

OK

**DEPARTMENT OF PHYSICS  
PANJAB UNIVERSITY, CHANDIGARH-160014**

Tel. No. 0172- 2541741,  
FAX NO. 017-2783336

PHS : 340-44

Dated : 22/1/18

**SPEED:POST**

Dear Sir,

Please quote your lowest rates in two bid system (Technical bid and financial bid) should be clearly written or typed (cutting avoided) for the items list attached given below, specifying make, quality, period of supply of each item along with detailed information and should reach the undersigned on or before 05-02-2018 by 5.00 p.m..

1. **TECHNICAL BID** and **FINANCIAL BID** should be in separate sealed envelope with 2% EMD.
2. The bidders are requested to attach an EMD as demand draft of 2% of the total value of the quotation/proforma Invoice in the name of "The Chairperson, Department of Physics, Panjab University, Chandigarh" without EMD financial bids will not be entertained. However, EMD is not required for quotation of the total value of Rs.1.0 lakh or below.
3. Panjab University does not take any responsibility for any postal delay in delivery by Registered/Speed post or lost in transit of quotation.
4. Conditional and unsigned quotation will not be accepted.
5. No payment will be made on the Proforma Invoice.
6. The quotation shall not contain corrections, erasers and overwriting.
7. The undersigned reserves right to accept or reject any quotation without assigning any reason.
8. Rates quoted should be FOR Chandigarh.
9. The rates for insurance, GST, should be clearly mentioned, original receipt for the insurance charges are required along with the bill of supply.
10. Panjab University has been issued GST Identification No. (GSTIN) i.e. 04AAAJPO325R2Z0 w.e.f. 1.7.2017.
11. As per FDO circular No.2572-2771/FDOI/F-143 dated 27.9.2017 GST deduction at source at the rate of 2% (CGST 1%+SGST/UTGST 1%) or (IGST 2%) from the payments to be made or credited to the supplier or taxable goods or services or both, where the total value of such supply under a contract exceeds of Rs. 2,50,000/- with reference to the Memo No. ACLA/EA/2017/379 dated 20.9.2017 conveying the instructions of Government of India Ministry of Finance Department of Revenue, Central Tax dated 15<sup>th</sup> September, 2017. These instructions shall apply to the supplies made/to be made w.e.f. 18.09.2017.
12. We have been exempted for paying Custom Duty as well as Excise Duty Exemption in terms of Govt. notification No.51/96-Customs dated 23.7.1996 and Central Excise Duty Exemption in terms of Govt. notification No.10/97-Central Excise dt.1.3.1997 as amended from time to time is valid upto 31.08.2020. Jt. Director General of Foreign Trade has issued a new Importer Export Code (IEC) No. 2217501658.
13. **Special Discount for educational institutions, University teaching department may be mentioned.**
14. The quotation in a sealed envelope giving our/your reference No./Date of quotation should be sent by POST/personally.
15. The Technical bid/quotations will be opened on 06-02-2018 at 11.00 a.m. and you may depute your representative at the time of opening of quotation.

Thanking you,

Yours faithfully,



Chairperson,  
Deptt. of Physics.

Name of item required: *(Original Cartridges)*.

Sr. No.	Specifications:	Qty.
1.	HP Printer Cartridge 88A	12
2.	Epson Printer Cartridge 664 (For Epson Printer L220)	03
3.	HP Printer Cartridge 12A	08
4.	HP Printer Cartridge 53A	01
5.	HP Printer Cartridge 24A	01
6.	HP Printer Cartridge 678 (for HP Deskjet 1510 Printer)	01
7.	HP Printer Cartridge 53A	02
8.	HP Printer Cartridge 55A	01
9.	HP Printer Cartridge HP 278A/P 126 (Printer P1606dn)	01
10.	HP Printer Cartridge 280 A	02
11.	HP Printer Cartridge 49A	03

Chairperson  
Dep. of Physics  
P.U., Chandigarh.