

मण्डल कार्यालय, एस.सी.ओ.-3,4,5 हुडा सेक्टर 1 रोहतक-124001
 दुरभाष न0 (01262) 228336, 228329 ईमेल os.rohtak@licindia.com

The approximate Value of this tender is Rs. 5.00 lakh

Notice of Limited Tender for rate contract for supply of IT Consumables

Sr. No	Activity	Details
1	Tender Date	OS/DO-102/ IT Consumables Dated : 02.12.2024
2	EMD	EMD Rs.10000/- (refundable without any interest) Payable by way of cash at cash counter of Divisional Office, Rohtak or through Demand Draft favouring LIC of India drawn on any scheduled bank payable at ROHTAK .
3	Tender Fee	Fee 118/- (One Hundred Eighteen only) (Fee 100+18 GST) (non-refundable). Payable by way of cash at cash counter of Divisional Office, Rohtak/ Demand Draft favouring LIC OF INDIA drawn on any scheduled bank payable at ROHTAK(here in after called Corporation).
4	Address for submission of bid (To be put in Tender Box)	Manager (E&OS) Life Insurance Corporation of India, Divisional Office , SCO-3,4,5 Sector-1 ROHTAK-124001(HR)
5	Submission of Financial Bid Date & Time	Empanelled vendors of Rohtak Divisional office in category-6 of Supply of IT Consumables are eligible for applying bids in sealed covers super scribed as "Limited Tender for IT Consumables". "Tender Ref: OS/DO-102/ IT Consumables. Name of Tenderer" by 12th December 2024 up to 05.30 P.M.
	Financial Bid opening Date / Venue	The sealed covers having Tender papers will be opened by the Tender opening committee on 13th December 2024 at 11:00 AM in the presence of bidders or one of their representatives who wishes to attend. Venue address as mentioned above at S.NO.4.
7	Contact Details	MANAGER(OS) Telephone No. 01262-228329,228336 E mail id – os.rohtak@licindia.com
8	Official Website (URL)	http:// www.licindia.in /tender notice

The Tender Document can be downloaded from our website [http:// www.licindia.in](http://www.licindia.in) (tender notice) In case there is any change in the schedule or any correction the same will be displayed on our web site and no separate intimation will be given. It is clarified that only empanelled vendors of Rohtak Division in category-6 of Supply of IT Consumables are eligible to apply for this tender

Sr. Divisional Manager



मण्डल कार्यालय, एस.सी.ओ.-3,4,5 हुडा सेक्टर 1 रोहतक - 124001
दूरभाष न० (01262) 228336, 228329 . फैक्स न० (01262) 228300
ईमेल os.rohtak@licindia.com

Ref: OS/Sty/2024-2025

Date: 02.12.2024

**Terms and Conditions of the limited tender for the Rate Contract for the supply of
I T. Consumables for the year 2024-2025**

The material will be delivered at the stores of LIC of India, Divisional Office, S.C.O.-3, 4, 5 Sector-1,HUDA, Rohtak-124001 (Haryana) or any other place that may be specified by the Corporation if so needed within the stipulated period of 25 days failing which penalty clause will be imposed as below:-

Period within which supply is received	% of penalty
Up to 25 days	Nil
26 to 35 days	2%
36 to 45 days	4%
After 45 days	6% or Order may be Cancelled

For short supply penalty will be as below:

Up to 5 percent - Nil

More than 5 percent to 10 percent - 1 Percent of cost of short supply.

More than 10 percent to 20 percent - 2 Percent of cost of short supply.

More than 20 percent to 30 percent- 3 Percent of cost of short supply.

More than 30 percent— 5 Percent of cost of short supply or Order may be cancelled also

Other Terms & Conditions are as follows:-

1. If at any time, material supplied falls below the contractual specifications with regard to the quality and quantity, penalty clause (which will be decided by the Competent Authority on the merit of each case) will be invoked, which is part and parcel of the conditions of the tender.
2. In the event of any loss/damage being caused to LIC of India on account of the negligence of the vendors or its employees or due to supply of Duplicate material the vendor shall make good the loss sustained by LIC of India , either by replacement of the material /equipment or payment of compensation.
3. Mere submission of the application for tender does not confer the right of selection.
4. The selection of tender would be without any liabilities from our side.
5. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of the tender selection without assigning any reason thereof for which LIC of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.

