

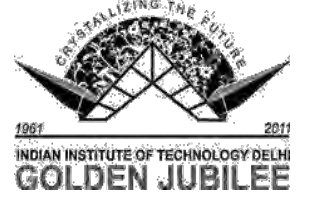


भारतीय प्रौद्योगिकी संस्थान दिल्ली

Indian Institute Of Technology Delhi

Hauz Khas, New Delhi-110 016.

Website :www.iitd.ac.in



STORE PURCHASE SECTION

Ref. IITD/ISPS/919

Dated : 27.06.2013

Sub : Purchase of HP Cartridges at discounted rate

Institute had decided to procure all HP cartridges directly from HP appointed reseller for following benefits:

1. Procurement of Original cartridges from HP
2. Procurement of HP cartridges at a concessional rate (Rate list is attached. In addition to above Institute will also get annual rebate directly from HP).
3. To help Accounts Section in its bill processing
4. To combat against piracy of duplicate cartridges by returning used cartridges to HP.

Initially an agreement was signed between IIT Delhi and HP India in the year 2011. Now the agreement is renewed for the 3rd year. (w.e.f. 01st July 2013 to 30th June 2014 for one more year) with no changes in their last year price list(visit. Sps.iitd.ac.in). All the departments / Section / Units / Cells may place the order directly to HP appointed reseller at the following address:

M/s VIKEL BUSINESS CORPORATION,

B-5&6 , Manjusha Building, 57 , Nehru Place, New Delhi - 110019,

Contact Person : Vaibhav kalra,

office numbers : 011- 26422645 , 26467949 , 26430146,

Tele Sales : 011- 28898189 , 32070046 , 32070034,

Handphone : +91- 9810625264,

Direct office : 011 - 41306652 .

Email : vaibhav.kalra@vikelonline.com

As per practice an executive of HP authorized reseller will visit all the departments/ section/ units every day in the morning to check for an order. The required cartridges will be delivered to their respective offices on the same day. HP will supply two copies of its bill. One bill should be retained by the department and the other copy should be sent to concerned Accounts section along with the relevant form as attached. The second page of the forms is the relevant part of **C-Form** (hence no separate C-Form need to be attached).

For Project purchases the bill along with the enclosed Form (for Project purchases) should be sent to AR(IRD Accounts) for payment. For Institute purchases the bill along with the enclosed Form (for Institute Purchases) should be sent to Store Purchase Section of IIT Delhi, first for compilation and onward submission to Institute Accounts Section for easy payment.

HP India has also agreed to collect all used cartridges from user departments for green disposal (pollution free). This has the approval of Competent Authority.

Kalyan Kr. Bhattacharjee
Deputy Registrar (Stores)

Copy to :

All Departments, Section, Unit, Cell
PS to Director, Dy. Director(s),
Registrar DR Accounts



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HP Cartridges
from

Project

Fund

Dept/Center/Section/Unit/Cell Code : _____ Srl.No: _____

Ref. No. _____ date : _____

Sub : Payment for HP Cartridges from Projects

To
AR / DR (IRD Accounts)

We have purchased following HP cartridges from HP India appointed re-sellers M/s Vikel Business Corporation as per approved rate. The details are furnished below:

HP cartridge number	Rate	Quantity	Amount	RP/ CW / MI. No
Total Amount ↗				

The original bill is enclosed herewith along with this form for payment through IRD Accounts Section. The amount is to be debited from the said project. The necessary pass-order and receipt & Issue record is given in the backside of the paper.

Signature _____

Name of the indenter _____

Emp. Code : _____

Lab Name : _____

Contact No. : _____

Encl : 1) Original Bill

2) Pass-order & Receipt & Issue Record (given in the backside)

<p>Certified that the items on this sheet have been procured by me in good condition.</p> <p style="text-align: right;">Sing. of Buyer (s)</p> <p>Name (s) :</p> <p>E. Code (s) :</p>	<p>For Adjustment/For Payment</p> <p>Passed for Rs.</p> <p>Deduction to be made Rs.</p> <p>On A/C of</p> <p>Already paid Rs.</p> <p>Balance now payable Rs.</p> <p>(In words)</p> <p>By cheque directly to vendor/through (name)</p> <p style="text-align: right;">Sign. Of HoD/ HoC/ PI E.Code:</p>
<p>HOD/Nominee to sign after ensuring that S. No. as put at the top of the previous page is in order.</p> <p style="text-align: right;">Sign.of PI/ CI or nominee</p>	

IRD A/Cs. Main Accounts /Audit / Stores

ISSUE RECORD

Date	Particulars of items	Quantity		Balance	Issued to Sign & E. Code
		Received	Issued		
	HP Cartridge No _____				



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HP Cartridges
from

Institute
Fund

Dept/Center/Section/Unit/Cell Code : _____ Srl.No: _____

Ref. No. _____ date : _____

Sub : Payment for HP Cartridges from Institute Fund

To
AR / DR (Stores & Purchase)

We have purchased following HP cartridges from HP India appointed re-sellers M/s Vikel Business Corporation as per approved rate. The details are furnished below:

HP cartridge number	Rate	Quantity	Amount	Budget Code
Total Amount			₹	

The original bill is enclosed herewith along with this form for payment through main Accounts Section of the Institute. The amount is to be debited from the above said budget head of the department/center/section. The necessary pass-order and receipt & Issue record is given in the backside of the paper.

Signature _____

Name of the indenter _____

Emp. Code : _____

Lab Name : _____

Contact No. : _____

Encl : 1) The Original Bill

2) Pass order & Receipt & Issue Record (given in the backside).

<p>Certificate that the items on this sheet have been procured by me in good condition.</p> <p style="text-align: right;">Sing. of Buyer (s)</p> <p>Name (s) :</p> <p>E. Code (s) :</p>	<p>For Adjustment/For Payment</p> <p>Passed for Rs.</p> <p>Deduction to be made Rs.</p> <p>On A/C of</p> <p>Already paid Rs.</p> <p>Balance now payable Rs.</p> <p>(In words)</p> <p>By cheque directly to vendor/through (name)</p> <p style="text-align: right;">Sign. Head of Dept/Center/Section/Unit/Cell</p>
<p>HOD/Nominee to sign after ensuring that S. No. as put at the top of the previous page is in order.</p> <p style="text-align: right;">Sign.of Head or nominee</p>	

IRD A/Cs. Main Accounts /Audit / Stores

ISSUE RECORD

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