



Office Services Department
Asansol Divisional Office, "Jeevan Prakash", G T Road (West End). PO Asansol, WB 713304

Ref : LIC/ADO/OS/SM

Date 14.10.2026

Tender Notice No 04/2026-27

Tender Notice – Purchase of IT Consumables-Ribbon/cartridges/heads

Sealed Tender is hereby invited from the bidders who have registered office in West Bengal from for the following IT Consumable items.

Item	Item Description	Make	Quantity to be purchased
1	Epson LQ 1310 Printer Ribbon Cartridge	Epson	3500
2	Epson LQ 1310 Printer Head	Epson	125
3	Tally Genicom LP Ribbon Cartridge 6800/6600	LIPI	80
4	Printronix LP Ribbon Cartridge 1000N/7010	Printronix	30
5	TVS MSP 355 Printer Head	TVS	10

Tender No 04/2026-27 is a two packet bid and thus participating bidders are hereby instructed to submit Financial Bid (Annexure A) and Technical Bid (Annexure B, C & D) in two separately sealed envelopes. The envelopes should be clearly marked as Financial Bid & Technical Bid- else the tender will be cancelled.

The sealed quotation should be addressed to the following addressee mentioning on the top of the envelope **"Quotation for IT CONSUMABLES - Tender Closing Date 28.10.2026 "**.

The addressee must be:

The Manager (OS)

Life Insurance Corporation Of India

Asansol Divisional Office, Jeevan Prakash, West End GT Road, PO- Asansol, WB-713304

*Tenders received after due date due to any reason will not be considered. Further LIC reserves the right to accept or reject any tender or whole tender process at any time without assigning any reason thereof. LIC, Asansol Divisional Office reserves the right to call for missing /additional requirement/clarification or otherwise from the vendor at the time of analysis of the tenders received in response to this notice.

Tender Floating Date: 14.10.2026

Tender Closing Date: 28.10.2026 till 4.00 pm

Tender Opening Date: 29.10.2026 at 12.00 pm

Sr Divisional Manager
Asansol Divisional Office, LIC

Terms and Conditions of Tender No 04/2026-27

1. (a) Submission of a non-refundable Tender Fee of Rs. 118/- (Rupees one hundred eighteen only) in cash / DD payable at Asansol for each Tender. Cash is to be deposited in our Division Office Cash Counter. MSEs (Micro & Small enterprises are exempted only) are exempted of Tender Fee. Tender Fee is to be deposited on or before 28.10.2026 before 04.00 PM.

(b) An EMD (Earnest Money Deposit) @10000/- must be submitted in DD in favour of Life Insurance Corporation Of India, payable at Asansol (exempted for MSME) along with the tender. EMD will be refunded /returned within 15 days of DELIVERY OF GOODS.

Non submission of any of the above will automatically reject the tender.

(c) PBG (PERFORMANCE BANK GUARANTEE) MUST BE SUBMITTED BY THE L1 VENDOR AT A RATE OF 5% OF TOTAL VALUE OF ORDER WITHIN 7 DAYS OF RECEIVING WORK ORDER. THERE IS NO EXEMPTION FOR MSME IN CASE OF SUBMISSION OF PBG. DURATION OF PBG WILL BE 180 DAYS.

2. The Hard copy of tender should be sent so as to reach this office **ON OR BEFORE THE LAST DATE & TIME SPECIFIED**. Tender received after that will be rejected summarily without assigning any reason.

3. In case the tender refuses to execute the Order, either full or part, if placed at the quoted rates. In that event LIC may decide / debar / blacklist the concerned supplier and decision of the Competent Authority, LIC, Asansol DO shall be final and binding to all concerned. The Competent Authority also reserves the right to cancel partially or in full the Tender No 04/2026-27.

4. Price quoted should be inclusive of all charges (including packing, delivery charges, and transportation and unloading charges) & inclusive of GST. TDS. shall be deducted as per rules.

5. If the tender is registered under NSIC and MSMEs they have to clearly mention and submit a copy of supporting valid documents. In absence of any such document, tender shall be considered as not registered under NSIC and MSMEs. NSIC/MSME certificate should bear the Date of validity of such certificate. Firms having registration under NSIC [Single point registration Scheme] shall be eligible to get the benefit of exemption from payment of tender fees as per Government's rule.

6. Quotations must be given, as per prescribed format as mentioned in Annexure duly sealed and signed by the Proprietor/ Director/ Manager of the Firm and should be either TYPE OR WRITTEN must be in INK and should not be with any hedging conditions or overwritten. **If the rates are overwritten or not legible, the quotations will be subject to rejection.**

7. The evaluation for the Tender No 04/2026-27 will be item wise.

8. All deliveries must be made on the basis of F.O.R. Divisional Office, **LIC of India, Divisional Office , Asansol, Jeevan Prakash (Ground Floor), G T Road, (West), PO Asansol Pin 713304** at Store Department or as per our instructions within the jurisdiction of Asansol Division free of charge. If the delivery is not made to place mentioned above, the amount paid for shifting the goods from the place of delivery to store Department will be deducted from the bill amount.

9. This shall be a running contract with an option to accept supply within the range of $\pm 15\%$. The supplier is legally bound to meet our requirements from 75% to 125% of the ordered quantity at our discretion during the contract period.

10. **PENALTY CLAUSES:-**

A) FOR DELAY IN SUPPLY :-

Period within which supply is received	% penalty of the order value
Within 15 days of issue of work order	NIL
16 days to 25 days	2%
26 days to 30 days	5%
31 days to 60 days	7.5%

Beyond 60 days, the order will be cancelled and EMD shall be forfeited.

11. The L1 vendor has to supply the item at Asansol Divisional Office within 15 days from issuance of work order INVARIABLY.

