

## REQUEST FOR QUOTATION (RFQ)

RFQ No- HITES/IT/17-18/105

Date 28<sup>th</sup> –Nov-2017

HLL InfraTech Services Limited (HITES), B-14 A, Sec-62, Noida-201307(UP) invites your competitive bids for supply of the following Printers as per the spec given below :-

Sl	Description
1	Monochrome, Laser, MFN –Print ,Copy, Scan ,Fax , Network , Duplexing with ADF along with Two trays ( Make:- Canon/HP) Min Speed – 28 cpm, Workgroup Printer , Duty Cycle- 50,000 pages/ month
2	Color , <b>Ink Tank Printer</b> MFN –Print ,Copy, Scan ,Fax , Network / Ethernet, with ADF ( Make:- Canon/Epson) Min Speed – 22 cpm

Sealed offers along with duly filled Annexures as enclosed should be submitted addressed to:-

**DGM-IT, HLL Infra Tech Services Limited,  
B-14A, Sector -62, Noida-201307 (UP)**

**IMPORTANT DATES:**

**Bid Start Date 28<sup>th</sup> Nov'2017,**

**Bid Closing Date & Time 07th Dec'2017, 1300 hours (IST)**

**Bid Opening Date & Time 07th Dec'2017, 1500 hrs (IST)**

☑ Both The Annexures should be sealed in ONE envelopes , clearly subscribing RFQ No. HITES/IT/17-18/105 date 28/Nov/17

## **Annex-1**

### **BIDDER INFORMATION**

**1. PAN (attach a self certified copy on separate A4 Size Sheet.)**

**2 GST Registration No (attach a self certified copy on separate A4 Size Sheet.)**

**3 Bank A/c Details with IFSC Code**

**I/We undertake that the above information is true to the best of my knowledge.**

**Date :**

**Name, Seal/Stamp & Signature**

**PRICE BID**

**Annex-II**

Sl	Description	Rate / Unit( Rs)	Taxes as appl	Grand Total ( Rs)
1	Monochrome, Laser, MFN –Print ,Copy, Scan ,Fax , Network , Duplexing with ADF along with Two trays ( Make:- Canon/HP) Min Speed – 28 cpm, Workgroup Printer , Duty Cycle- 50,000 pages/ month			
2	Color , <b>Ink Tank Printer</b> MFN –Print ,Copy, Scan ,Fax , Network / Ethernet, with ADF ( Make:- Canon/Epson) Min Speed – 22 cpm			

**Imp. Note: -**

- 1> If the quoted model is higher than the technical specification, the bids would be considered.
- 2> It's mandatory that all bidders must fill both the Annexures . Incomplete Bids would be rejected.

**Date :-**

**Sign & Stamp**

