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**Subject:** Quotation Enquiry for HP Toners.

Dear Sir,

This is with reference to the above subject. You are requested to provide the competitive rates of the mentioned toner in the given below format:-

**QUOTATION FORMAT (On Company's Letter Head)**

Sl. No.	Description of item/ Technical Specifications	Brand	Toner	Quantity Required	Unit Price	Amount (In Rs.)
1.	HP LJ P1007_P1008 Black Crtg Dual Pack (HP Part Code- CC388AD)	HP	88A	20 Dual Pack (40 Nos.)		
	<b>Sub Total</b>					
	<b>Add: Taxes, (GST)</b>					
	<b>Add: Any other Charges, if applicable</b>					
	<b>Grand Total (FOR, Jais, Amethi)</b>					

**Most Important**

1. All the **quotations must be on the Letter head of the Company.**

**Terms & Conditions -**

2. Rates quoted should be F.O.R, RGIPT, Mubarakpur Mukhatia, Bahadurpur, Post: Harbanshgani, Jais, Amethi.
3. **Delivery Period** - Delivery should be completed within 30 days from the date of receipt of original PO.
4. There should be no cutting/overwriting in the quotations.
5. **Evaluation of Quotations** - The order will be awarded to the company, whose rate is L1 in Grant Total.
6. Toner supplied should be genuine and sealed. If any other is found to be of a substandard (inferior quality)/ substitute and not conforming to the required specification or faulty Toner the bidder will replace the same at their cost.
7. **Payment Terms** - 100% payment will be released within 30 days, after the successful supply of the Toner at the Institute. & subject to **submission of original GST bill.**
8. The Envelope of quotation shall be super scribe as "**Quotation for HP Toners**".

**Last date of Submission of tender** - 01.01.2019 (Tuesday) on or before 3:30 pm.

**NOTE:** - QUOTATIONS MUST BE SENT THROUGH SPEED POST/BY HAND. **NO EMAIL QUOTATIONS IS ACCEPTABLE.**

**Stores & Purchase Officer**