



मंडल कार्यालय, पोस्ट बक्स नं.106, जीवन प्रकाश 489, मॉडल टाउन, कर्नाल-132001  
Divisional Office, P.O. Box No. 106, "Jeevan Prakash", 489, Model Town, Karnal-132001

Ref: - OS/Sty/2024-25/Tender/10

Dated;- 15.10.2024

**To all computer Media suppliers Empanelled in Karnal Division**

Dear Sir,

Re: **Limited Tender for Supply of IT Consumable items like cartridges, printer heads, Ribbons, CD etc. from Karnal Division Empanelled vendor {Last Date 29.10.2024}**

Sealed Tender is called for **Supply of IT Consumable items like cartridges, printer heads, Ribbons, CD etc as per description enclosed herewith. Quotation must be in the name of Chairman Stores Committee, LIC of India, Divisional Officer, Jeevan Prakash, 489, Model Town- Karnal-132001.** The last date for the receipt of quotation is 29.10.2024 up-to 5.30 PM and same will be opened on 30.10.2024 at 11.00 AM. The terms and conditions of the tender are enclosed herewith. You are requested to submit the same duly filled, stamped & witnessed with office seal in token of your accepting the same and return the same to us along with the tender. These are to be treated as the integral part of the tender.

The Rates must be quoted as Base Rate and GST will be extra as applicable from time to time as per Rules of the Government & FOR at Divisional Office Stores {Basement}, Karnal. Please quote your rates on our tender description Performa, which should be signed under your official seal. **The tender with cuttings or fluids will not be accepted.**

If the supply is not received within stipulated time, the order will be cancelled and action will be taken as per rules. You are required to deposit Earnest Money Deposit {Refundable} of Rs.6000/-{Refundable} & Tender fee of Rs. 118/- {non refundable} separately by Demand Draft fvg. **LIC of India payable at Karnal** along with the tender. EMD of the tenderer/s not getting the order will be refunded without any interest after finalization of the tender. **If the quantum of order exceeds to Rs. One Lac, Security Deposit {Refundable with-out any interest} in the nature of Performance Guarantee shall be payable by the successful tenderer @ 5% of the contracted value. The Security Deposit shall be accepted in the form of Demand Draft fvg. LIC of India Payable at Karnal.**

**EMD & Security Deposit of tenderer/s getting the order will be retained till the completion of the order/expiry of the rate contract and thereafter will be refunded without any interest. Please note that without EMD & Tender fee your tender will not be considered.**

**The competent authority reserves the right to change any terms & conditions or to reject/cancel all the tenders without assigning any reasons thereof.**

Encl:

Tender Descriptions.  
Terms & Conditions of the Tender.

Yours faithfully,

  
Manager (E&OS)

