

To,

**Enquiry No. DGH/MM/ENQ/ConsIT/2010**

<b>Date</b>	<b>09/02/10</b>
<b>Bid Closing Date</b>	<b>02/03/10</b>
<b>Time</b>	<b>1400Hrs</b>
<b>Bid Opening Date</b>	<b>02/03/10</b>
<b>Time</b>	<b>1500Hrs</b>

**Sub:- Tender for Procurement of IT Consumables**

Dear Sir,

1. DGH invites you to submit your lowest price for supply of materials listed in enclosed Annexure-I.
2. Please send your quotation in sealed envelope, super-scribed with the above mentioned enquiry No. and closing date so as to reach our office at following address before the closing date and time. Any quotation received after the closing date and time will not be considered. The quotation should be dropped in the tender box placed at reception of our office at following address:

HOD(MM)  
Directorate General of Hydrocarbons  
C – 139, Sector- 63  
Noida - 201301

3. DGH reserves the right to accept/reject any offer in full/part or increase /decrease the quantity without assigning any reason whatsoever.
4. Rates should be quoted as per format mentioned in Annexure-I and should include all charges like basic price, packing charges, taxes , duties and freight and labor charges .
5. Your offer should be valid for a period of 60 days.
6. Payment Terms: 100% payment will be released within 30 days of delivery and against submission of your bills.
7. No increase in price on or any score shall be entertained by DGH.

8. The bidder shall submit the bid along with Rs. 4,800/- (Rupees Forty Eight Hundred only) as earnest money deposit by way of demand draft/bankers cheque in favour of Directorate General of Hydrocarbons, New Delhi, failing which the bid is liable to be rejected. The earnest money shall be refunded to all unsuccessful bidders after finalization of tender.
9. The bidder is required to submit an interest free security deposit within 21 days of award of contract in the form of demand draft in favour of Directorate General of Hydrocarbons payable at New Delhi or Bank Guarantee for 7.5% of the contract value from a Nationalized Bank in India valid for a period of two months beyond expiry of this contract for satisfactory performance of the job. DGH will have right to forfeit Security deposit or invoke Bank Guarantee if the contractor fails to provide satisfactory services to DGH as per the terms of the contract.
10. Incomplete bids would be summarily rejected by DGH.
11. Arbitration: - In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between DGH and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended till date. The venue of such Arbitration will be at Delhi.

Yours faithfully

(Sanjeev Nanda)  
HOD (MM)

**Annexure-I**

**PRICE FORMAT**

<b>Sl. No.</b>	<b>Items</b>	<b>Quantity</b>	<b>Unit price</b>	<b>Total (Rs)</b>
1.	HP DX-6100 Model PC- DDR-1 RAM @ 1800 for 1GB	15		
2.	HP DX-6120 Model PC- DDR-2 RAM @ 1350 for 1GB	5		
3.	LTO- 3 Tape 400 / 800 GB for HP LTO-3 Ultium 920 SCSI Internal Tape Drive	10		
4.	DDS 4 Tape(HP/IBM/Imation)	20		
5.	USB Mouse Logitech	10		
6.	8GB Pendrive (Kingston/Imation/Tanscend)	20		
7.	160 GB SATA internal HDD	5		
8.	250 GB HDD Make : Seagate / Maxtor / Western Digital	20		
9.	Canon Fax Fx -3 Cartridge	10		
10.	Mini CD with Box - Make : Sony / Moser Baer / Philips	200		
11.	CD-R with Box - Make : Sony / Moser Baer / Philips	400		
12.	DVD-R with Box Make : Sony / Moser Baer / Philips	200		
13.	DVD-RW with Box : Make Sony / Moser Baer / Philips	100		
<b>Total Amount in Rs</b>				

- Note:**
1. Bidders should have to quote all the items from sl.no 1 to 13 otherwise offers will be rejected.
  2. The Lowest total bid price against all items will be considered for placing of Purchase order against quoted items.
  3. Please quote prices inclusive of all taxes. Also state the details and tax rates included in above rates\_\_\_\_\_

