

## Annexure A

### **Instructions for Government Departments/Boards/Corporations for the Purchase of Samsung Printer Cartridges**

**Rates are Valid up to 30.06.2015.**

1. For the purchase of Samsung Print Cartridges and Toners, it has been observed that various Government offices are making local purchase by inviting tenders/rates from the local vendor(s). It is likely that they may get the fake products and the same print/ toner cartridge with different rates which may be higher from the local market and this also causes delay in the procurement and affects the smooth working of printers.
2. For the assurance of genuine supplies at the best bargain rates to Government Organization, Gujarat Informatics Ltd. has signed the Samsung supplies VIP Program for the Samsung Printer Cartridges.
3. Government offices may procure the Samsung Print Cartridges from the finalized rates.
4. The Purchase Order for the Samsung Printer Cartridges shall be directly placed to nearest convenient Authorized Samsung Supplies Stockiest partner by the respective purchaser with the stamp & authorized signatory. The name, address and contact details of the Authorized Samsung Supplies stockiest partners is available in annexure.
5. The copy of the purchase order shall be submitted to GIL.
6. The Payment will be made by the purchaser to Authorized Samsung Supplies stockiest partner not exceeding 30 days from the date of the invoice raised by the Authorized Samsung Supplies stockiest partner.

#### **How to identify the Toner model & Rates of the print cartridge:**

- Purchaser has to check which Samsung printers they are using.
- Check the cartridge/Toner model of that Samsung printer.
- The rates shown against the GIL Price is applicable for that Cartridge/Toner model only and the rates are exclusive of VAT.

