



Notice Inviting Quotations

No.Q/FSI-Admn/872/02/2016

25.01.2017

Subject : Supply of Scanner (Model-Hp Scanjet Enterprise Flow 7500) and Fax machine (Model-Brother 2840 Laser Printer) at Foreign Service Institute.

Quotations are invited from reputed contractors for supply of the following items at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opp Kendriya Vidyalaya), New Delhi-110067:

Sl. no.	Description	Required qty.	Unit Price (Rs.)	VAT & other taxes, if any (Rs.)	Total Price (Rs.)
1.	Scanner, Hp Scanjet Enterprise Flow 7500	1			
2.	Fax machine, Brother 2840 Laser Printer	2			

2. Last date of submission of quotation is by 03.02.2017 by 1100 hrs. Interested vendors may send their quotations in Tender Box at the reception of Foreign Service Institute. Clarifications, if any, may be sought from the under signed during working hrs. The bids will be opened on 03.02.2017 at 1130 hrs. The bidders may be present during opening of bid.

3. The items should be supplied within 7 working days after issuing the Purchase Order. The purchase order will be issued by e-mail to the selected vendor. Vendor may also collect the original of Purchase Order from the FSI.

4. No advance payment will be made. Payment will be made within one month after delivery of the items. Payment will be made by ECS only. The vendor shall give his bank details for ECS transfer along with their invoice.

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