**Registered**

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

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

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

**Sub: Notice Inviting quotation for purchase of printer cartridge.**

This Institute intends to purchase printer cartridges as per **“Annexure A”** for Central store of the institute. Please send your quotation to the undersigned in a sealed cover duly super scribed on envelop “Quotation for printer cartridge” so as to reach latest by closing date/time i.e. 08.11.12 up to 3.00 P.M.

**The Terms & Conditions are as under:-**

1. Institute wants best quality of printer cartridge. Since we require HP cartridges in bulk so quotations from HP dealer directly having authorization certificates from HP Company along with quotations are essential.
2. Stern action will be taken against the intention to supply duplicate cartridges.
3. Rate of ST/VAT if extra must be mentioned clearly.
4. The other terms & conditions for submitting the quotation, are given overleaf, which must be carefully read before submitting the quotation.
5. Quotation other than those addressed will not be entertained.
6. The Prices quoted should be FOR SLIET, Longowal.
7. Quotations received later than 3.00 PM on due date are liable to be ignored.
8. Quotation must be sent on the letter head of the party.

 Dr. R. K. Mishra

 F. I/c (Purchase)

**TERMS & CONDITIONS FOR QUOTATION**

|  |  |
| --- | --- |
|  |  |
| **DELIVERY** | The rate quoted must preferably be free delivery/F.O.R. Longowal after allowing the discount, if any. Where quoted extra advalorem rate payable should clearly be indicated. Supply should be made within the specified delivery period. |
| **TERMS OF PAYMENT** | Our normal terms of payment is within 30 days after receipt of stores in good condition by means of cheque/draft |
| **TAXES**  | No sales tax concession against Form C and ‘D’ is admissible to this Institute. However, **form of** **certificate** being an educational institute can be issued if sales tax concession is admissible. |
| **EXEMPTIONS**  | Excise and customs duties are exempted to the institute. |
| **DIRECTOR’S RIGHTS**  | Director, SLIET, reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. SLIET also not bind itself to accept does the lowest price. In case of any dispute, the decision of Director SLIET will be final & binding. |
| **VALIDITY OF QUOTATIONS** | Quotations will be considered valid for 3 months from the date of receipt. |
| **CORRESPONDENCE**  | No correspondence regarding acceptance/rejection of a quotation will be entertained. |
| **SAMPLE/BRAND/MAKE/WEIGHT** | Sample where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed. |
| **REJECTION**  | Quotation not confirming to the set procedure as above will be rejected. |
| **DISCOUNT/REBATES** | A special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated.  |
|  | Conditional, telegraphic quotation shall be rejected out rightly. |
|  | SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. |
|  | Quotation should be free from corrections & erasures. |

**Faculty I/c, Purchase**

 .

Requirement of Printer Cartridges **Annexure-A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S No.** | **Name of printer** | **Code of Cart.** | **Qty** | **Rate** |
| 1 |  HP-1020 | 12A | 3 |  |
| 2 | HP-1320/1160 | 49A | 25 |  |
| 3 | HP--2015 | 53A | 24 |  |
| 4 | HP-1200 | 15A | 2 |  |
| 5 | HP-1300 | 13A | 1 |  |
| 6 | Canon LBP-2900 |  | 1 |  |
| 7 | HP-2055dn | 05A | 3 |  |
| 8 | CP-1525 N/ 1415FN | CE-320A-23A | 4 |  |
| 9 | HP-P1505 | 36A | 4 |  |
| 10 | HP-P1007 | 88A | 14 |  |
| 11 | HP-2035 | 505A | 1 |  |
| 12 | HP-3015 | 55A | 3 |  |
| 13 | 1606dn | CE 278A/78A | 11 |  |
| 14 | HP-5200 | 16A | 5 |  |
| 15 | Panasonic KX-MB-772Cx |  | 4 |  |
| 16 | HP-DJ-1280( Black+ Col.) |  | 2 |  |
| 17 | ML-1610 |  | 4 |  |
| 18 | HP-4250 | 42A | 1 |  |