

JADAVPUR UNIVERSITY
KOLKATA-700 032

Ref. No.: REC/ N/218/2021
Date: 20 December, 2021

CIRCULAR

All heads of Departments/Directors/Co-ordinators/Project Investigators / Officers / Sections are hereby informed that Jadavpur University has signed the renewal agreement, like the previous years, named '**Hewlett-Packard Most Valued Customer Program**', with Hewlett-Packard India Sales Pvt. Ltd. for purchasing original HP consumables (i.e. cartridge, toner etc.) at a special reduced rates (valid till 31.10.2022). These rates are subject to the revision by HP India, as required, which is on average 20-25% less than the list price of the products.

Further, all the orders under this agreement need to be placed with their authorized business partners (names listed below), **keeping the following points in mind:**

- (i) Such Orders are to be placed by HoDs / Directors out of the allotted budget heads within sanction limits allotted thereon.
- (ii) The offices/units having no allotted funds must obtain sanction from the undersigned before placing any such order, to ensure smooth payment.
- (iii) It is duty of the requisitioner of such consumable to ensure the payment to the party within 15 days or so. Proper records of (1) Prior Sanction as applicable (2) Order letter copy , (3) Bill processing & (4) Submission of bills to Accounts Section or a section responsible for payment, be maintained for easy searching of pending cases.

All the **orders (through e-mail)** under this agreement need to be placed with the following authorized business partner; at the approved rate of 2021-22, which is valid upto 31.10.2022.

| Party | E-mail | Contact No. | Contact Person |
|-------------------------|--|--|------------------------|
| M/s Business Centre.Net | 1. rimaroychoudhury3@hotmail.com 2. businesscentre.net@gmail.com 3. rima@businesscentrenet.org | Ph. No. (033)2234-7949,033 4066-3234, Mob.: 98301-75097, 92300-77703 | Mrs. Rima Roy Coudhury |

Written requests need to be sent to the party through e-mail by Heads/Sec-in-Charges, where allocated funds are available in the Budget.

All concerned of the University Community using HP Consumables etc. are requested to avail benefits of these special rates for HP Consumables, as per the new Rate Chart [Price List of Primary Products(MVC Customer Price excluding applicable GST@18%) given in the JU website] valid till 31.10.2022, as approved for Jadavpur University. For HP cartridges not listed in the Rate Chart the given party to be contacted for getting JU rates of the same with information to the Finance Officer's Office. In case of exigencies the purchases can be made from other vendors at these rates, if required.

Co-operation of all concerned is solicited.


FINANCE OFFICER

To:

All Heads of Departments/Directors/Co-ordinators/Project Investigators/officers/Sections/Units [Including Salt Lake Campus] with special attention of Accounts, Research, C.M.Cell, UGC Cell, SL-Accounts to follow the rates for immediate implementation.

System Administrator-for uploading the Circular with encl. Rate Chart in JU website

