



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

Ref: SP/T-1858

Date: 30.01.2026

Tender No. T-1858
Due Date: 13.02.2026

Sub: Supply of HP Make Cartridge / Toner

Dear Sirs,


Enclosed please find one set of blank proforma list for supply of HP make Cartridge/Toner required for office use during the period **01.04.2026 to 31.03.2027** for which terms and conditions are enclosed.

You are requested to submit your quotation in one set in a sealed cover, superscribed as above, so as to reach this office **within 13.02.2026 by 4 p.m.** along with your acceptance of the conditions of tender.

Your quotation for annual tender will not be entertained without your acceptance of the conditions of tender.

Thanking You,

Yours faithfully,


Deputy Director (IT & Admn)

Encl: As Above

THE INSTITUTION OF ENGINEERS (INDIA)

8, GOKHALE ROAD, KOLKATA - 700 020

T-1858

CONDITIONS OF CONTRACT

1. Unless the contract otherwise stipulates:-
 - a) 'Purchaser' shall mean The Secretary & Director General, The Institution of Engineers (India), 8, Gokhale Road, Kolkata - 700 020.
 - b) 'Supplier' shall mean the person/firm whose tender has been accepted.
2. The rates quoted shall be valid for the period **01.04.2026 to 31.03.2027**. No escalation in price will be entertained during this period.
3. Suppliers are strictly asked to quote the rate of HP make as specified in the Tender Notice. No rate for any other brand which is not mentioned in the Tender Notice, would be considered.
4. The rates/prices quoted shall include packing delivery and all other charges.
5. The 'Supplier' shall submit his bill for the items supplied together with a copy of the valid challan to purchaser and the purchaser shall make the payment after verification of receipt of such bills.
6. Non-fulfillment of the above condition or non-supply of the items ordered with the supplier without valid reason shall lead to forfeiture of security deposit in full or part thereof and deletion of the name of such supplier from the list of approved suppliers. **The decision of IEI is final.**

We hereby accept the above stated terms and conditions.

**Signature of the Tenderer
with date & official seal**

LIST OF HP CARTRIDGE / TONER (T-1858)
(for the period 01.04.2026 to 31.03.2027)

SLN	CARTRIDGE	Basic Rate (Rs.)	Applicable GST	Total
1	HP 802 Black			
2	HP 802 TRI Color			
3	HP 682 Black			
4	HP 682 TRI Color			
5	46 Black			
6	46 TRI Color			
7	HP 678 Black			
8	HP 678 Tricolor			
9	Black : 932XL			
10	Cyan : 933XL			
11	Magenta : 933XL			
12	Yellow : 933XL			
13	Epson 001			
14	Epson 005			
15	36A			
16	12A			
17	78A			
18	88A			
19	49A			
20	CE505A			
21	Black : 955XL			
22	Cyan : 955XL			
23	Magenta : 955XL			
24	Yellow : 955XL			
25	CF256X			
26	Epson 057 (B,C,M,Y) (LC , LM)			
27	MLT 111S toner			
28	CF256X			
29	Black : 60A			
30	Cyan : 61A			
31	Yellow : 62A			
32	Magenta : 63A			
33	Epson 664			
34	146A Black			
35	Canon 070			
36	W9037MC(Black Cartridge)			
37	W9016MC (Toner Collection Unit)			
38	Tally Genicom (Tally 6805/6600/6605 printer ribbon)			

Name of the vendor :

Address :

Mobile :

Seal & signature of the vendor