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செம்மொழித் தமிழாய்வு மத்திய நிறுவனம்

(தன்னாட்சி நிறுவனம், மனித வள மேம்பாட்டு அமைச்சகம், இந்திய அரசு)

சாலைப் போக்குவரத்து நிறுவனம், 100 அடி ரோடு, தரமணி, சென்னை - 600 113

CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An autonomous Institution under Ministry of Human Resource Development, Government of India, New Delhi)

LMV Building, The Institute of Road Transport Corporation, 100 Feet Road, Taramani, Chennai - 600113

NOTICE INVITING QUOTATIONS


Date: 03.10.2017

Enquiry No : CICT / 2017 - 18 / Printer / Consumables
Last Date for receiving Quotation : 12.10.2017

Sir,

Please quote your rates for the mentioned service as per our terms and conditions. The quotations together with required details may be sent to the undersigned so as to reach by the due date. **Please ensure that the quotations are in the sealed envelope superscribing the enquiry number.** The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The quotations offered should be complete in all respect and strictly as per specification of product / service.

Yours faithfully,


Registrar 03.10.17

Service Required

SUPPLY OF HP PRINTER CONSUMABLES (2 Nos)

S.No	Details of Consumables	Material Code	Qty reqd
1.	HP LaserJet 9050 Printer Black Toner	C8543X	1
2.	HP LaserJet P3015 Printer Black Toner	CE255A	1

Note:

1. Mention Warranty period / Free Upgrade Period
2. **The rates must be inclusive of all taxes**
3. Indicate the Reference No. and the last date on the envelope
4. TIN/TNGST/CST Registration No. must be furnished

TERMS & CONDITIONS

1. The quotation must specify the period within which the supply could be effected from the date of receipt of firm orders.
2. Quotation received after the due date mentioned on the reverse will not be considered.
3. Your quotation should be for materials strictly in accordance with the specifications shown. In case you are offering substitutes, state clearly the exact specification etc., of the materials offered. Sketches or any other technical data should be submitted separately.
4. The price quoted should clearly specify charges for delivery of the goods to the destination indicated overleaf.
5. The price quoted should include all packing costs and it will be assumed that packing materials (cases etc.) are non-returnable unless otherwise stated.
6. Sales tax or any other taxes, if applicable, should be shown separately giving the full rate of taxes for each item giving ex-incidence of such levies.
7. The Director reserves the right to accept the whole or part of any quotation without assigning any reason and the lowest or any quotation will not necessarily be accepted. The director's decision shall be the final.
8. If it is discovered that the materials supplied are not exactly according to the specification, the entire stock will be rejected.
9. We reserve the right to inspect the goods offered at any stage of manufacture / supply at your premises.
10. Any dispute arising out of or relating to this enquiry shall be deemed to have arisen in Chennai and is subject to adjudication of the Chennai courts.
11. Rates quoted once will remain firm for that particular dealing.
12. The quotation should be kept valid for a period of 60 days from the date of opening for acceptance.
13. Payment will be made after confirmation on receipt of the materials in good condition at this institute (normally within 30days). Advance payments will not be entertained at any circumstances.
14. Printed conditions of the firm sent along with the quotation form if any, shall not be binding on us.
15. Materials should be supplied at this institute in good condition.
16. The price accepted by the director is final, and no deviation from it will be accepted without the Director's agreement in writing.
17. If the rates are under **D.G.S & D**, please specify the same clearly enclosing necessary documents.