**Cost of Tender Document: Rs. 1000/-**

**If sent through post Cost of Tender Document: Rs. 1100/-**

**United News of India (UNI), 9, Rafi Marg, New Delhi.**

**Technical Bid**

**INDEX**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Particulars** | **Pages** |
| 1 | Annexure ‘A’ containing Performa to fill up by Tenderer | 2 to 4 |
| 2 | Annexure ‘B’ containing  Introductory, Terms and conditions and specification | 5 to 12 |
| 3 | Annexure ‘C’ containing Compliance Sheet | 13 |
| 4 | Annexure ‘D’ containing Specification/Configuration of equipments for which are rate are to be quoted | 14 to 17 |

1

**2**

**United News of India (UNI), 9 Rafi Marg, New Delhi**

**TECHNICAL BID**

**PLEASE COMPLETE THE FORM AND ENCLOSE NECESSARY DOCUMENTS WITH PAGINATION IN SUPPORT THEREOF WHERE REQUIRED OTHERWISE THE TENDER WILL BE REJECTED**

BID PARTICULARS FOR TENDER NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1) Name of the Bidder : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Address of the Bidder : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone :

Fax :

E-mail :

3) Bidder’s proposal number and date :

4) Name & Address of the officer :

To whom all references shall be

made regarding this tender

Telephone :

Fax :

E-mail :

5)Earnest Money : Yes/No, if no, then copy of exemption certificate

|  |  |  |  |
| --- | --- | --- | --- |
| Bank/Demand Draft Date | Bank/Demand Draft No. | Drawn on Bank | Amount |
|  |  |  |  |

6) No. of years of experience :

(Attach certificates from Client - for successful running)

7) Turnover of Tenderer (for last 3 years) : 2012-13

2013-14

2014-15

8) Top five supplies in Government :

Organisation in last three years in India

(Reference of Organisation with Purchase Order)

3

9) No. of trained Engineers :

10) Detailed list of Service Centres/ :

Maintenance Facility

11) Copy of Income Tax returns : Yes/No

(Attach attested copies)

12) VAT Registration Certificate : Yes/No

(Attach attested copies)

13) An affidavit from Notary that the firm : Yes/No

has never been Black Listed

(Attach original affidavit on Rs.10/- Stamp paper)

14) PAN No. :

15) TIN No. :

16) Documentary evidence of ISO

Certification attached : Yes/No

17) Documentary evidence of being authorised :

distributor/channel partner by the manufacturer.

I/We have read all the terms and conditions of tender and accept them in full (Enclose a certificate of acceptance).

(Signature)

Seal

**DECLARATION**

I/WE DECLARE THAT THE INFORMATION SUPPLIED ABOVE IS CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.

(Signature)

Seal

4

|  |  |  |
| --- | --- | --- |
| **Sl.**  **No.** | **Check list of Certificates/attachments** | **Page No.** |
| 1. | Bank/Demand Draft for EMD/NSIC Certificate |  |
| 2. | Last 3 years balance sheet |  |
| 3. | Experience Certificates of five top Govt. orders |  |
| 4. | Attested copies of VAT, Service Tax, Registration No., Income Tax Return, PAN No. & TIN No. |  |
| 5. | Any of the following (If applicable):   1. Articles of Association 2. Bye-Laws or Certificate of Registration 3. Partnership Deed |  |
| 6. | Affidavit from Notary (in original) |  |
| 7. | Documentary evidence of turnover of Tenderer |  |
| 8. | Documentary evidence of ISO Certification |  |
| 9. | Service Level Agreement (SLA) |  |
| 10. | Documentary evidence of being authorized distributor/channel partner by the manufacturer. |  |
| 11. | Certificate of Acceptance of Terms and conditions |  |
| 12. | Green Rating Certificate |  |
| 13. | Compliance sheet in the prescribed Performa given on Annexure ‘C’ |  |

