

**Important Instructions & Points for Government Departments/Boards/Corporations for the purchase of HP Printer Cartridges & other Consumables (Tender No. HWT300517432)**

1	The prices are valid up to <u>23.07.2018</u> .
2	In case if any office wants to purchase the cartridges more than 50 numbers in single order, then before placing the purchase order to the empanelled agency, you are requested to take approval of your Departmental IT Committee for the purchase of HP Printer Cartridges & other Consumables.
3	The rates finalized by GIL, are item wise unit rates without tax as mentioned in the annexure. Rate of GST will be applicable extra @ 18%.
4	The draft purchase order & sample Annexure are enclosed herewith for your ready reference.
5	Copy of purchase order must be send to GIL.
6	It is understood that some Govt. departments simply dispatch purchase orders and do not confirm with respective empanelled vendor for whether purchase order has been received by vendor or not? Hence, all Govt. Depts. are hereby requested to kindly ensure that purchase order has been reached to empaneled vendor.
7	As per the minutes of SPC (IT) meeting dated 16.02.2018, it has been decided that the said vendor will be paid as per the GeM rates if the GeM rates are lower than the Rate Contract rates at the time of the work order by the concerned office. The vendor has given undertaking to this effect. Hence before ordering, every office should check the prevailing GeM rates and order at the prevailing GeM rates or current rate approved in this rate contract whichever is lower.
8	Before placing the purchase order, if you require any clarification, then kindly contact GIL.