

To

As per mailing list,

Sir,

Sub: Enquiry for supply of Original Cartridges for printer and Photocopiers.

Sealed quotations are invited for supply of the Original Drum/Toner Cartridges for photocopiers and Laser jet/Inkjet cartridges for the printers as per Annexure enclosed UNDER RATE CONTRACT. The quotations may be addressed to

Shri M.CHANDRAMOHAN, Senior Accounts Officer (OM),

O/o the Accountant General (A&E), Park House Road,

Bengaluru- 560001.

The envelopes containing the quotation should clearly indicate and be superscribed **“QUOTATIONS FOR SUPPLY OF DRUM/TONER/CARTRIDGES/2018-19”**, so as to reach this office within/on **22/06/2018 by 4 PM.**

TERMS AND CONDITIONS.

1. The rate quoted should mention taxes, delivery charges etc. specifically.
2. **The rates quoted are to be valid up to 31/03/2019.**
There is no scope for revision of rates during the period.
3. Defective supplies should be replaced/rectified at the cost of the supplier.
4. The supply of cartridges should adhere to the scheduled time of delivery.
5. The firms must mention the name of the company clearly in their quotation against the item whose rates it has quoted.

6. The firm must supply original items within 15 days from the date of the supply order. For any delay beyond 15 days, this office has full right to impose a penalty of 2%, for every week, of the value of supply order subject to a maximum of 04 weeks.
 7. The firms must change the defective/damaged items which may be required to be replaced with the same make/brand within 15 days from the date of information if any given to him after receipt of supply.
 8. Supply of consumables should be of the latest batch.
 9. Payment will be made electronically (e-payment).
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10. **EMD of RS 10,000/-**(Rupees Ten thousand only) is required to be deposited along with the quotation/bid in the form of DEMAND DRAFT on any Nationalized Scheduled Bank drawn in favor of “PAO, IAD, BANGALORE” payable at Bangalore. The EMD will be converted as SECURITY DEPOSIT in case of successful vendors for the entire period of empanelment.
 11. The purchase of consumables will be in installments with approximately 04 spells in a year.
 12. **In the event of non-supply of original computer consumables** items within the specified date by the successful bidder, this **office reserves the right to terminate the rate contract by giving one month’s notice.**

Yours faithfully

-Sd-

(M.CHANDRAMOHAN)
Senior Accounts Officer (OM)