FD should be in favour of the Registrar, GGSIPU payable at New Delhi
4. Part to be replaced should be original/genuine and will be property of University
5. After repairing / replacing the parts, printer should be working O.K. at least one months
6. Printers to be repaired are placed at Kashmere Gate Campus. No extra conveyance/cartage will be paid.
7. No advance payment will be made along with purchase order/work order. Payment will be made after successful repairing of printers by replacing parts mentioned below.

3. Rejection of quotation

- a) The quotations received after the last date and time will summarily be rejected.
- b) Quotation without security (EMD) will summarily be rejected.
- c) The terms & conditions other than the stipulated in the quotation shall not be considered. The conditional quotation is likely to be rejected.
- d) The quotation may be rejected in full or any part at the discretion of the university

3. **Legal:** All the disputes are subjected to Delhi court's jurisdiction only

Format of quotation and details of repairing/part to be repalced

S.N.	Printer Details	Part to be replaced	Replacement Cost (inclusive all taxes)
1.	HP LaserJet 3005 DN S/N. CNK1N99046	Formatter Card	
2.	HP LaserJet 3005 DN S/N. CNF1P71175	Formatter Card	
		Paper Trey	
3.	HP LaserJet 3005 DN S/N. CNK1N99089	Teflon & Back Cover	