

Ref GDO/OS/STN/2025-26
To,

DATE-. 28.10.2025

**RE : TENDER NO. 11/2025 RATE CONTRACT FOR PURCHASE OF NEW PRINTER
RIBBON & TONNER CARTRIDGES**

With reference to the above, we intend to purchase of new Printer Ribbon, Toner, Cartridges as per details given below :-

SR.NO	Name of the printer	Brand	Specification (Length)	Rate per PRINTER RIBBON & TONNER CARTRIDGE Exclusive all taxes Rs.---
01	Printer Ribbon cartgd.,LIPi-6306	Image Master	31.6mmx60Mtrs.	
		Tilly Genecom	31.6mmx60Mtrs.	
		Lipi	31.6mmx60Mtrs.	
02	Printronix P7-1000/P7-100N/7010/spool	Printronix	25.4mmx50Mtrs.	
03	Printer Ribbon Cartridge ,EPSON-LQ-1310	EPSON		
04	EPSON INK 005	BK-BLACK HITAM		
05	Tonner Cartridge Xerox Samsung ML-2161	Samsung		
06	HP-OFFICE JET PRO-8026-XL Black	HP-MFP XL-905,		
07	HP-OFFICE JET PRO-8026-XL Black	HP-MFP XL--915L		
08	CANON Toner Cartridge- 925	Canon		
09	HP-OFFICE JET PRO-8026-XL CYAN	HP-MFP XL--915L		
10	HP-OFFICE JET PRO-8026-XL YELLOW	HP-MFP XL--915L		
11	HP-OFFICE JET PRO-8026-XL MAGENTA	HP-MFP XL--915L		
12	RICOH SP 212 NW (2600 Pages-SP200H) Toner Cartridge	RICOH		
13	Ribbon cartridge , for WEP-P7C-1000 N Line Printer	PRINTONIX (30000 PAGES)		

कार्यालय सेवा विभाग, मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010
Office Services Department, Divisional Office, "Jeevan Prakash", Sector-11, Gandhinagar- 382010
फोन नंबर: Phone No:- 23223590, 2322359, ईमेल: Email: os.gandhinagar@licindia.com

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14	Printer Ribbon cartridge , for MSP/445/355 /MSP-255/245(High Density)	Image Master (12.7mmx15Mtrs. (HD)	
15	Printer Ribbon LIPI-6805 (P/N- 255661-104)/sensor	Tally Genicom	
16	Epson Ink 774	Pigment	

TERMS & CONDITIONS :

It is Must for only those Vendors to Apply who are currently empanelled with any office of LIC OF INDIA with submission of document verifying the same.

You have to mention the brand name of the ribbon, measurements i.e. length (in Meters) and thickness (in mm) and cost of the same (Ink based) in the above mentioned format only.

The rate should be EXCLUSIVE OF ALL TAXES and free delivery at our premises.

You have compulsory to provide an authorization certificate (MAF) from the supplier.

Note :- Without an authorization certificate (MAF) from the supplier quotation not acceptable.

Seller will have to supply only OEM material exactly according to the specification / Make. In case of compatible item, it must be workable on printers. Non workable supply material will have to be taken back by supplier on its cost.

Supply of inferior quality / late supply or less quantity will be rejected / penalized by the LIC without any dispute.

If the quotation is accepted the order should be executed within 30 days from the date of our firm order. If you don't supply above items within time limit the penalty will be charged as under :

DELAY UPTO	% OF ORDER AMOUNT
31 TO 45 DAYS	1 %
45 TO 60 DAYS	2 %
BEYOND 60 DAYS	3 %, or more as decision by competent authority

If the delay exceeds 60 days, then decision of the Competent Authority will be final.

You have to pay Earnest Money Deposit {EMD} Rs.12,000/- {Rs Twelve Thousand only} by Demand Draft/ Banker's Cheque in favor of "LIC OF INDIA" payable at "GANDHINAGAR" and deposit this amount at our office during cash hours on or before last date. Earnest Money Deposit {EMD} will not carry any interest. Earnest Money Deposit {EMD} will not carry any interest. The amount of EMD will be 2% of the estimated value of the goods to be purchased/services acquired, EMD furnished by all unsuccessful Vendors should be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract.

