

**DELHI URBAN SHELTER IMPROVEMENT BOARD
COMPUTER DIVISION**

Ref. No. : Com.Div/00(SYS)/2018/D-693

Dated:- 9/10/2018

NOTICE INVITING TENDER

Technical and Financial bids are invited from HP Authorised Business Partner/Dealer/Vendor having adequate experience in the field of supply, installation of HP Products for procurement of 10 Nos of HP Laserjet (P1108) Printer.

The Tender Document and EMD of Rs.2500/- (Two Thousand five hundred Only) is to be submitted in form of Demand Draft / Pay Order/ Bankers Cheque in favour of DELHI URBAN SHELTER IMPROVEMENT BOARD, in the office of Dy. Director(IT), Room No. 39, Punarwas Bhawan, I.P. Estate, New Delhi-2.

The last date of submission of tender is **22/10/2018 till 3.00 p.m.** The Bids will be submitted in Room No. 43, Punarwas Bhawan, I.P. Estate, New Delhi-2. The technical bid shall be opened on **22/10/2018 at 3.30 p.m.** The Technical bid shall be opened in the presence of interested tenderer or their authorized representative. Financial bid of the vendors who have qualified the Technical bid will be opened after approval from Competent Authority.

The agency intending to quote for the work should fulfill the following :

(Annexure-1)

1. The vendor should be a Registered Firm and registered with Sales Tax Department, G.S.T. Department. (Self attested copy of incorporation/ Registration of firm, PAN No, G.S.T No. should be enclosed).
2. The Vendor Should be HP Authorised Business Partner/Dealer/Vendor having adequate experience in the field of supply, installation of HP Products. (Self Attested Copy of the same may be attached).
3. The vendor should not be blacklisted by any Govt./Authority/Department (Enclosed a self attested undertaking).
4. **Earnest Money Deposit** :An EMD of Rs.2500/- (Two thousand five hundred Only). The EMD may be forfeited if the Bidder withdraws or amends its tender or impairs or derogate from the tender in any respect within the period of tender. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it. The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
5. The Company shall have its Registered office / Branch office / Service Center in Delhi-NCR and shall submit a self attested proof of the Same.
6. Envelope containing the financial bid in the prescribed format given in Annexure-II shall be provided. Both the Envelopes i.e Technical Bid envelope and Financial Bid envelope are to be sealed in another envelope marked 'Master Envelope'. The Master Envelope should be super scribed "NIQ for procurement of HP Laserjet Printer P1108".
7. Terms & Conditions of the technical bid duly completed quotation along with requisite documents should reach by post or by person at the following address on or before 22-10-2018 up to 1500 Hrs IST positively. Delhi Urban Shelter Improvement Board will not be responsible for delay in submission of tender sent by post. Incomplete & ambiguous tender will be rejected.

8. The price should be quoted as per schedule given in the Annexure-II. No extra payment will be made other than quoted amount. The validity of quotation should be for a minimum period of 60 days.

Annexure -II

(Company Letter Head)

FINANCIAL BID

Sub: Submission of Financial Bid – NIQ for procurement of HP Laserjet Printer Model P1108

S.No	Item Description	Quantity	Unit Price	Total Price	GST%	GST Amount	Grand Total Including GST
1	HP Laserjet (P1108) Printer	10 Nos					

Yours Sincerely

Date:

(Authorized Signatory with Stamp)

Name & Address of the Firm _____
Telephone Nos. _____ Mobile _____
E-mail Address _____

Dy. Director (System)
Room NO. 43, Punarwas Bhawan,
I.P. Estate, New Delhi -2.