**Note: All the documents must bear continuous page number, in ascending order, stamp and signature of the tenderer.**

**TECHNICAL BID**

**1. Hardware**

|  |  |  |
| --- | --- | --- |
| **Sl.**  **No.** | **Description** | **Quantity** |
|  | **Desktop: (Make …………. & Model ………………….)**   |  |  | | --- | --- | | **Parameter** | **Specifications (Minimum)** | | Form Factor | Microtower | | Processor | Intel Core i5(4th Generation) or above | | Chipset | Intel Q85 chipset | | Memory | 4GB DDR3 SDRAM | | Hard Disk Drive & controller | 500GB 7200 RPM SATA Hard Drive | | Optical Drive | SuperMulti DVD writer | | Graphics | Integrated Intel HD Graphics 4600 | | Audio | Integrated HD audio, internal Speaker | | Communication | Wired: Integrated 10/100/1000 Gigabit Ethernet Controller | | Ports | 4 - USB 3.0, 4 - USB 2.0, 1 – VGA,  1 – Microphone, 1 - audio Line-in,  1 - audio Line-out, 1 – headphone, 1 - RJ-45 | | Slots | 1 full-height PCIe x1, 1 full-height PCIe x16, 1 PCI | | Keyboard | OEM Keyboard | | Mouse | OEM Optical Scroll Mouse | | Monitor | 18.5" OEM LED Monitor | | Operating System | Preloaded MS Windows 10 Pro | | OEM recovery tool | Desktop must be supplied with OEM preloaded tool for Desktop Management including backup and recovery. | | Warranty | **Minimum Three year Comprehensive Onsite OEM warranty.** | | 20 |
| 1. 5 | **UPS: (Make ……….. & Model ………………….)**   |  |  | | --- | --- | | **Features** | **Specifications required** | | Nominal output Voltage | 230V | | Input Voltage Range | 175–295 V | | Output power capacity | **650VA (Online)** | | Battery Type | Sealed Maintenance Free (SMF) battery | | Battery Backup | 30 Minutes (On full load) | | Warranty | **Minimum One year Comprehensive Onsite OEM warranty.** | | 20 |

5

**2. Software (Latest Version of Academic Edition with Media License)**

|  |  |  |
| --- | --- | --- |
| **Sl.**  **No.** | **Description** | **Quantity** |
| 1. | MS Office Professional 2013 | 20 |
| 2. | Photoshop CS6 | 7 |
| 3 | PageMaker 11 | 7 |
| 4. | In Page Professional (Latest version) | 20 |
| 5. | Antivirus - NORTON/McAfee/Symantec | 20 |

1. **Laser Jet Printers**

|  |  |  |
| --- | --- | --- |
| **Sl.**  **No.** | **Description** | **Quantity** |
| 1. | HP Laserjet -1020 & 1108 OR Canon Laserjet-6030 & 2900 | 6 |
|  |  |  |

I/we hereby undertake that all the terms and conditions, specifications, and requirements have been carefully read and nothing has been concealed.

6

**United News of India, 9, Rafi Marg New Delhi 11001.**

**Tender No. :-** Tender No: 90-12/2016/TE/Tender/UNI

Introductory Tender Document for

|  |
| --- |
| **Supply, Installation, Testing and Commissioning of Computer Hardware, UPS and Software** |

**United News of India, 9, Rafi Marg New Delhi 11001**, invites technically complete and commercially competitive proposals from reputed Tenderers for supply, install, configure, testing and commissioning of Computer Hardware, UPS systems and Software for expected 06 centres to be located in different parts of the country. List of the Centres is available at our website [www.uniindia.com](http://www.uniindia.com) , [www.univarta.com](http://www.univarta.com) & [www.uniurdu.com](http://www.uniurdu.com) . The exact no. of quantities, no. of states and number of centres may increase or decrease depending upon the requirements without prior information.

