

Our Ref : CL/PP/15 (2011-12)
Subject : Quotation for cartridges

30 Jan 2012

Dear Sirs,

We intend to procure the following HP laser Jet Printer Toner cartridges for BIS Central Laboratory, Sahibabad. You are requested to send the quotations in sealed cover super scribing "SEALED QUOTATION FOR CARTIDGES" with the rates per cartridge with applicable tax etc., Address to : **Head(Planning & Purchase), BIS Central Laboratory , Site IV, Plot no 20/9, Sahibabad Industrial Area, Sahibabad, Ghaziabad (UP)-201 010** before **1500 h of 10 Feb 2012**. Quote for Laser Jet Toner Cartridge items wise: 12A, 15A, 24A, 38A, 51A, 88A, 92A, Q600A BlackQ6001A, Q6002A, Q6003A, 853 Black, 855 Colour, Samsung MLT108 series(E), & 5748. Please note that the payment will be made after satisfactory supply and acceptance of the items at our stores. The other terms and conditions are detailed below:

1. **Delivery Date** – The date of delivery of stores is the essence of this contract. You are, therefore requested to complete the delivery with in seven days from issue of Order. Should you, however find that the delivery date stipulated cannot be adhered to by you, please apply to this Bureau, well in advance, for extension of delivery date along with the reasons therefore. This does not, however, involve any commitment on the part of the Bureau and is without prejudice to our right to: cancel/rescind/ revoke the order if supply is not made in time and is not conforming to the required specification. Impose **PENALTY** at 1% of the total value of the order for a delay of every seven days after the schedule date subject to the ceiling of a maximum of 10% of the total value of the order.
2. **Place of delivery** – Goods shall be delivered on door delivery basis during working hours on all working days (Monday to Friday) at:
Stores in Charge,
BIS Central Laboratory, Plot No. 20/9, Site IV, Sahibabad Industrial Area
Sahibabad, Ghaziabad (UP) – 201 010.
3. **Payment Terms** – 100% payment after satisfactory acceptance of stores.
4. **Transit Insurance** – In case of outstation supplies, goods shall be dispatched duly insured against all risks in transit.
5. **Bills** – Bills shall be submitted in triplicate.
6. **Warranty** – The goods shall be guaranteed for any manufacturing defects, operation and rejected items **shall be replaced free** of cost within stipulated time during the warranty period.

Thanking you,

Yours faithfully,

(Jose Charles)
Scientist- B (Planning & Purchase)