

Ref. No. : PUR/52/13/2424-31

Dated : 12.03.2014

Subject : Notice Inviting Quotation for Purchase of Printer Cartridges.

This institute intends to purchase of Printer Cartridges as per **Annexure - 'A'**. Interested firm/party are requested to send the quotation to the office of undersigned in a sealed cover superscribed "**Quotation for Furniture Items: on or before 27.03.2014.**"

Note : It may be noted that quotation received only through registered/speed post shall be considered only. The institute is located in remote area and it take 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time considering this factor.

N.B. :

1. Rate of ST/VAT if extra must be mentioned clearly.
2. Price quoted must be FOR SLIET.
3. Quotation received later than due date are liable to be ignored/rejected.
4. Other terms and condition for submitting the quotation are given overleaf which must be read carefully before submitting the quotation.
5. We are not responsible for accidental opening of the cover if it is not properly subscribed and sealed.
6. Quotation must be submitted on letter head of the firm with all particular, any other format will not be acceptable.

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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. The relevant exemption certificate will be issued to the successful bidder only if the excise duty/custom duty is exclusively mentioned in the Quotation.
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.

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ANNEXURE - 'A'

S.No.	Model of printer	Cartridge No.	QTY.
1	HP-1200	7115A	1
2	HP-1320/1160	Q5949	18
3	HP-2550L	set Q3960,61, 62,63	1
4	Samsung ML 1610	ML-1610	8
5	HP-1120/3055	Q2612A	1
6	HP-P1505	CB-436A/36A	12
7	HP -1007P	CC 388A	16
8	HP-2015	53A	31
9	HP-5200	Q7516	3
10	TVS-355		12
11	HP Color Jet CP-1525	CE320A, 321A,322A, 323A	4
12	Canon	2900B	1
13	HP-1606dn	78A	21
14	Epson 2175		2
15	Panasonic 772KX		5
16	HP-2035/2055	05A	6
17	HP-3015	55A	3
18	HP-4200	42A	1
19.	HP-Pro200	CF210A, 11A, 12A, 13A	2
20	HP-3525	CE-250A,51A,52A,53A	1