Scope of Work: The successful Tenderer will take total responsibility for supply,   
installation, testing, commissioning of Computer Hardware, UPS systems, Software supplied by the tenderer. The Tenderer will be required to provide license in the name of United News Of India for all the hardware & software which will be installed, configured and used with the Hardware to carry out various functions. The Tenderer may also be required to arrange for inspection/testing of various functions as per technical specification to the representatives of United News of India. The evaluation of the successful L1 bidder will be based on the combined estimated cost of all items required in this bid from single bidder.

The successful bidders shall provide comprehensive onsite maintenance support services during warranty period for the equipments supplied, commissioned and installed at the centres. This involves comprehensive maintenance and repair of supplied equipments including replacement of part(s) modules, sub-modules, assemblies, sub-assemblies, spares, etc. to make the system operational. This will include all kind of breakdown maintenance and preventive maintenance. The breakdown could be for any reason. The computer hardware, computer peripherals and other hardware supplied by the Tenderer shall be under comprehensive on-site warranty as provided by OEM against each item. 10% of the billed amount in the form of Performance Bank Guarantee will be retained by the United News of India to ensure proper maintenances to cover warranty period. United News of India will have the right to get the repair work of defective system done locally within the users arrangements and United News of India will have the right to reimburse the expenditure thereof to users in case tenderer fails to provide services within 48 hours from the time of break down reported at the venue of the study centre.

Cost of Tender Document

The tenderer has to purchase tender document against payment of   
Rs.1000/- either in cash or in the form of demand draft issued by a scheduled commercial bank in favour of “United News of India”, payable at New Delhi.

7

In case the tender document is to be sent by post, Rs100/- will be charged extra, however UNI will not be responsible for non delivery / postal delays. In case the tender document is downloaded from the website, the tenderer shall have to deposit non refundable cost of tender of Rs. 1000/- separately under Technical bid in the form of Demand Draft in favour of United News of India.

Eligibility Criteria

The tenderer should fulfill the following criteria (by furnishing the information showing proof for all the criteria listed below):

i) The tenderer quoting for the tender should be authorized OEM dealer and in business at least for the past **3 years.**

ii) The minimum turnover required during each of the last three financial years for tendered is Rs. **01 Crore** and that of Hardware, software, UPS, Printers Original Equipment Manufacturer (OEM).The respective turnovers should be from similar kind of items and shall be supported by documentary evidence.

iii) The tenderer should be in sound financial conditions and should be in profits. A copy of last three financial years Profit & Loss statement and relevant audited Balance Sheets should be submitted with the offer.

iv) The OEM should be ISO 9001:2000 certified.

v) Tenderer should not have been disqualified by any of its clients on account of non-fulfillment of contract for supply/installation/maintenance related issues. The tenderer has to give an undertaking in this regard.

vi) The tenderer should submit an undertaking that it has the sufficient resources to supply hardware and software items all over India. This may be incorporated in the affidavit.

vii) The bidder must have service centers/maintenance facilities in various states. The bidders must enclose details of their or their OEM infrastructure with reference to locations (address) and technical manpower. However the bidder is liable for services and maintenance during and after installation of the systems in the centres of UNI

viii) The Registration number of the firm along with the CST/VAT No. allotted by the Sales Tax Authorities, PAN number, TIN number and copy of Income Tax return for the last three financial years should be given in the technical bid, failing which Tenderer's bid would become invalid and same shall be rejected.

ix) Upon verification, evaluation/assessment, if in case any information furnished by the Tenderer is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.

8

TERMS AND CONDITIONS OF TENDER FOR SUPPLY OF   
HARDWARE, UPS SYSTEMS AND SOFTWARE ITEMS

1. TENDERERS MUST QUOTE RATES ONLY IN THE ENCLOSED PROFORMA.

2. The Tender document is not transferable and its cost is not refundable under any circumstances.

3. The tenders should be valid for 90 days from the last date of submission of the tender.

4. The tenderer must quote for all the items.

5. Only original manufacturers/Principal/authorized dealers having valid manufacturing/ dealership license and having adequate facilities for supply & maintenance of similar equipments in Govt. organization all over India should submit tenders (PO). Tenderer should enclose authorization letter from manufacturer (not applicable for manufacturer). The tenderer should provide the client list along with addresses of Maintenance offices in India. Specially in the location proposed by United News of India.