- Please deposit Tender Fee Rs. 118/- (One Hundred Eighteen only) (Fee 100+18 GST non refundable) and EMD Rs.10000/-(Ten Thousand Only refundable Without any interest) Payable by way of cash at cash counters of Divisional Office, Rohtak or through Demand Draft favouring LIC of India drawn on any scheduled bank payable at ROHTAK
7. The Rates are inclusive of all types of taxes and freight/courier charges etc. Except GST and the firm should be GST compliant.
 8. TDS (Tax) where applicable will be deducted as per rules.
 9. The rates shall be valid for one year from date of acceptance of the tender. The contract can be extended up to further one year on mutual understanding of both the parties with same rates and terms and conditions.
 10. Goods/Items supplied should not be more than three months old from the date of Manufacturing. Otherwise we will return the items and cancel the order without further making further correspondence.
 11. Vendor must have manufacturer's authorization certificate/Authorized Dealer, copy of the same to be enclosed.
 12. No advance payment shall be made for purchasing items.
 13. The firm/suppliers who have been blacklisted /removed earlier by any office of LIC of India should not apply.
 14. The responsibility to arrange for the E-way bill will be that of the vendor.
 15. If the Tenderer is registered under DGS&D/NSIC/MSME they have to clearly mention and submit a copy of supporting valid documents. In absence of any such documents tenderer shall be considered as not registered under DGS&D/NSIC/MSME.
 16. The tender notice is also available at our official website www.licindia.in. Overwriting/ white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC of India.
 17. In case of any change/correction in the tender conditions, then corrigendum will be Uploaded on our site (www.licindia.in) under the head "Tenders". In view of this bidders are advised to visit our site regularly.
 18. All the pages of the tender document must be signed by the authorized person of the Firm.
 19. 5 % of the value of the contract will be deposited/Bank Guarantee as performance security from the successful bidder or 5% security deposit will be deducted from bill when total payment exceeds Rs. One Lakh and refunded after expiry of tender period. No interest is payable on this deposit at the time of refund. Performance security is to be forfeited in the event of a breach of contract in terms of the relevant contract. Security deposit will be charged from NSIC/ MSME registered firms as per the rules of the Corporation and Indian govt.
 20. The tender received after the stipulated time and date will not be entertained.
 21. The competent authority reserves the right to relax any of above conditions.
Submit all the tender documents duly signed and stamped (each page of the tender) by the authorized person, otherwise tender may be rejected.

The above terms and conditions are acceptable to us.

(Signature of the vendor with office seal)

Sr. Divisional Manager



SCO-3,4,5 HUDA SECTOR I DIVISIONAL OFFICE, ROHTAK - 124001

Telephone Nos. (01262) 228329, 228336

Email os.rohtak@licindia.com

Declaration

I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all losses caused to LIC of India in the process. I/we agree that the decision of the Corporation in selection of tender will be final and binding on me/us. All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.

I/we have no objection if inspection of my/our premises/workshop, shop etc. is done by the official of the Corporation at any time including inspection of the quality of any or all items of the tender.

Place.....

Date.....

Sign.....

With seal of firm/company



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

मण्डल कार्यालय, एस. सी. ओ. - 345 हडा सेक्टर 1 रोहतक - 124001
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Ref.: OS/Sty/2024- 2025

Date: 02.12.2024

Quotation/Financial Bid for IT Consumables 2024-2025

Sr. No	Name of Item	Model No	BRAND	UNIT	RATE	GST Amt.	Total Amount
1.	Laser cartridge Samsung 1043S	Samsung ML-1866	SAMSUNG	1			
2.	Laser Cartridge Canon	Canon 925	CANON	1			
3.	Line Printer cartridge (Lipi) TALLY GENICOM 6800/6600	9000 part no. 256110-104	TALLY GENICOM	1			
4.	Line Printer cartridge (Lipi) TALLY GENICOM 6800/6600	17000 part no. 255661-104	TALLY GENICOM	1			
5.	Line Printer Cartridge	9000 Part NO-256109-104	PRINTRONIX	1			
6.	Line Printer Cartridge	17000 Part No.259885-104	PRINTRONIX	1			
7.	Line Printer Cartridge	30000 Part No.-259890-404	PRINTRONIX	1			
8.	Line Printer LMP WEP 1000/P7000 standard capacity spool ribbons	LMP WEP 1000/P7000-179499-001	PRINTRONIX	1			
9.	RICOH SP210(407264) LASER PRINTER CATRIDGES	RICOH SP210	RICOH	1			
10.	EPSON M100 Print head	EPSON print Head	EPSON	1			
11.	Epson M-1100/1170 print heads	EPSON Print Head	EPSON	1			
12.	Epson M-1100/1170 Ink Pad	M1100/M1170	EPSON	1			

Please quote the rates for above mentioned items with their item code & Rates will be valid for 1(One) year.

Signature of the supplier with seal