

No. PAG (A&E) HK-STY/2016-17/

Date: 13/04/2016

To

As per Mailing List

Sir,

SUB: Enquiry for supply of Refilled Cartridges.

Sealed quotations are invited for supply of the Refilled Ink jet/ LaserJet/Toner Cartridges. The quotations may be addressed to

**Shri M.CHANDRAMOHAN, Senior Accounts Officer (OM)
O/o Principal Accountant General (A & E), Park House Road,
BENGALURU-560 001.**

The envelopes containing the quotations should be superscribed "QUOTATIONS FOR REFILLING OF CARTRIDGES/2016-17", so as to reach this office **within in 29/04/2016. The rates quoted should be valid for one year up to 31/03/2017**

TERMS & CONDITIONS.

1. The rate quoted should NET, inclusive of taxes, delivery charges. etc.
2. The VALIDITY OF THE RATES SHOULD BE UP TO 31/03/2017.
3. Any Defective refilling coming to our notice during its use on the printer will be replaced at your expense. The refilled cartridges should be neatly packed in polythene bags to avoid damages to the fabric.
4. The list of Printers and the respective cartridges which are to be refilled is enclosed as Annexure-1.
5. The "UNDERTAKING" enclosed as Annexure-2 to this quotation enquiry letter should necessarily be enclosed along with your quotation duly completed in all respects. Quotation not accompanied with the undertaking is liable for outright rejection.
6. The supply of refilled cartridges should adhere to the scheduled time.
7. Upward revision of prices will not be entertained during the course of the year for any reason.
8. Purchase committee reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
9. Payment will be made by cheque within TEN Working days from the date of receipt of supplies.

Yours faithfully,


(M.CHANDRAMOHAN)
Senior Accounts Officer (OM)

ANNEXURE-1

MODEL/MAKE/CART
HP-Laser Jet 35 A
HP-Laser Jet 12 A
HP-Laser Jet 88A
HP-Laser Jet 78A
HP-INK JET 3610
HP-INK JET 22A
HP-INK JET 27A
FAX CANON L 220 L J CARTRIDGE
HP INK JET cartridge -960-C26655 (for 3610 B & W Printer)
SAMSUNG Laserjet-MLT-D101S/XIP

