

This office is in need following computer/fax 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 Prasar latest by dated 20 Feb 2012 up to 3:00 PM. Bid will be opened on same day at 3:00 P.M.

SI No	Item/Description	Qty
01	Toner Q2612A	05
02	Toner C6615DA(15D)	05
03	Toner C8727AA(27)	04
04	Toner Q6000	03
05	Toner Q6002	04
06	Toner Q6003	03
07	Toner CB436A(36A)	10
08	Paper A4 75Gm/M2(Item will be procured in three occasion in a year with 100 Rim each time) Bid for this item must be valid for one year)	Rim300

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 : 10 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. Tenders may be dropped in tender box kept at Vigyan prasar or may be send through **Post/Speed post/Courier**.
15. Sealed tender should reach "Director, Vigyan Prasar, A-50, Sector -62, Noida-201309" by stipulated date and time. Tender received late by whatsoever reason will not be accepted at all.
16. 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 Venkateswaran)  
Scientist-E & Registrar