



NO. MSO/Pur/2024/ 3057

Date:- 16/3/24

**Sub:- Quotations for Purchase of Multi-Colored Print Cartridge.**

Sealed quotations are invited for purchase of following item on the terms & conditions mentioned below:-

S. No.	Printer Model No. & Generic Name	HP Color Laser jet Pro M 154a & Product Name	Qty
1	Toner Cartridge (Black)	CF510A, HP Laserjet (204 A)	07 pc
2	Toner Cartridge (Cyan)	CF511A, HP Laserjet (204A)	02 pc
3	Toner Cartridge (Yellow)	CF512A, HP Laserjet (204A)	02 pc
4	Toner Cartridge (Magenta)	CF513A, HP Laserjet(204A)	02 pc

**Terms & Conditions:**

Payment : The payment of the material shall be released through RTGS/Cheque after satisfactory inspection report of the material by the Institution Inspection Committee.

F.O.R : Guru Gobind Singh Medical Hospital, Faridkot.

Rate : 1. Taxes (as applicable), if any, be mentioned separately in the quotation.

Quantity/Item : Quantity may increase or decrease.

- The Material should be as per mentioned specifications only.

Penalty Clause : The supply should be made within stipulated time period failing in which 2% of late delivery charges will be incorporated on total amount for delay of 30 days and there after @4% for further delay.

Validity of Rates : 6 months

Delivery Period : within 30 days

**Note: Quotations received after due date will not be entertained and no communication in this regard will be done.**

Quotation should be submitted on the Letter Head of the company duly dated/signed and stamped.

You are therefore requested to quote your lowest rates of above items and submit Quotations addressed to "The Medical Superintendent, Guru Gobind Singh Medical Hospital, Faridkot (Punjab)". Inscribing "Quotation for Multi-Colored Print Cartridge" may please be inscribed on top of the envelop.

The Medical Superintendent reserves the right to reject the quotations without assigning any reason.

The sealed quotations should reach this office on or before 6/3/2024 by 5.00 PM through Registered/Speed Post/Traceable Courier only.

Medical Superintendent