

**JADAVPUR UNIVERSITY**  
**KOLKATA-700 032**

Ref. No.: REC/ N/149/2020  
Date: 09 November, 2020

**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 31.10.2021**). 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 either of their following **authorized business partners; at the approved rate of 2020-21, which is valid upto 31.10.2021.**

Party	E-mail	Contact No.	Contact Person
M/s Business Centre.Net	4. rimaroychoudhury3@hotmail.com 5. businesscentre.net@gmail.com 6. rima@businesscentrenet.org	Ph. No. 2211-0230, Mob.: 98301-75097, , Telefax: 2234-7949	Mrs. Rima Roy Coudhury
M/s. Jupiter Computers	admin@jupitercomputers.in	Ph.No. 2429-6666, 2483-8553, Mob: 9433009375, 9830236256	Mr. Sudipta Roy Chowdhury

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 price excluding applicable GST@18%]** given in the **JU website**) valid till **31.10.2021**, as approved for Jadavpur University. For HP cartridges not listed in the Rate Chart either of the given parties 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
No	PL	SKU	Description	Contract Quantity	MRP	Jul-20 MVC Customer Price
1	1N	CH563ZZ	HP 802 Black Ink Cartridge	2	1,887	1,341
2	1N	CH564ZZ	HP 802 Tri-color Ink Cartridge	2	2,571	1,826
3	1N	CZ107AA	HP 678 Black Ink Cartridge	2	755	535
4	1N	CZ108AA	HP 678 Tri-color Ink Cartridge	2	755	535
5	1N	CZ121AA	HP 685 Black Ink Cartridge	2	783	572
6	5T	CC388XC	HP 88X Blk Contract LJ Toner Crtg	10	5,565	3,763
7	5T	CE278AC	HP CE278AC Blk Contract LJ Toner Crtg	4	6,791	4,593
8	5T	CE411AC	HP 305A Cyn Contract LJ Toner Cartridge	2	9,885	6,991
9	5T	CE412AC	HP 305A Ylw Contract LJ Toner Cartridge	2	9,885	6,991
10	5T	CE413AC	HP 305A Mgn Contract LJ Toner Cartridge	2	9,885	6,991
11	5T	CF218AC	HP 18A Blk Contract LJ Toner Cartridge	9	4,395	3,107
12	5T	CF230XC	HP 30X Blk Contract LJ Toner Cartridge	5	7,634	5,398
13	5T	Q2612XC	HP 12X Blk Contract LJ Toner Crtg	10	6,747	4,564
14	GP	CB540A	HP Color LaserJet CP1215/1515 Black Crtg	4	6,525	4,845
15	GP	CB541A	HP Color LaserJet CP1215/1515 Cyan Crtg	2	5,998	4,454
16	GP	CB542A	HP LaserJet CP1215/1515 Yellow Crtg	2	5,998	4,454
17	GP	CB543A	HP LaserJet CP1215/1515 Magenta Crtg	2	5,998	4,454
18	GP	CE310A	HP CLJ CP1025 Black Print Cartridge	2	4,247	3,154
19	GP	CE311A	HP CLJ CP1025 Cyan Print Cartridge	2	4,721	3,506
20	GP	CE312A	HP CLJ CP1025 Yellow Print Cartridge	2	4,721	3,506
21	GP	CE313A	HP CLJ CP1025 Magenta Print Cartridge	2	4,721	3,506
22	GP	CE320A	HP LaserJet Pro CP1525/CM1415 Blk Crtg	4	5,862	4,353
23	GP	CE321A	HP LaserJet Pro CP1525/CM1415 Cyn Crtg	2	5,577	4,142
24	GP	CE322A	HP LaserJet Pro CP1525/CM1415 Ylw Crtg	2	5,577	4,142
25	GP	CE323A	HP LaserJet Pro CP1525/CM1415 Mgnt Crtg	2	5,577	4,142
26	GP	CF279A	HP 79A Black LaserJet Toner Cartridge	20	4,455	3,307
27	GP	CF400A	HP 201A Black LaserJet Toner Cartridge	3	5,615	4,169
28	GP	CF401A	HP 201A Cyan LaserJet Toner Cartridge	2	6,623	4,918
29	GP	CF402A	HP 201A Yellow LaserJet Toner Cartridge	2	6,623	4,918
30	GP	CF403A	HP 201A Magenta LaserJet Toner Cartridge	2	6,623	4,918
31	GP	Q6000A	HP LaserJet 2600/2605/1600 Black Crtg	2	7,664	5,692
32	GP	Q6001A	HP LaserJet 2600/2605/1600 Cyan Crtg	2	8,366	6,212
33	GP	Q6002A	HP LaserJet 2600/2605/1600 Yellow Crtg	2	8,366	6,212
34	GP	Q6003A	HP LaserJet 2600/2605/1600 Magenta Crtg	2	8,366	6,212
35	GJ	CE410A	HP LaserJet Pro M451/M475 2.2K Blk Crtg	4	6,939	4,907
36	GJ	CF281A	HP 81A Black LaserJet Toner Cartridge	2	14,130	9,993
37	GJ	CF410A	HP 410A Black LaserJet Toner Cartridge	2	7,066	4,996
38	GJ	CF411A	HP 410A Cyan LaserJet Toner Cartridge	2	9,125	6,452
39	GJ	CF412A	HP 410A Yellow LaserJet Toner Cartridge	2	9,125	6,452
40	GJ	CF413A	HP 410A Magenta LaserJet Toner Cartridge	2	9,125	6,452
Total Amount						569,000

  
 Finance Officer 02/11/2020  
 Jadavpur University