

## DOEACC SOCIETY

(An Autonomous Scientific Society of Department of Information Technology  
Ministry of Communications and Information Technology,  
Govt. of India)

Ref. No. 1(11)2008 DOEACC Soc.

19<sup>th</sup> March, 2009

### **Subject: Quotation for Supply of HP Laserjet Toners**

Dear Sir,

This Society wishes to procure HP Laserjet Toners as per the following specifications and quantities:-

Sl. No.	Cartridge specification	Quantity required
i)	C-4096 A for HP Laserjet2200 printer	<b>02 Nos.</b>
ii)	Q7551A for HP LaserjetP3005printer	<b>04 Nos.</b>
iii)	Q7553A for HP Laserjet P2014 printer	<b>04 Nos.</b>

2. We are pleased to invite you to quote your lowest rates for supply of the above items on following terms:-

- The Toners to be supplied should be in brand new conditions and free from all defects.
- The items are to be supplied within five days from the date of issue of purchase order.
- DOEACC Society reserves the right to reject the item, if found unsuitable or do not confirm to the specification/samples.
- The company will have to quote for all the above mentioned Toners
- All taxes- Sale tax, service tax etc. (if applicable) should be specified separately.
- The payment shall be made within seven days against a pre-receipted bill after supply of items, ordered, as per quantity and quality indicated in the purchase order.

3. Your quotation must reach the undersigned in sealed cover superscribed with “**Quotation for the supply of HP Laserjet Toners to DOEACC Society**” and addressed to the Joint Manager (Admin), DOEACC Society, Electronics Niketan, 6 CGO Complex, New Delhi – 110 003 at or before 1500 hrs on 8/4/2009. The quotations would be opened on 9/4/2009 at 1000 hrs in this Office. In case, you desire so, you may depute your representative for participating in the opening process.

**Yours Faithfully,**

**(S.C. Dhyani)  
Joint Manager (Admn.)  
Ph.-24365592**