12. If after the supply of the items, it is discovered after due quality control and compliance that the items supplied are not according to the specification accepted, **SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST.**

Replacement Clause : However in case of any manufacturing defects, non-conforming specifications or empty boxes received or any deviation from standard performance, **SUCH SUPPLY WILL BE REPLACED AT THE SUPPLIER'S COST.**

13. Work order may be placed in parts depending upon the requirements during the contract period. No advance payment will be made till the order is fully executed. Any dispute arising out of or relating to this Tender shall be deemed to have arisen in Asansol City and shall be under adjudication in a court in Asansol City.

14. Tender shall be valid for the period of 6 months which shall be counted from the date of finalization of the L1 bidder by the Competent authority. But Corporation reserves the right for any alteration in period of the tender which will be strictly binding on the suppliers. No change in rates quoted in Tender by the Vendor shall be acceded to within the Tender period of 6 months.

15. The vendors participating in the tender must not have been ever blacklisted by any of the offices of LIC of India. During the process of finalization of the Tender or during the contract period if it is ever found that a particular Vendor has ever been blacklisted by LIC of India, such Tender shall be summarily rejected & all moneys paid to LIC of India shall be forfeited. The vendor must submit a declaration in their letter head regarding their non black listing as on date of submission of the Tender.

16. It may be noted that L1 rate shall be arrived at by the Competent Authority for each item separately & individually.

17. The hard copy of the Tender No.04/2026-27 along with the price bid must reach to the following address within 28.10.2026 up to 04.00 hours:-

**The Manager (OS),
LIC of India, Asansol Divisional Office,
West End, G.T.Road, Asansol,
PIN - 713304, Dist: Paschim Bardhaman, West Bengal**

Tenders arriving after the last date & cut off time shall not be taken into consideration & shall be summarily rejected without assigning any reason & shall be returned back to the vendor concerned.

18. Once a vendor is found to be the L1 Vendor for a particular item of Tender No. 04/2026-27 and order is placed with that firm at the rate quoted by the concerned Firm in the Tender No.04/2026-27 & on receipt of the work order if the concerned Firm refuses to deliver the ordered item then that concerned vendor shall be blacklisted permanently. In this regard no appeal/plea shall be considered.

19. Each vendor must fill up and also sign in each page with seal.

20. The Vendors participating in the Tender No. 04/2026-27 dated 28.10.2026 must sign the Terms & conditions of the Tender No. 04/2026-27 under their Seal & must be submitted with Financial bid in a separately sealed cover and also the vendor has to sign in every page of Terms & conditions of the Tender document as a mark of acceptance of Tender terms & conditions. The vendor has also to put their seal under their signature without which the vendor shall not be eligible for participating in the Tender No. 04/2026-27 & such Tenders without signed & sealed Terms & Condition shall be summarily rejected.

Sr Divisional Manager

We accept the terms & conditions of the Tender No.04/2026-27 dated 14.10.2026

Seal & Signature of the vendor with date.

ANNEXURE A

Financial Bid- QUOTATION FORM FOR IT CONSUMABLE ITEMS

Item	Item Description	Make	Quantity to be purchased	Unit price (Rs)	Unit price including GST (Rs)	Total Price including GST (Rs)
1	Epson LQ 1310 Printer Ribbon Cartridge	Epson	3500			
2	Epson LQ 1310 Printer Head	Epson	125			
3	Tally Genicom LP Ribbon Cartridge 6800/6600	LIPI	80			
4	Printronic LP Ribbon Cartridge 1000N/7010	Printronic	30			
5	TVS MSP 355 Printer Head	TVS	10			

Seal and signature of vendor

Date:

Place:

ANNEXURE B

BIDDERS DECLARATION FOR TECHNICAL EVALUATION

Name of the Firm: _____

Name of the Proprietor/ Owner/Managing Director: _____

Registered Office Address in West Bengal

(Documentary Proof Of registered office address in West Bengal must be attached along with)

Type of Firm: MSME/ NON-MSME (IF MSME, COPY OF REG. CERT MUST BE ATTACHED)

PAN: _____ **(COPY MUST BE ENCLOSED)**

GSTIN NO: _____ **(COPY MUST BE ENCLOSED)**

Average Turnover of the three years (must be 15 lakh): (CA Certified/audited financial statement must be attached along with):

2025-2026:

2024-2025:

2023-2024:

2022-2023:

Experience in similar filed (must be minimum 5 years): _____ **(copy of experience certificate must be attached with)**

Three recent work experiences/orders from reputed firms/Central Govt Dept/PSU for supplying similar kind of goods or consumables: 1._____ 2. _____ 3_____ (copies of work orders must be attached with)

OEM Authorization of Epson/ Tallygenicom /Printronic/TVS: _____
(OEM Authorization Certificate copy must be enclosed for each)

Mention the name and contact details of the OEM Authorized Person:

Seal and signature of vendor

ANNEXURE C

Declaration of Non blacklisting

Re: UNDERTAKING for participation in Tender No. 04/2026-27 of Asansol Divisional Office

We hereby confirm that we have not been black-listed by LIC or any PSU Banks or BFSI Organization/ Government or Semi-Government or Quasi Government Departments in India as on date of submission of bid in response to the above tender for Procurement IT Consumable Items.

Dated at..... this day of..... .. 2026.

Seal and signature of vendor

Annexure D

Bank Account Details

Description	Remarks
Name of the Beneficiary	
Beneficiary Account No	
Beneficiary Account Type (Current/ Savings)	
Beneficiary Bank Branch	
IFSC No	

***Contractors/Vendors are requested to mention above mentioned details as a part of tender documentation. Please attach a cancelled cheque along with.**

*** Please Note no payment will be made through cash/ cheque. Payments will be released through NEFT only.**

Seal and signature of vendor