

**No. A-33011/1/2011-Admn.  
Government of India  
Ministry of Law & Justice  
Legislative Department  
Official Languages Wing**

**Room No. 730, 'A' Wing,  
Shastri Bhawan, New Delhi-01  
Dated 21<sup>st</sup> April 2015**

To

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: - Quotation for printers, keyboard, speakers etc.

Sir,

I am directed to state that this office intends to purchase the following computer peripherals for official use:-

- |  |   |         |
|--|---|---------|
| 1. HP Laser Jet Pro 400 Printer              | - | 3 Nos.  |
| 2. HP Laser Jet Pro CP1025nw Printer         |   | 1 No.   |
| 3. Speaker (Creative make)                   | - | 2 Sets  |
| 4. Inscript Bilingual Keyboard<br>(TVS make) | - | 10 Nos. |

You are, therefore, requested to please send the rate of the above mentioned items immediately or latest by 05.05.2015.

**Yours faithfully,**

**( Gorke Beri )  
Section Officer (Admn.)  
Phone No. 23386709**