

No. : VP/19/07/Comp/12-13

Dated: 21 Dec 2012

Sir,

This office is in need following HP make computer cartridges. You are requested to quote your lowest rate. All the cartridge must be supplied of original Exporter/manufacturer. Refill cartridge will not be accepted. If during the use or at the time of supply, it is found that supplied cartridge is not of original manufacturer, the same will be rejected and no payment will be made. Envelope containing the bid should be clearly marked, enquiry No. , date of opening. Sealed envelope should reach to Vigyan Prasara latest by dated 31st Dec 2012. .Bid will be opened on same day at 3:00 P.M.

Sl No	Item/Description	Qty
01	Q 6000	03
02	Q6002	01
03	Q6003	03
04	15D	03
05	CB541	02
06	CB543	02
07	CB544	02
08	36A	05
09	12A	05
10	49A	01
11	28A	01
12	27A	02
13	CB 530	01
14	CB 531	01
15	CB 532	01
16	CB533	01
17	88A	01
18	CE310A	02
19	CE311A	02
20	CE 312A	02
21	CE313A	02
22	Paper A4 as per sample	Rim 200

Other terms and conditions of the tender:

1. Specifications and make for each item should necessarily be mentioned as per specification.
2. Place of Delivery : VP, A-50, Sector-62, Noida-201309
3. Delivery Period : 03 Days from the date of PO
4. Validity period : 45 days from the date of opening of bid
5. All bidders can be present at the time of opening the tender. No. separate intimation shall be given in this regard.
6. The opening of the tenders shall only be attended by an authorized representative of the firm whose name, designation and address should be indicated in the offer of the firm. Tendering firm shall issue a letter of authority to such representative indicating the tender no. date due on for the item. In no case un-authorized person shall be allowed to enter tender opening room.
7. **Payment** : 100% payment will be released after acceptance of Item at VP normally within 30 days. No other payment term is acceptable and tender will be rejected summarily.
8. **Warranty period** : As per OEM
9. **Insurance** : Transit insurance covering all risk for all the items is to be arranged by the renderer/supplier.
10. **Special Cause** : Any or all the tender can be rejected by the order of the Director, Vigyan Prasar , Noida without assigning any reason whatsoever.
11. Prices should be quoted on F.O.R. VP, A-50, Sector-62, Noida-201309 basis only.
12. Packing & Forwarding charges, Bank Charges, Insurance and Freight Charges should be mentioned clearly and separately in the quoted price. Terms like " At actual" "at the time of delivery" will not be accepted and tender will be summarily rejected.
13. If the item is found to have any defect during of its uses or during the warranty Period, The same has to be replaced free of cost.
14. Sealed tender should reach "Director, Vigyan Prasar, A-50, Sector -62, Noida-201309" by stipulated date. Tender received late by whatsoever reason will not be accepted at all.
15. The Institute can Change the number of items/quantity being procured at the time of issue of PO.

Note: Please quote the tender no. and opening date on the top of the cover containing tenders.

Yours sincerely,

(Dr TV Venkateshwaran)
Registrar