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If you are not interested to quote the rates for above inquiry, please send us a letter stating the reason for not quoting the rates.

Security Deposits: Performance Security will be Obtain from successful Bidder, Performance Security will be for an amount of 10% of the value of the contract. Performance Security can be furnish in the form of Demand Draft / Bankers Cheque, or Bank Guarantees [Proper format (as Annexure III) on which Bank Guarantees are accepted from the vendors] through Scheduled Banks. Performance Security will be furnish by a specified date. Performance security will be forfeit and credit to the purchase organization in the event of a breach of contract by the supplier, in terms of the relevant contract.

Performance Security will be refund to the supplier, without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

Though Micro and Small enterprises who have registered with the Director of Industries (DI)/ District Industries Centre (DIC) as manufacturing/service enterprises by filling Entrepreneurs memorandum (Part- II) are exempted from payment of earnest money deposit, there is no exemption to them in respect of payment of security deposit/ Bank Guarantee.

If you are not interested to quote the rates for above inquiry, please send us a letter stating the reason for not quoting the rates. [Cash hours: Monday to Thursday -10.15 a.m. to 04.30 p.m.)
And on Friday Cash Hours 10.15 a.m to 04.45 p.m.
except holidays.

Requirements for payment: No payment will be made without submission of following Documents.

1. Order copy,
2. Delivery chalan,
3. Advance Stamped receipt,
4. Two copies of Invoices
5. It is must for each & every vendor to send the quotation in regards to above items otherwise it will be viewed seriously.

This rate contract will remain in force from 01.12.2025 to 30.11.2026 once your rate has been approved and entered in rate contract then you will have to provide us material at the approved rate for the specific item up to 30.11.2026. Other wise we will delete your name from our approved penal. We will not entertain any excuse like price rise etc. You will have to bind by the rate approved under this rate contract. If these terms are agreeable to you then only send the quotation.


If you agree with all the above terms and conditions, please send your quotation on your letter head in a sealed cover super scribed, "SECRET - TENDER NO 11/2025 FOR PURCHASE OF NEW RIBBON & TONNER CARTRIDGES, addressed to Manager (OS), Office Services Department, Divisional Office, Sector-11, Gandhinagar on the above address so as to reach us latest by 24.11.2025 on or before 16.00 hrs.

The Corporation reserves the rights to accept or reject any all quotations for part / full quantity of any item without assigning any reason whatsoever.

कार्यालय सेवा विभाग, मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010

Office Services Department, Divisional Office, "Jeevan Prakash", Sector-11, Gandhinagar- 382010

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Sr. Divisional Manager.

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TENDER FORM

**RE : TENDER NO. 11/2025 RATE CONTRACT FOR PURCHASE OF NEW PRINTER
RIBBON & TONNER CARTRIDGES**

TENDER FEES RS. 118.00 (RS.ONE HUNDRED EIGHTEEN ONLY)

EARNST MONEY DEPOSIT RS. 12, 000.00 (RS.TWELEVE THOUSAND ONLY)

IN D.D. / BANKERS CHEQUE ONLY

PLEASE QUOTE YOUR RATE IN OUR PRESCRIBED FORM ONLY

SR.NO	Name of the printer	Brand	Specification (Length)	Rate per PRINTER RIBBON & TONNER CARTRIDGE Exclusive all taxes Rs.---
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12	RICOH SP 212 NW (2600 Pages- SP200H) Toner Cartridge	RICOH		

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14	Printer Ribbon cartridge , for MSP/445/355/EX/LQ1050/MSP-255/245(High Density)	Image Master (12.7mmx15Mtrs. (HD)		
		LIPI (17000 PAGES) TVS		
15	Printer Ribbon LIPI-6805 (P/N-255661-104)/sensor	Tally Genicom		
16	Epson ink 774	Pigment		

You have compulsory to provide an authorization certificate (MAF) from the supplier.

LAST DATE : 24.11.2025 on or before 16.00 hrs

Note :- Without an authorization certificate (MAF) from the supplier quotation not acceptable.

PLACE : _____

Date : _____

SIGNATURE & SEAL

कार्यालय सेवा विभाग. मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010

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