

Indian Council of World Affairs
Sapru House, New Delhi

ICWA/IT/ARC/872/22/2011

Date 8-3-2011

Annual Rate Contract for Supply of the Toners/cartridges for Printers

The Indian Council of World Affairs (ICWA) invites quotations for supply of toners/cartridges for the printers for a period of one year from the date of signing of agreement. The list of printers and associated cartridges/toners to be covered under ARC is attached. The parties are required to furnish the unit as well as total cost of maintenance for every item strictly in the attached proforma. ICWA reserves the right to accept or reject any or all of the offers, in full or in part, without assigning any reasons whatsoever. Last date of submission of proposal is 20th March 2011.

Terms and Conditions:

1. The Cartridge/Toners are to be supplied as per requirement from time to time on regular basis. The actual requirement is subject to change.
2. The firms are required to quote their lowest rates of Cartridges/Toners, mentioning brand of Cartridge & Toner. The rate quoted should be inclusive of all taxes, duties, transportation etc. However the percentage of duties & taxes included in the price should be specifically stated.
3. The rates of Cartridges/Toners shall be valid for a period of one year. Hypothetical/conditional quotations will not be entertained.
4. Supply of cartridge is to be ensured very expeditiously but not later than two days, and in emergency the supply has to be executed on the same day also.
5. The Council, in its discretion, reserves the right to reject or accept any or all the quotations, wholly or partly, without assigning any reasons.
6. All duties, taxes and other levies payable by the firm/agency under the contract, or for any other cause shall be included in the rates, prices.
7. The rates and prices quoted by the firm/agency shall be fixed for the whole duration of the service contract and shall not be subject to adjustment on any account.
8. The Council reserves the right to reject goods which do not confirm to the specifications.

9. Payment is normally made within 10-15 days from the date of submission of the bill after full supply is received and accepted as per specifications/requirements.

Proforma for Submission of Quotation

To,

Director,
Indian Council of World Affairs
Sapru House, Barakhamba Road
New Delhi – 110001.

Sub : ARC of Computers and other related equipments

Dear Sir,

With reference to your enquiry Ref. No. ICWA/IT/ARC/872/22/2011 date 8-3-2011, given below are our ARC charges for toners/cartridges for printers.

List of Toners/Cartridges

Sr. No.	Printer Name	Cartridge/Toners	Annual Consumption	Rate/unit for one year (in Rs.)
1	Hp Laserjet p2055dn	05A, CE 505A Toner	25	
2	Hp Business Inkjet 1000	C 4815A Cyan	5	
		C 4816A Magenta	5	
		C 4817A	5	
		C 4844A , 10 Black	5	
3	HP LaseJet P1505	36A, CB436 tonner	5	
4	HP CP 2025	CC530A	4	
		CC531A	4	
		CC532A	4	
		CC533A	4	
5	Hp Laserjet 1005	Tonner C7115A	12	
6	Officejet Pro L7590	C4936A, 18 Black	4	

		C4937A, 18 Cyan	4	
		C4938A, 18 Magenta	4	
		C4939A, 18 Yellow	4	
7	Hp CP 1515n	CB 540A Black	9	
	HP Color Laserjet CM1312 MFP Printer	CB 541A Cyan	9	
		CB 542A Yellow	9	
		CB 543A Magenta	9	
8	Hp Laserjet 1022	Tonner 2612 A	28	
9	Hp Laserjet 1015			
10	Hp Laserjet 1020			
11	Hp laserjet P2014	53A, Q7553A	5	
12	Hp Laserjet 1000	Tonner C7115A	12	
13	Hp Laserjet 6L Pro	Tonner 06F	3	
14	Deskjet 840c plus	6615 D Black , 15	5	
		6625A Color , 17	5	
15	Hp deskjet D 2360	Combo Pack 21/22	5	
16	Samsung ML 2850		5	
17	HP Officejet All in One	851	10	
		854	6	

We agree to all the terms and conditions specified in your enquiry Ref. ICWA/IT/ARC/872/22/2011 date 8-3-2011. Which are enclosed herewith duly signed & accepted.

Thanking you,

Rubber Stamp of the
Company

Yours faithfully,

Signatures _____