6. The tenderer will be required to send TWO SEPARATE ENVELOPES, FIRST ENVELOPE Technical Bid CONTAINING Performa of tenderer about DEPOSIT OF EARNEST MONEY, QUALIFICATION (Annexure ‘A’) Introductory, Terms and Conditions and specification (Annexure ‘B’) and Compliance Sheet (Annexure ‘C’). THE SECOND CONTAINING THE FINANCIAL BID (ANNEXURE D) SHOWING RATES. While opening the tenders, the envelopes containing Qualification Bid and Technical Bid shall be opened first and acceptance of the tender according to the specified clauses will be ascertained by a committee nominated by United News of India . Financial Bid of only those tenderers will be opened who qualify the eligibility criteria on the basis of Qualification and Technical Bid. Both the envelopes should be sealed and super scribed in bold letters, as under:

"QUALIFICATION BID AND TECHNICAL BID FOR SUPPLY OF COMPUTER HARDWARE, UPS AND SOFTWARE”

"FINANCIAL BID FOR SUPPLY OF COMPUTER HARDWARE, UPS AND SOFTWARE”

The Purchase Committee will open FINANCIAL BIDS of the tenderers short-listed after evaluation of the Technical Bids.

7. Tenderers have to deposit interest free earnest money of Rs. 20000/- (Twenty Thousand only) in the form of demand draft in favour of United News of India, payable at New Delhi which will be returned to successful bidder without any interest after successful installation of the Hardware ,Software , UPS & Printers.

9

NO TENDER WITHOUT EARNEST MONEY DEPOSIT WILL BE ENTERTAINED

8. Prices quoted should be Free of Delivery (F.O.D.) at destination sites of users all over India (quantity may vary at the time of placing the supply order) inclusive of all charges like sales tax/VAT, excise duty, insurance, technical service/installation charges freight, octroi, etc. No other charges/taxes/levies shall be payable. No form ‘C’/‘D’/undertaking will be provided by United News of India .

9. Hardware/other equipments must be delivered and installed within 4 weeks from the date of issue of the purchase order. Penalty for late delivery would be liable at the rate of 0.5% per day subject to a maximum of 10 percent of the value of such portion of material or as decided by the Tender Evaluation Committee as has not been supplied within the stipulated period. In case delivery is not completed within 20 days after the specified delivery period, United News of India may cancel the order and arrange to procure the said items from any other source at the risk and cost of the tenderer(s) and EMD will be forfeited.

10. Supply of sub-standard (inferior quality) or substitute other than approved brand/specification/configuration will not be accepted, such items will be treated as short supply and penalty @ 20% per day at its tender approved price will be imposed till the original items of the approved specifications replaced and received by the users.

1. If required, a Committee of experts duly constituted by the United News of India may visit the Centres for inspection and cross verification of the successful delivery and the installations of the required items as specified in the tender documents.

12. PAYMENT TERMS

The terms of payment will be as follows:

i. No advance payment against purchase order will be made.

ii. 90% of the billed amount will be paid within 30 days of submission   
of the bill along with (a) Original Ink singed with office stamp copy of installation report from Centre In charge of computer centre. (b) Consolidated summary report of Items delivered to each centre on the prescribed format (to be provide with supply order to the successful bidder) showing successful delivery, Installation and satisfactory functioning of Computer Hardware and Software.

iii. 10% of the billed amount will be retained by United News of India to cover the warrantee period.

