

M/s.

Dear Sir(s),

You are requested to quote the rate for supply of printing cartridge for computers and fax machine as per following details :-

1. Item required :- As per ANNEXURE-A enclosed.
2. Quantity :- The requirement of cartridges are completely need based at our head office for day to day consumption. Approximate requirement is 20 to 30 nos. of various type of cartridges per month.
3. Rate :- Your quoted rate should be inclusive of all taxes and duties and delivery charges. Quoted rate for each item should be valid for 12 months.
4. Quality :- All the printers at our office are of HP Desk Jet make except fax machine which is CANON.
3. Delivery at :- Our head office at 27 R.N.Mukherjee Road,Kolkata-700 001.
4. Delivery Time: - You have to deliver the cartridges within 01(one) hour after intimation of the requirement at our head office.
5. Payment :- Within 30 days from the date of delivery and submission of bill with receipted challan.
6. Last Date of Submission :- Your sealed quotation must reach to our Head Office on or before 3rd March,2010 by 1.00 PM.

(A.J.Kandir)
Asstt.Mgr.(M&P)

ANNEXURE-A

Sl.No.	Printer & Fax Model	Cartridge No.	Type	Rate
1	HP840C	HPC6615D	Black	
2	HP840C	HPC6625A	Colour	
3	HP840C	HPC6625A(17)	Colour	
4	HP810C	HPC6615D	Black	
5	HP810C	HPC1823D	Colour	
6	HP3650 / HP3325	HP8727A	Black	
7	HP3650 / HP3325	HP8728A	Colour	
8	HP1180C	HP51645A	Black	
9	HP1180C	HP6578	Colour	
10	HP Deskjet-DJ-4168	C9364A(851)	Black	
11	HP Deskjet-DJ-4168	C9361(854)	Colour	
12	HP-LASERJET-1018	12A	Black	
13	HP Deskjet-2360/2460	C9351A-21	Black	
14	HP Deskjet-2360/2460	C9352A-22	Colour	
15	HP Deskjet-910	CB314A-900	Black	
16	HP Deskjet-910	CB315A-900	Colour	
17	HP Deskjet K-7108	C 8767Z	Black	
18	HP Deskjet K-7108	C 9363Z	Colour	
19	HP COL. LJ 1600	HP Q6000A		
		HP Q6001A		
		HP Q6002A		
		HP Q6003A		
20	HP Deskjet K-109	HP 703	Black	
21	HP Deskjet K-109	HP 703	Colour	
22	FAX JX201(CANON)	CANON B-40	Black	
23	FAX	CANON BC-20	Black	