



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/ 634

Dated : 10.05.2011

Sub : Purchase of HP Cartridges at discounted rate



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Institute has 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.

Accordingly an agreement has been signed between IIT Delhi and HP India (signed on 17<sup>th</sup> March 2011 for one year initially) and the approved rate chart of HP cartridges is placed at **Annexure-A** (3 pages). 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

It has been agreed by HP India, that 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 K. Bhattacharjee*  
Kalyan Kr. Bhattacharjee  
Asst. Registrar (Stores)

Copy to :

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

✓ Sh. Vinod, CARE Stores