



CEMENT CORPORATION OF INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CORE – 5, SCOPE COMPLEX
7 LODHI ROAD,
NEW DELHI – 110003

SPEED POST / COURIER

REF No. ND/M&CS/Cartridge/2016-17/

Dated 29.07.2016

To,

LIMITED TENDER ENQUIRY

Due Date of submission of offer is 19.08.2016 (upto 2.30 P.M)

Due Date of opening of Tender is 19.08.2016 (at 3.00 P.M)

Dear Sir,

Please quote your minimum rates in a sealed envelope for procurement of Computer Printer Cartridge & Ribbons at Corporate Office as per the following Payment terms & other terms & conditions and List of material to be supplied in the Price Bid format :-

TERMS & CONDITIONS for supply of materials:

1. **Delivery Requirement:** within 7 days from date of placement of purchase order.
2. **Consignee:** DGM (System), Cement Corporation of India Limited, Core 5, 7th Floor, SCOPE Complex, 7 Lodhi Road, New Delhi -100003
3. **Payment:** 100% payment shall be released through **RTGS** against delivery at SCOPE Complex, 7 Lodhi Road, New Delhi -100003
4. **Taxes** : Should be indicated separately, otherwise rate will be considered as inclusive of all taxes.
5. **Paying Authority:** HOD (Finance) , Cement Corporation of India Limited, Core 5, 7th Floor, SCOPE Complex, 7 Lodhi Road, New Delhi -100003
6. **Validity of offer:** 30 days from the date of opening of tender.



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PRICE BID FORMAT

S.No.	Particulars	Quantity (in no)	Rate (In Rs.)	Tax	Total Amount (In Rs.)
<u>Cartridge & Ribbons</u>					
1.	HP 305A-410	10			
2.	HP 305A-411	5			
3.	HP 305A-412	5			
4.	HP 305A-413	5			
5.	HP 88A	50			
6.	HP 12A	10			
7.	HP 36A	10			
8.	Cannon 328	6			
9.	Ribbon Lipi 6306	2			
	Total				

The Offer should be submitted to the undersigned at the SCOPE Office, New Delhi.

Thanking you

Yours faithfully,

(M. K. Sinha)
DGM (Systems)