

M/s.

Dear Sir(s),

You are requested to send your sealed offer/quotation in connection with supply of new printing cartridge, ribbon, imaging film and toners as and when required basis at our Head Office. The details terms and conditions in this respect is given hereunder :-

1. **Item required** :- As per enclosed ANNEXURE-A.
2. **Rate** :- Your quoted rate should be inclusive of all taxes, duties, and delivery charges at our head office. You quoted rate for each item will be valid for 12 months from the date of order.
3. **Delivery at** :- BBJ Head Office, 27 R.N.Mukherjee Road,Kolkata-700 001.
4. **Delivery Period**: - You have to deliver the cartridges, toners, imaging films and ribbons in a sealed and air tight packed condition within 1 or 2 hour after receiving of our order/requirement over phone or by order form time to time.
5. **Payment** :- Within 30 days from the date of delivery and submission of bill with receipted challan.
6. **Guarantee** :- Defective cartridges/toners/imaging films to be replaced by the supplier within a week without any extra cost. The new cartridges/toners/imaging films should be original products of the manufacturer of HP/Sharp.
7. **Closing Date and Time of Submission** :- Your sealed quotation must reach to our Head Office on or before 2nd May,2013 by 3.00 p.m.

(Tapas Sen)

ANNEXURE -A

ENCLOSURE TO BBJ ENQUIRY NO. BBJ/TS/PRINT.CARTRIDGE/GS&OE/2013 DT. 18.04.2013

Sl No.	Printer Model No.	Cartridge/ Toner No.	Type	Rate per Pc. (Rs.)
1	HP 840C	HPC6615D	BLACK	
2	HP 840C	HPC6625A	COLOUR	
3	HP 840C	HPC6625A(17)	COLOUR	
4	HP 810C	HPC6615D	BLACK	
5	HP 810C	HPC1823D	COLOUR	
6	HP 3650/HP 3325	HP8727A	BLACK	
7	HP 3650/HP 3325	HP8728A	COLOUR	
8	HP 1180C	HP51645A	BLACK	
9	HP 1180C	HP6578	COLOUR	
10	HP DESKJET-D-J-4168	C9364A(851)	BLACK	
11	HP DESKJET-D-J-4168	C9361(854)	COLOUR	
12	HP LASER JET-1018	12A/HP-1018(TONER)	BLACK	
13	HP DESKJET 2360/2460	C9351A-21	BLACK	
14	HP DESKJET 2360/2460	C9352A-22	COLOUR	
15	HP DESKJET 910	HP-900(CB314A)	BLACK	
16	HP DESKJET 910	HP-900(CB315A)	COLOUR	
17	HP DESKJET 1000/2010	HP-802	BLACK	
18	HP DESKJET 1000/2010	HP-802	COLOUR	
19	HP DESKJET K 7108	C 8767Z (853)	BLACK	
20	HP DESKJET K 7108	C 9363Z (857)	COLOUR	
21	HP COL LZ 1600	HP-Q6000A(TONER)		
22	HP COL LZ 1600	HP-Q6001A(TONER)		
23	HP COL LZ 1600	HP-Q6002A(TONER)		
24	HP COL LZ 1600	HP-Q6003A(TONER)		
25	HP DESKJET K-109	HP 703	BLACK	
26	HP DESKJET K-109	HP 703	COLOUR	
27	HP DESKJET D-2568	HP 818	BLACK	
28	HP DESKJET D-2568	HP 818	COLOUR	
29	RIBBON	EPSON-LQ-300	BLACK	
30	RIBBON	EPSON-LQ-1150	BLACK	
31	HP DESKJET 2010	CN692AA(704)	BLACK	
32	HP DESKJET 2010	CN693AA(704)	COLOUR	
33	IMAGING FILM	SHARP-FO-P61	BLACK	