

DIRECTORATE OF SORGHUM RESEARCH
(Formerly NATIONAL RESEARCH CENTRE FOR SORGHUM)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

Rajendranagar, Hyderabad-500030

Phone: 040-20025599, 24015349, 24018651, Fax: 091-040-24016378

File No:

Date: 11.03.2014

ENQUIRY

To

Sub: Quotation for supply of Printer cartridges : – reg.

Sir,

We are interested to purchase of printer cartridges, detailed specifications, quantity required etc. are as below. Please forward your quotation in a sealed cover with superscription of enquiry number and date addressed to the Director, DSR, Rajendranagar, Hyderabad- 500 030 immediately and positively by **26-03-2014**.

Sl. No.	Description	Quantity
	LIST ENCLOSED	

BEFORE SUBMITTING THE QUOTATION, you are requested to read the detailed instructions mentioned overleaf.

Yours faithfully,

Administrative Officer

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. We are exempted from payment of E.D.vide Government Notification No. 10/97 central excise Dated: 1st march 1997.
3. Sample should accompany the quotation, wherever necessary, Make model of the item(s)along with ISI/ISO standard should be indicated other wise quotation will not be considered.
4. We are interested in material either of indigenou or foreign makes, preferably from ready stock. The quantities are approximate, it may vary you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
5. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to DSR premises.
6. Your rate(s) should include packing forwarding and insurance charges. The sales tax etc., should be clearly indicated separately wherever chargeable.
7. Payments will be made by electronically within 30 days, only on receipt of the stores in good condition.
8. The acceptance of the quotation will rest solely with the Director, DSR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
9. Time is the essence of the order as our requirements are connected with time targeted research programmes. The date of delivery should be strictly adhered to. Otherwise liquidated damages will be levied as per ICAR/Govt. of India orders from time to time, if the delivery schedule is not adhered to. Part supplies not accepted under any circumstances.
10. YOUR QUOTATION SHOULD BE VALID UP TO **90days** FROM THE DATE OF SUBMISSION.
11. Scientific Equipment and Machinery should cover Guarantee of at least *ONE YEAR* from the date of installation/supply.
12. This office will not be held responsible for any postal delay.
13. You should also prepare to deposit security money in case of finalization of the order in your favour.

LIST OF PRINTER CARTRIDGES

Sl. No.	Name of the Printer & Model No.	Cartridge No.	No. of Units required	
1.	Canon D1150	320	2 Nos.	
2.	Canon Image Class D 520	328	3 Nos.	
3.	Canon D520	328	1 No.	
4.	HP Laserjet	78A	1 No.	
5.	Toner For Xerox Workcentre 7242 Cyan Magenta Yellow Black		1 No. 1 No. 1 No. 1 No.	
6.	Canon Image Class MF4320d	MF4320d	1 No.	
7.	Canon Cartridge Image Class D520	328	2 Nos.	
8.	Canon Cartridge Image Class D520	328	2 Nos.	
9.	Laser Printer Samsung SCX-4521F	--	1 No.	
10.	Cartridge FX9	-	1 No.	
11.	Laser Canon Copier Machine	IR 2525	2 Nos.	
12.	Printer Cartridges	CX/4728 FD	2 Nos.	
13.	Ricoh 406989 Laser Toner	SP 3510s	1 No.	
14.	Samsung SCX 4300	109	1 No.	
15.	Canon	308-II 308	1 No 1 No..	
16.	HP Laserjet	Q26-12A C-4127X	1 No.	
17.	Xerox Work Centre	M123	1 No.	
18.	Xerox Phaser	6121MFP	1 No.	
19.	HP Laserjet P1108 Canon IP2770 Canon EMT81207	CC388A PIXMA FC95045	1 No. 1 No. 1 No.	
20.	Work Centre	3210	1 No.	