

BY SPEED POST

Reference No: 71(2) /HW&SW/SENET/2007

date: 07-12-2007

To,

Subject: Request for quotation for supply of UPS Battery, Teflon for printer, Cordless Key Board & Mouse, Window Vista Software, Pen Drive USB external cable & Mouse pad in HQtrs Office.

Sir,

This office is planning to procure the **UPS Battery, Teflon for printer, Cordless Key Board & Mouse, Window Vista Software, Pen Drive USB external cable & Mouse pad**, as per the specification mentioned against item. You are requested to send your sealed Quotation, strictly as per the specification, terms & conditions, for the following items.

SI No.	Description of goods	Specification	Quantity
1.	UPS Battery (for Desktop PC)	i) Line Interactive, Rated 12 Volt, Minimum 7.2AH	56
2.	Teflon for HP/Samsung Printer	i) HP LaserJet Printer (Model No. 1010/1020/1200/2300/6P) (2 each) ii) Samsung LaserJet Printer (Model No. LJ ML1510, ML25512N) (2 each)	14
3.	Cordless Key Board & Mouse	For Desktop PC/Laptop	01
4.	Window Vista Software with MS Office	Home edition only	01
5.	External USB cable for PEN Drive	For using Pen Drive	30
6.	Mouse Pad	For Desktop PC	10

3. The quoted prices shall be FOR (O/o DC-MSME) and must include all taxes, duties, etc. The quotations addressed to the Development Commissioner (MSME), up to 4.00 PM on **13.12.2007**.

3. The quotations received after stipulated time and date will not be accepted. This Ministry reserves the right to select or reject any quotation without assigning any reason whatsoever and also reserves the right to reduce or increase the number of items.

Yours faithfully


(S.V. Sharma)
Dy. Director (SENET)

7/12/07