



## INDIRA GANDHI INSTITUTE OF TECHNOLOGY

Guru Gobind Singh Indraprastha University,  
Kashmere Gate, Delhi – 110403.

011-23900280

011-23900343



F.No.IGIT/PUR/Stores/2012-13/

Dated : 28.2.2013

To,

### Limited Tender Enquiry for Cartridges

Sealed quotations are invited from Authorized Dealers only for the Supply of Cartridges (original)for IGIT as per details given below:

SL NO.	Product Description	Qty.	Cartridge No.
1	<b>Samsung ML-1610</b>	20	1610D2
2	<b>Samsung ML-3310ND</b>	3	ML-3310ND
3	<b>Phaser 3200 MFP Printer cartridge</b>	3	3200MFP
4	<b>Cannon MF-3010</b>	8	Cannon 925
5	<b>Toshiba Photocopier E-5200</b>	6	T1600-D
6	<b>Sharp AR-5618 (Photocopier)</b>	3	AR-5618
7	<b>Cannon IR2320L (Photocopier)</b>	3	IR2320L

Sealed quotation must reach in purchase department Room No 206 of IGIT latest by 3:00 pm upto 21.03.2013(Thursday).Quotation submitted will be opened on the same day at 3:30pm.

### Terms & Conditions:

- 1 The right of accepting or rejecting any Quotation without assigning any reason is reserved and decision of Competent Authority shall be final.
- 2 On the top of the envelope the reference No. and last date of submission must be mentioned to avoid misplacement of Quotation with routine letter/ dak.
- 3 Necessary literature / brochure of the articles must be attached with quotation to facilitate in decision taking.
- 4 Quotation against this inquiry must be sent in a separate envelope and should not be mixed with any other Quotation invited by this Institute.
- 5 Prices must be quoted in Indian Rupee only and it may be specified if the Prices quoted are inclusive of Taxes / exclusive of Taxes.

- 6 Payment shall be made within 15 days after the receipt of the material in good condition, according to specifications mentioned in quotations and successful installation
- 7 Each page of quotation should be signed & stamped by the authorized person of the firm.
- 8 The firm should be registered with VAT Deptt.
- 9 The firm should have TIN No.PAN No.
- 10 Supply of items F.O.R. to College premises and no cartage / fare etc on this account will be paid by Institute.
- 11 For any dispute jurisdiction of courts shall be Delhi only.
- 12 Quantity of items may increase or decrease as per the requirement.
- 13 After receiving the supply order by the successful bidder, the supplier will give the acceptance within seven days, if the same is not received, supply order will be given to next successful bidder.
- 14 Copy of certificate of Authorized Dealership of the brand to be quoted should be attached.

**(Charanjeet Kapoor)**  
**Purchase Officer, IGIT**