

Annexure A

Instructions for Government Departments/Boards/Corporations for the Purchase of HP Printer Cartridges & Storage Media (Rates are valid up to 31.07.2015)

1. For the purchase of HP Print Cartridges and storage media, 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 HP supplies Most Valued Customer Program for the HP Printer Cartridges.
3. Government offices may procure the HP Print Cartridges and storage media from the finalized rates.
4. The Purchase order for the HP Printer Cartridges and storage media shall be directly placed to nearest convenient RSR (Registered Supplies Reseller of HP) by the respective purchaser with the stamp & authorized signatory. The name, address & contact details of the RSR 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 RSR not exceeding 30 days from the date of the invoice raised by the HP reseller.

How to Identify the Part Number & Rates of the Print Cartridge:

- Purchaser has to check which HP printers they are using.
- Check the cartridge no. of that HP printer.
- The rates shown against the Part no. in Group 1 is applicable for that part no. only and the rates are exclusive of VAT.

