

F.No: Z-11018/35/2013-T
Government of India
Ministry of Agriculture
Department of Agriculture and Cooperation

Krishi Bhawan, New Delhi
Dated: 06 Dec, 2013

To,

**NeGP-A States
(As per list Attached)**

Sub: Purchase of Printer Cartridges under NeGP-A.

The undersigned is directed to refer to the above subject and to state that hardware and Software systems have been supplied to all the States by M/s. HP India Sales Pvt. Ltd for implementation of the NeGP-A. The supplied hardware included Printers of the following specification for Office use:

- (i) HP Laserjet Printer P 1606dn
- (ii) HP Laserjet Printer M1536dnf MFP

Both the above stated Printers use HP CE 278 AF(**HP 78 A Black Dual Pack**) Toner Cartridge for printing purpose. The total output of each of these toner cartridge is 4200 pages per dual pack(@2100 pages/cartridge).

Under the existing Master Service Agreement with M/s. HP India Sales Pvt Ltd, the price for the Toner Cartridge(Dual Pack) has been fixed at **Rs.3780(Rs. Three Thousand Seven Hundred and Eighty only)** inclusive of all taxes and levies. This price will be valid for the period ending on 31.12.2013 unless revised by the Department. The Toner Cartridge will be made available to all the Offices in the States and in New Delhi at the fixed rate by the HP authorized Dealers/Retailers on forwarding of the requisition/demand from the concerned Offices in the prescribed format annexed hereto. List of the authorized Dealers and Sellers for supply of Toner Cartridges in respect of concerned States and centre is at Annexure-II. M/s. HP India Sales Pvt Ltd has also designated Officials in each

of the seven States who can be contacted in case of any difficulty or hardship in getting the cartridges procured as per the indicated specification.

The procedure to be adopted for placing the indent for supply of the Toner cartridges with the designated Supplier are as under:

1. Prepare the Purchase Request Form in Triplicate as given in the Annexure-I and visit the nearest authorized HP Dealer/Seller for receiving the requisitioned **against payment as per actuals**.
2. The authorized Dealer/Seller will endorse the sale of the cartridges and supply the requisitioned cartridges and put the date of sale of the cartridge. The Original of the Purchase Request form will be retained by Supplier for his record.
3. 2nd copy of the Purchase Request form may be forwarded to the designated State Nodal Officer for compilation and record whereas the 3rd copy may be retained by the Requisitioning authority for Office record.
4. The State Nodal Officer will forward a consolidated Report(as per format at Annexure-III) of all the requisitions received for purchase of cartridges from the authorized Dealers/Sellers in the respective States to Department of Agriculture and Cooperation , Krishi Bhavan, New Delhi on six month basis.

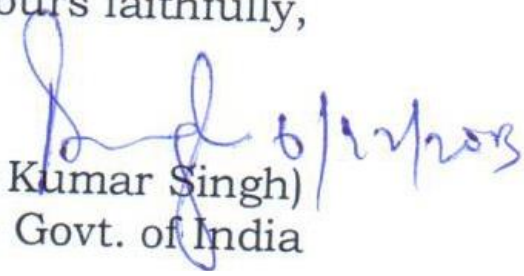
Revision in the prices of the specified toner cartridges, if required , due to escalation in the conversion/ exchange rate of Dollar(US\$)-Rupee(INR) will be done by the Department of Agriculture and Cooperation, New Delhi in consultation with M/s. HP India Sales Pvt Ltd on **quarterly basis** and the revised rates will be duly intimated well in advance to all the concerned and shall also be made available on the Department's website <http://farmer.gov.in/cais/login.aspx>. This arrangement shall remain valid for a period of 5 years as per the relevant provisions of the MSA.

The contents of this letter may be given wide circulation to all the concerned Stakeholders up to the Block level for guidance and compliance.

For any clarification or difficulty in getting the toner cartridges arranged through the designated Suppliers at the fixed rates, the following Officers may be approached or contacted:

1. Col(Retd) Ashok Kumar Suri, Principal Consultant, PMU-(NeGP-A), Department of Agriculture and Cooperation, Krishi Bhavan, New Delhi .(Mob No. 9968424837, e-Mail - col.ashok@gov.in)
2. Shri Amit Arora, Consultant(M&E), PMU-(NeGP-A), Department of Agriculture and Cooperation, Krishi Bhavan, New Delhi .(Mob No.9811144417, e-mail No. amit.aurora@gov.in)

Yours faithfully,


(Promode Kumar Singh)
Under Secretary to the Govt. of India