13. United News of India, reserves the right to reject any or all tender(s) without assigning any reason.

14. Sealed tenders, complete in all respects, should reach United News of India ,9, Rafi Marg-110001 (Ph- 011-23714434,01123718865 ), latest by 2.00 p.m. on January 02, 2017. Incomplete tenders or those without earnest money may be rejected. Technical bids will be opened on the same date at 03:00 p.m. by the committee in United News of India ,9, Rafi Marg-110001 (Ph- 011-23714434,01123718865 ) , in the presence of the representatives of the tenderers, who wish to attend the Technical Bids and Financial Bids will be opened after evaluating the technical bids for which date will be fixed separately. Any further details required by the tenderer(s) can be obtained after prior appointment (Phone: Ph- 011-23714434,011-23718865).

10

15. United News of India, reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any tender and call for revised tenders.

16. Supply complete in all respect will be accepted in one lot at each location.

17. Users at site will conduct the acceptance test(s) on the system(s) ordered. If the system(s) supplied fail in the test(s), the same may be rejected. Replacement of cards or devices may not be allowed.

18. The acceptance test will consist of running the Systems for 12 hours daily for full seven working days.

19. United News of India , reserves the right to reject all or any item, if supplied material found defective within 30 days after successful running of the diagnostic programme.

20. Tenderer(s) should enclose printed brochure of the products quoted along with the technical bid.

21. Tenderer(s) will be responsible for providing minimum Three year comprehensive onsite maintenance of Computer systems and peripherals, free of charge, after the acceptance of supplied material. In case of default, United News of India will have the right to arrange maintenance at tenderer’s risk from the 10% retained/balance payment.

22. Comprehensive maintenance will cover up-gradation of all software supplied by the Tenderer and replacement of all defective parts/equipments.

**23.** Tenderer(s) should have satisfactory arrangement to receive complaints at all locations at which material will be supplied and provide maintenance at these places. The response time for attending to faults will be four hours after these are reported to the tenderer. The tenderer will rectify the faults within 24 hours failing which tenderer will arrange temporary replacement of the equipment. In case, the tenderer fails to meet this requirement, United News of India will have the right to arrange repairs/replacements at the costs and risk of the tenderer, (SLA).

**24.** The Tenderer shall at all times indemnify the United News of India against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1984, employer Liability act, 1938, Workmen’s compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961, or any modifications thereof or as a consequence or any accident or injury to any workman or other persons in or about the Works, whether in the employment of Tenderer or not, save and except where such accident or injury has resulted from any act of United News of India, his agents or servants, and also against all costs, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum or sums which may, with the consent of the Tenderers, be paid to compromise or compound and claim, without limiting his obligations and liabilities as above provided, that Tenderer shall insure against all claims, damages or compensation payable under the Workman’s compensation Act, 1923 or any modification thereof or any other law relating thereto.

**25.** Tenderer will be responsible to provide insurance cover to man, machines materials involve for till installation.

11

26. Tenderer will not sublet/transfer whole or any part of the assigned work to other(s).

27. Tenderer(s) should also give preventive maintenance schedule for the systems along with their offer. This schedule will have to be adhered to by the tenderer strictly.

28. The Tenderer(s) must specifically mention the place, from where support for maintenance would be offered.

29. All disputes and differences and Question arising out of in any way touching or concerning between United News of India and Tenderers will be referred to sole arbitration of United News of India or any person appointed by him. Arbitration shall be in accordance with the conciliation Act 1996. The arbitrator shall be entitled to extend the time of arbitration proceeding with the consent of the party in failure the appropriate Courts at   
Delhi alone shall have jurisdiction to entertain and try them.

30. Non-compliance of the above terms and conditions will be treated as non-responsive and are liable to be rejected.

31. It is mandatory for all vendors to submit the MAF for Hardware and software (Urdu In-page MAF with authorization letter).

32. Copy of these terms and conditions duly signed and stamped on each page must be attached with the technical bid for acceptance of the above terms and conditions.

DECLARATION

I/We ……………………………. have read all the terms & conditions as laid down in NIT by the United News of India and agree to abide by them.

