



Ref: ITMG/209/2011-12

January 12, 2012.

(Request for Proposal for HP Consumables)

Dear Sir,

Re: RFP for supply of HP Consumables for the year 2012-13

We are in the process of empanelling authorised dealer / RSR (Registered Supplies Resellers) of HP India Ltd. for supplying HP make LaserJet Toners and Inkjet Cartridges for the year 2012-13.

We request you to submit your quotation for HP Consumables mentioned in Annexure – A, along with all necessary documents as per Annexure-B. Terms and conditions applicable for this tender are given in Annexure-C. You are requested to submit a Letter of Undertaking (Annexure-D) on your letter head as per attached format.

The quotation should be submitted in a sealed envelop superscribed "QUOTATION FOR HP LASERJET TONERS & INKJET CARTRIDGES" at the address given below **latest by 3rd February, 2012 by 3.00 P.M.**

**General Insurance Corporation of India
ITMG, "Suraksha",
170, J. Tata road, Churchgate,
Mumbai – 400 020.**

Thanking you,

Yours faithfully,

**(Mukesh D.)
Sr. Mgr.-ITMG**

