

**The National Small Industries Corporation Ltd.
"NSIC Bhawan",
Okhla industrial Estate
New Delhi – 110 020**

No: SIC/ADMN/STORE-KB STN/6(6)/11

Dated:12.01.12

As per list

**Sub:-Quotations for supply of reconditioned / refurbished
printer toner cartridges.**

Sir,

We are pleased to invite your offer for "SUPPLY OF RECONDITIONED / REFURBISHED PRINTER TONER CARTRIDGES."

The terms and conditions of the offer are enclosed herewith for your kind perusal and information. For more information please log on to our NSIC website at www.nsic.co.in.

The offer should be submitted at the address given below on or before 27.01.12 before 15:00 hrs. in a sealed envelope.

**Chief Manager (Admin)
NSIC Bhawan,
Okhla Industrial Estate,
New Delhi-110 020**

The envelopes should clearly be super-scribed quotations for "SUPPLY OF RECONDITIONED / REFURBISHED PRINTER TONER CARTRIDGES."

Thanking you,

Yours faithfully,

**For & on behalf of NSIC
Chief Manager (Admin.)**

General Terms and conditions:-

1. The period of empanelment of agency would be **one year** from the date of receipt of work order or as stated by NSIC (which ever applicable) Which may be extendable for one year on satisfactory performance.
2. The agency shall quote one rate for all types of "SUPPLY OF RECONDITIONED / REFURBISHED PRINTER TONER CARTRIDGES (here after mentioned as toner cartridges in this document)." (As per list of toner cartridges enclosed.)
3. The company shall have to quote one single rate for all types of cartridges.
4. The agency will take empty cartridges from NSIC for reconditioning and deliver reconditioned toner cartridges material at NSIC Bhawan, Okhla, New Delhi.
5. The toner cartridges supplied by the agency to NSIC shall have to be packed in cardboard boxes (dust proof).
6. No extra delivery charges shall be paid in this regard. The rates offered shall be inclusive of all levies, taxes transportation costs, (as mentioned in the quotations of the agency) and no extra claim what so ever in this regard shall be entertained.
7. The Corporation reserves the right to reject the consignment if the same is not as per specification and no payment shall be made.
8. NSIC reserves the right to reject / cancel the quotations without assigning any reasons.
9. NSIC shall reserve the right to cancel / terminate the empanelment if the services are not found satisfactory.
10. NSIC shall place order on need basis as and when reconditioned cartridges are required.
11. Agency empanelled with NSIC shall have to deposit security (interest free) of Rs. 2500/- in form of demand draft.
12. Security deposit of the agency shall be forfeited in following cases:
 - I. Agency fails to deliver / provide timely delivery of material.
 - II. In case material delivered is not as per specifications.
 - III. In case the agency does not desire to continue empanelment with NSIC before the expiry of the contract / empanelment.

13. In case of dispute, if any, in the contract the decision of the Competent Authority of the Corporation shall be final and binding on the empanelled agency.
14. All the prospective parties with good working experience may send their best lowest offers in sealed envelop addressed to **The Chief Manager (Administration), NSIC Ltd., Okhla Industrial Estate, New Delhi-110020** up to **1600 Hrs. on or before 27.01.12.**

Terms for Payments:-

1. The bills raised by the Agency shall clearly mention the billing components and shall also clearly mention the discounts (if any) as mentioned by the Agency in the financial bid of the Agency.
2. The bills of the agency shall be accompanied by copy of supply order along with bill.
3. No service charges will be payable by NSIC, to the agency other than service charges payable to the Govt. in form of taxes / levies as applicable.
4. As far as possible, payment of bills will be made to the Agency within one month of submitting of the bills at the Admin. division.
5. Statutory deductions as per Govt. rules shall be made from the payment if applicable.

**For & on behalf of NSIC
Chief Manager (Admin.)**

LIST OF CARTRIDGES LIKELY TO BE RECONDITIONED BY NSIC

<u>Sl no</u>	<u>Number of cartridges.</u>
1	HP laser jet 2612
2	HP laser jet 388
3	HP laser jet 5949
4	Samsung 2010
5	HP 36A
6	HP 6 L
7	HP Deskjet C 6615 D
8	Brother toner cartridges
9	Samsung 1043 S