



No. 7/18/2010-Adm.III

भारत सरकार

Government of India

विद्युत मंत्रालय

Ministry of Power

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

Telephone No. 23766253

July 26, 2010

To

As per list enclosed

**Subject: Quotation for supply of toner/cartridge for Photocopier & Fax machine.**

Quotations in sealed cover are invited from the authorized dealers of M/s Canon India Pvt. Limited for supply of toner/cartridges for Canon make Photocopier & Fax Machine as per details given below:-

**Photocopier (Canon make)**

- (i) Model iR 2022N
- (ii) Model iR 2320L

**Fax Machine (Canon Make)**

- (i) Model L -220
- (ii) Model L- 140

2. Firms interested in supplying toner/cartridge in this Ministry, can submit their quotations in prescribed proforma (enclosed), addressed to the Under Secretary (GA), Ministry of Power, Room No. 22, Shram Shakti Bhawan, Rafi Marg, New Delhi, on or before 13.8.2010 by 3.00 PM. Quotations will be opened on the same day at 3.30 PM.


3. A copy of certificate of authorization letter valid as on date issued by Canon India Pvt. Limited and an undertaking in respect of owning all the responsibility about the genuineness of the items must accompany the quotations.

4. An earnest money of Rs. 5,000/- should be deposited in the form of Bank Draft drawn in favour of Pay & Accounts Officer, Ministry of Power, New Delhi along with the quotation document.

5. The successful firm will have to deposit a Performance Security of Rs. 10,000/-. The rates will remain valid for one year.

6. The Ministry reserves the right to reject any or all the tenders without assigning any reason.

Yours faithfully,

  
(P.K. Singh)  
Section Officer  
**P. K. SINGH**  
Section Officer  
Ministry of Power  
Govt. of India  
New Delhi

S.No.	Make & Model of Machine	Rate (Rs.)	VAT	Total Amount (Rs.)
1.	Canon iR 2022N/iR 2320L Photocopier			
2.	Canon L-220 Fax Machine			
3.	Canon L-140 Fax Machine			