Exhibit 1

| Price-List for HP-Consumables (Primary Products) | | | | | | Price month |
|--|----|---------|--|-------------------|--------|--------------------|
| | | | | | | Oct-21 |
| No | PL | SKU | Description | Contract Quantity | MRP | MVC Customer Price |
| 1 | 1N | CH563ZZ | HP 802 Black Ink Cartridge | 5 | 2,025 | 1,441 |
| 2 | 1N | CH564ZZ | HP 802 Tri-color Ink Cartridge | 3 | 2,759 | 1,964 |
| 3 | 1N | CZ107AA | HP 678 Black Ink Cartridge | 3 | 810 | 604 |
| 4 | 1N | CZ108AA | HP 678 Tri-color Ink Cartridge | 3 | 810 | 604 |
| 5 | 1N | CZ121AA | HP 685 Black Ink Cartridge | 4 | 836 | 644 |
| 6 | 1N | CZ122AA | HP 685 Cyan Ink Cartridge | 4 | 620 | 481 |
| 7 | 1N | CZ123AA | HP 685 Magenta Ink Cartridge | 4 | 620 | 481 |
| 8 | 1N | CZ124AA | HP 685 Yellow Ink Cartridge | 4 | 620 | 481 |
| 9 | 5T | CE411AC | HP 305A Cyn Contract LJ Toner Cartridge | 3 | 10,737 | 7,628 |
| 10 | 5T | CE412AC | HP 305A Ylw Contract LJ Toner Cartridge | 3 | 10,737 | 7,628 |
| 11 | 5T | CE413AC | HP 305A Mgn Contract LJ Toner Cartridge | 3 | 10,737 | 7,628 |
| 12 | GJ | CE410A | HP LaserJet Pro M451/M475 2.2K Blk Crtg | 3 | 7,538 | 5,354 |
| 13 | GJ | CF281A | HP 81A Black LaserJet Toner Cartridge | 2 | 15,350 | 10,903 |
| 14 | GJ | CF410A | HP 410A Black LaserJet Toner Cartridge | 3 | 7,675 | 5,451 |
| 15 | GJ | CF411A | HP 410A Cyan LaserJet Toner Cartridge | 3 | 9,912 | 7,039 |
| 16 | GJ | CF412A | HP 410A Yellow LaserJet Toner Cartridge | 3 | 9,912 | 7,039 |
| 17 | GJ | CF413A | HP 410A Magenta LaserJet Toner Cartridge | 3 | 9,912 | 7,039 |
| 18 | GP | CB540A | HP Color LaserJet CP1215/1515 Black Crtg | 3 | 7,088 | 5,287 |
| 19 | GP | CB541A | HP Color LaserJet CP1215/1515 Cyan Crtg | 2 | 6,514 | 4,859 |
| 20 | GP | CB542A | HP LaserJet CP1215/1515 Yellow Crtg | 2 | 6,514 | 4,859 |
| 21 | GP | CB543A | HP LaserJet CP1215/1515 Magenta Crtg | 2 | 6,514 | 4,859 |
| 22 | GP | CE310A | HP CLJ CP1025 Black Print Cartridge | 3 | 4,651 | 3,469 |
| 23 | GP | CE311A | HP CLJ CP1025 Cyan Print Cartridge | 3 | 5,128 | 3,825 |
| 24 | GP | CE312A | HP CLJ CP1025 Yellow Print Cartridge | 3 | 5,128 | 3,825 |
| 25 | GP | CE313A | HP CLJ CP1025 Magenta Print Cartridge | 3 | 5,128 | 3,825 |
| 26 | GP | CE320A | HP LaserJet Pro CP1525/CM1415 Blk Crtg | 3 | 6,367 | 4,749 |
| 27 | GP | CE321A | HP LaserJet Pro CP1525/CM1415 Cyn Crtg | 3 | 6,057 | 4,518 |
| 28 | GP | CE322A | HP LaserJet Pro CP1525/CM1415 Ylw Crtg | 3 | 6,057 | 4,518 |
| 29 | GP | CE323A | HP LaserJet Pro CP1525/CM1415 Mgn Crtg | 3 | 6,057 | 4,518 |
| 30 | GP | CF279A | HP 79A Black LaserJet Toner Cartridge | 19 | 4,878 | 3,639 |
| 31 | GP | CF400A | HP 201A Black LaserJet Toner Cartridge | 5 | 6,099 | 4,548 |
| 32 | GP | CF401A | HP 201A Cyan LaserJet Toner Cartridge | 5 | 7,194 | 5,365 |
| 33 | GP | CF402A | HP 201A Yellow LaserJet Toner Cartridge | 4 | 7,194 | 5,365 |
| 34 | GP | CF403A | HP 201A Magenta LaserJet Toner Cartridge | 4 | 7,194 | 5,365 |
| 35 | LS | CC388AC | HP CC388AC Blk Contr LJ Toner Cartridge | 48 | 5,134 | 3,515 |
| 36 | LS | CF218AC | HP 18A Blk Contract LJ Toner Cartridge | 11 | 4,375 | 3,107 |
| 37 | LS | CF230XC | HP 30X Blk Contract LJ Toner Cartridge | 3 | 8,360 | 5,937 |
| 38 | LS | Q2612AC | HP Q2612AC Blk Contr LJ Toner Cartridge | 30 | 6,345 | 4,389 |
| | | | Total Amount | | | 870,056 |


 Finance Officer (C2)
 Jadavpur University