

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016
Industrial Research & Development (Accounts)

No. IITD/IRD/Accounts/ HIRA-350
Dated:- 13.08.2012

Subject:- Purchase of HP Cartridges for projects/consultancies.

The decision of the competent authority to procure all HP cartridges directly from HP appointed resellers "M/s. Vikel Business Corporation" for following benefits was circulated vide Store Purchase Section notification No. IITD/ISPS/634 dated 11.5.2011.

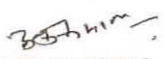
1. Procurement of original cartridges from HP.
2. Procurement of HP cartridges at a concessional rate, in addition to the annual rebate directly from HP.
3. To help Accounts section in its bill processing.
4. To combat against piracy of duplicate cartridges by returning used cartridges to HP.

Notwithstanding above, instances of purchase of HP cartridges for projects/consultancies from source other than the above named HP appointed reseller have come to notice. In most of such cases, un-awareness of the instructions circulated above has been stated as the reason for deviation by the buyer.

Accordingly, while reiterating the decision of the institute to procure HP cartridges directly from HP appointed resellers "M/s. Vikel Business Corporation", it would also be pertinent to reiterate that the HP India has renewed its "Most Valuable Customer (MVC)" rate contract with IIT Delhi for sale of HP cartridges at a high discounted rate for one more year w.e.f. 20-June-2012. The revised cost of HP cartridges are available at webpage of the Store Purchase Section (<http://sps.iitd.ac.in>).

In order to comply with the decision of the competent authority and to avail the benefits enumerated above, all concerned are requested to procure HP cartridges directly from HP appointed resellers only.

This has the approval of the competent authority.


(ANUP KUKSAL)
Asstt. Registrar, IRD (Accounts)

Distribution :-

All Heads of the Department/Centre : Content of the circular may kindly be brought to the notice of all the faculties of your Deptt./Centre.

CC:-

| | |
|---|--|
| • Dean, R&D | |
| • Assoc. Dean, Project Mgt. | |
| • All Dealing Assistants of IRD A/Cs | |
| • Mr. Sudesh Kr. Bansal, SDP, IRD Unit | For email to all the faculties and incorporating/updating the IRD Website. |