**COMPLIANCE SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.**  **No.** | **Specifications Required by** United News of India | **Specifications Offered**  **(Make ……… & Model ………….)** | **Compliance**  **(Yes/No)** |
|  |  |  |  |
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13

**Cost of Tender Document: Rs. 1000/-**

**If sent through post Cost of Tender Document: Rs. 1100/-**

**United News Of India, 9, Rafi Marg New Delhi 110001.**

**INDEX**

**FINANCIAL BID**

|  |  |  |
| --- | --- | --- |
| S.No | Particular | Pages |
| 1. | Annexure-D containing  Specification/Configuration of equipments for which rate are to be quoted | 16 to 19 |

14

14

FINANCIAL BID

In continuation reference of notice, terms conditions, specification and location of study centres/ users at Annexure –‘A to C’ the rate which include all charges/ taxes etc. involving upto at delivery, installation and operational stage of users are quotes as under:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.  No | Description | Qty.  (A) | Unit rate with OEM Standard warranty( including all taxes)(B) | Total  Amount  including  all Taxes  (A x B) |
| 1 | **Desktop: (Make ………….. & Model ………………….)**   |  |  | | --- | --- | | **Parameter** | **Specifications (Minimum)** | | Form Factor | Microtower | | Processor | Intel Core i5 (4th Generation) or above | | Chipset | Intel Q85 chipset | | Memory | 4GB DDR3 SDRAM | | Hard Disk Drive & controller | 500GB 7200 RPM SATA Hard Drive | | Optical Drive | SuperMulti DVD writer | | Graphics | Integrated Intel HD Graphics 4600 | | Audio | Integrated HD audio, internal Speaker | | Communication | Wired: Integrated 10/100/1000 Gigabit Ethernet Controller | | Ports | 4 - USB 3.0, 4 - USB 2.0, 1 – VGA, 1 – Microphone, 1 - audio Line-in, 1 - audio Line-out, 1 – headphone, 1 - RJ-45 | | Slots | 1 full-height PCIe x1, 1 full-height PCIe x16, 1 PCI | | Keyboard | OEM Keyboard | | Mouse | OEM Optical Scroll Mouse | | Monitor | 18.5" OEM LED Monitor | | Operating System | Preloaded MS Windows 10 Pro | | OEM recovery tool | Desktop must be supplied with OEM preloaded tool for Desktop Management including backup and recovery. | | Warranty | **Minimum Three year Comprehensive Onsite OEM warranty.** | | |  | | --- | | **20** | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |

15

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2 | **UPS:(Make ………. & Model ………………….)**   |  |  | | --- | --- | | **Features** | **Specifications required** | | Nominal output Voltage | 230V | | Input Voltage Range | 175–295 V | | Output power capacity | **600VA** | | Battery Type | Maintenance-free sealed Lead-Acid battery | | Battery Backup | 30 Minutes (On full load) | | Warranty | **Minimum Three year Comprehensive Onsite OEM warranty.** | | 20 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | **Grand Total of amount** |  |  |  |

16

3. **Software (Latest Version of Academic Edition with Media License)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Description** | **Quantity**  **(A)** | Unit rate with OEM Standard warranty ( including all taxes) (B) | Total  Amount  including  all Taxes  (A x B) |
|  | MS Office Professional 2013 | 20 |  |  |
|  | Photoshop CS6 | 20 |  |  |
|  | PageMaker 11 | 20 |  |  |
|  | In Page Professional (Latest version) | 20 |  |  |
|  | Antivirus - NORTON/McAfee/Symantec | 20 |  |  |
|  | Grand total of amount |  |  |  |

1. **Laser Jet Printers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Description** | **Quantity**  **(A)** | Unit rate with OEM Standard warranty ( including all taxes) (B) | Total  Amount  including  all Taxes  (A x B) |
|  | HP Laserjet -1020 & 1108 OR Canon Laserjet-6030 & 2900 | 6 |  |  |

I/we hereby undertake that all the terms and conditions, specifications, and requirements have been carefully read and nothing has been concealed.



12