



भारतीय प्रबंध संस्थान तिरुचिरापल्ली  
Indian Institute of Management Tiruchirappalli  
(An Autonomous Institute under Ministry of HRD, Government of India)  
Tiruchirappalli - 620 024, Tamil Nadu, India

Ref. No. IIMT/2019-20/QUO/Pur/LMT/1

August 14, 2019

**Sub: Quotation for Supplying Lexmark Toner Cartridge – Reg**

Dear Sir / Madam,

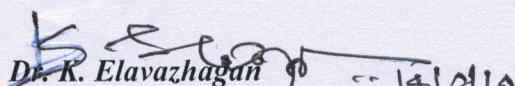
You are requested to quote your lowest rate for the item as per the brand & specifications mentioned below:

Sl. No.	Description	Qty	Rate per Unit	Total Amount (Rs.)
1	Supply of Lexmark toner cartridge (Mx310dn – 60F3000)	25 Nos		
GST				
Total Amount				

**Terms & conditions:**

1. The above cost inclusive of delivery charges. GST should be quoted separately.
2. Delivery at:  
Indian Institute of Management Tiruchirappalli  
Trichy Pudukkottai High way  
Chinna Suriyur, Tiruchirappalli – 620 024
3. The brand & specifications mentioned in the quotation should be same.
4. The quote can be only submitted by OEM supplier/Authorized Distributors with authorization certificate given by Lexmark.
5. The product should be original with maximum warranty.
6. Tax will be deducted as per the rule in force.
7. Any legal disputes that may arise shall be subject to the jurisdiction of Madurai Bench of Madras High Court.
8. GST No of IIM Tiruchirappalli is **33AAAAI5004R1ZO**
9. Delivery: within 7 days from the receipt of Purchase order. If the agency/firm has failed to deliver within the delivery period, the purchase order automatically cancelled.
10. Payment: 15 days from the date of delivery of materials along with Invoice / Bill.
11. The quotation should be submitted in the sealed cover.

Quotation in the sealed cover super scribing “**Quotation for Supply of Lexmark Toner Cartridge**” addressed to, The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Chinna Suriyur, Trichy – 620 024 to reach us on or before **22/08/2019 at 03.00 PM.**

  
Dr. K. Elavazhagan  
Librarian & CKO & AO (i/c)