

Ref GDO/OS/STN/
To,

DATE-. 19.01.2025

RE: TENDER NO. 04/2026
RATE CONTRACT FOR PURCHASE OF DMP PRINTER RIBBON
CARTRIDGE.

We are going to float Tender No: - 04/2026 Rate of contract for purchase of DMP printer ribbon cartridges, Some highlights of the tender is mentioned in draft Tender as detailed Below:

Name of the printer	Specification (Length)	Quantity (Approximate)
Dot matic Printer Ribbon cartridge, for MSP-355, (High Density)	1. 24 pin 2. 136 column 3. (12.7mmx15Mtrs. (HD)	3000 [It May Be Increase/ Decrease]

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.

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

Signature & Rubber Stamp
(Proprietor of Firm)

If the quotation is accepted the order should be executed within 10 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.5000/- {Rs Five 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 12.02.2026. 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 Tenders 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. 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 tender fees and 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 -10.00 a.m. to 04.30 p.m.) & Friday 10.00 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 challan,
3. Advance Stamped receipt,
- 4.Two copies of Invoices

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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 01.03.2026 to 28.02.2027 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 28.02.2027. Otherwise we will delete your name from our approved panel. 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. 04/2026 RATE CONTRACT FOR PURCHASE OF DMP PRINTER RIBBON CARTRIDGES", addressed to Manager (OS), Office Services Department, Divisional Office, Sector-11, Gandhinagar on the above address so as to reach us latest by 12.02.2026 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.


Sr. Divisional Manager
Kumar (for Ho)

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

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TENDER FORM

RE : TENDER NO. 04/2026

RATE CONTRACT FOR PURCHASE OF DMP PRINTER RIBBON CARTRIDGES

Tender fee Rs. 118.00 (Rs. One hundred eighteen only)

EARNEST MONEY DEPOSIT RS. 5,000.00 (RS. Five thousand only) IN D.D. / Banker's cheque only

PLEASE QUOTE YOUR RATE IN OUR PRESCRIBED FORM ONLY

Name of the printer	Specification (Length)	Rate per PRINTER RIBBON Exclusive all taxes Rs.---
Dot matic Printer Ribbon cartridge, for MSP-355, (High Density)	4. 24 pin 5. 136 column 6. {12.7mmx15Mtrs. (HD)	

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

LAST DATE : 12.02.2026 on or before 16.00 hrs

Note :- Without an Authorization Certificate (MAF) from the supplier, quotation is Not Acceptable.

PLACE : _____

Date : _____

SIGNATURE & SEAL

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

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