

BNM No.586/93.11.01/2018-19

May 14, 2018

«Name»
«Add1»
«Add2»
«Add3» «City»
Pin - «Pin»
Phone : «Ph»
Fax:«Fax»

Dear Sir,

Sealed Quotation for supply of Computer and Printer Consumables.

We intend to procure the following computer and Printer consumables for our corporate office, Bangalore.

SI No.	Name of the item	Brand/Model	Ref. No	Qty to Order	Unit
1	Toner Cartridge HP25X	HP LaserJet Enterprise M806dn	CF325X	2	No.
2	Black Cartridge HP 940XL	HP OJ Pro 8000/8500	C4906A	2	Nos.
3	Colour Cartridge (Yellow) HP 940XL	HP OJ Pro 8000/8500	C4909A	2	Nos.
4	Colour Cartridge (Magenta) HP 940XL	HP OJ Pro 8000/8500	C4908A	2	Nos.
5	Colour Cartridge (Cyan) HP 940XL	HP OJ Pro 8000/8500	C4907A	2	Nos.
6	Black Cartridge HP 955XL	HP OJ PRO 8730	LOS72AA	15	Nos.
7	Colour Cartridge (Cyan) HP 955XL	HP OJ PRO 8730	LOS63AA	12	Nos.
8	Colour Cartridge (Yellow) HP 955XL	HP OJ PRO 8730	LOS69AA	12	Nos.
9	Colour Cartridge (Magenta) HP 955XL	HP OJ PRO 8730	LOS66AA	12	Nos.
10	Black Cartridge HP 950XL	HP OJ Pro 276dw MFP	CN045AA	22	Nos.
11	Colour Cartridge (Cyan) HP 951XL	HP OJ Pro 276dw MFP	CN046AA	20	Nos.
12	Colour Cartridge (Magenta) HP 951XL	HP OJ Pro 276dw MFP	CN047AA	20	Nos.
13	Colour Cartridge (Yellow) HP 951XL	HP OJ Pro 276dw MFP	CN048AA	20	Nos.
14	HP LJ 1000-3000 Series Black Cartridge	HP LaserJet 1020+	Q2612A	1	No.
15	Mouse Pad	Branded		50	Nos.
16	Pen Drive (8 GB) Class 10 (Hi Speed)	Kingston/Transcend/HP or equivalent		5	Nos.
17	Pen Drive (32 GB) Class 10 (Hi Speed)	Kingston/Transcend/HP or equivalent		5	Nos.
18	Mouse	LG/Microsoft/Logitech		10	Nos.

SI No.	Name of the item	Brand/Model	Ref. No	Qty to Order	Unit
19	Keyboard	LG/Microsoft/Logitech		10	Nos.
20	Wireless Keyboard and Mouse	Microsoft		4	Nos.
21	External HDD 4TB	Seagate/WD		10	Nos.
22	Permanent CD Marker Pen (Blue)	Any Make		10	Nos.
23	HDMI Cable 5Mtr	Any Make		2	Nos.
24	Battery Size AA	Any Make		10	Nos.
25	Battery Size AAA	Any Make		10	Nos.

2. Your sealed quotation in this regard shall be addressed to The Managing Director, Bharatiya Reserve Bank Note Mudran Private Limited, No.3 & 4, 1st Stage, 1st Phase, BTM Layout, Bannerghatta Road, Bangalore – 560 029 so as to reach our office on or before **14.30 Hrs. on 04th June 2018** superscripting the envelop “**Quotation for supply of Computer / Printer Consumables**”.
3. Quotations should be strictly quoted for the brand name, model and reference number as specified in the table above. L1 party will be decided on each line item.
4. We need genuine HP original Ink and Toner Cartridges. **Only HP authorized RSR (Registered Supplies Reseller) shall quote for HP ink and toner cartridges.** BRBNMPL will not accept refilled ink and toner cartridges. Submit recent copy of authorized reseller certificate from HP. Rates quoted by non-authorized HP reseller will not be considered.
5. Those who bring the tenders by hand can hand-over the quotation to the reception office, after getting endorsement on the cover from the inward section.
6. The quotes submitted not in accordance with the terms and conditions (as per the enclosed Annex – A) will be summarily rejected.

Yours faithfully,
For and on behalf of *BRBNMPL.*,

-Sd-

(Atanu Datta)
Assistant General Manager
Enclosure: Annex – A.

Terms and conditions:

1. The rate quoted should be on F.O.R. Corporate Office, Bangalore basis inclusive of all statutory levies, other charges and including delivery at our Office. The rate quoted should remain firm for three months, from the date of opening the quotation, without any escalation whatsoever.
2. BRBNMPL shall have the right to increase / decrease the quantity to an extent of 50% at the same rate and terms & conditions depending upon the need, before the expiry of the validity of the tender.
3. You are requested to quote only for the specific model and make as mentioned above and any clarifications in this regard may be obtained from the undersigned in person or over telephone No.080 - 66602040.
4. The materials supplied should have minimum of one year usable life time from the date of supply, wherever applicable (like ink cartridges).
5. If you are not interested to participate, due to various reasons, kindly inform the same to our office for our administrative convenience.
6. BRBNMPL reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever. BRBNMPL reserves the right to place order on multiple vendors.
7. BRBNMPL does not pledge itself to accept the lowest or any tender and reserves to itself the right to increase or decrease the quantity and to consider all or partial items (portion of the quantity tendered) while placing the order without assigning any reason.
8. BRBNMPL reserves the right to place a repeat order within a period of Six months from the date of opening the tender.
9. From the date of issue of Purchase Order, the entire materials should be supplied within a maximum period of two weeks.
10. The payment will be made after receiving the materials at our office and subsequent verification for its quantity and quality. While making such payments to the successful tenderer, an amount equivalent to 10% of the purchase order value (if it exceeds Rs.10,000/-) will be retained as interest free security deposit for a period of three months.
11. For any clarification, tenderer may meet the undersigned on any working day between 1400 Hrs to 1600 Hrs or contact over telephone (080-66602040) during the above hours. For a better attention, tenderer are advised to contact only during the above office hours.

-Sd-

(Atanu Datta)
Assistant General Manager