



# भारतीय जीवन बीमा निगम

## Life Insurance Corporation of India

Divisional Office-1, "Jeevan Prakash", 25, K.G.Marg, New Delhi-110001

Tel. No. 28844118, 28844129 (Direct)

23354984/85 (Extn. 2552)

**Date : 29-10-2015**

Dear Sir,

**Re: Quotations in sealed tender envelop for Computer Consumables**

| <b><u>S.No.</u></b> | <b><u>Particulars of Articles</u></b>    | <b><u>Quantity Required</u></b> | <b><u>Remarks</u></b>                                                                                                                         |
|---------------------|------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 1                   | As per "Specification" performa enclosed | As per requirement              | Kindly quote your rates etc. in the <b><u>"Specification" performa only, exclusively for the specific requirements mentioned therein.</u></b> |

**NOTE :-**

1. Please hand over sealed tender envelope to Ms Usha Yadav ,AAO,OS or Sri Krishan Kant AAO(OS) or Ms Neera Sharma AO(OS)
2. E.M.D. Of Rs. 20,000/- to be deposited by D.D. fvg. L.I.C. OF INDIA along with the tender. It will be refundable amt. & will not carry any interest.
3. A tender money of Rs.100/-(non refundable) favouring LIC Of India by way of DD Or Banker's cheque only should be enclosed with the quotations. **Cheques shall not be Accepted.**

Tenders should reach this office by 24-11-2015, **up to 2.00 p.m.** duly sealed and addressed to Chairperson Stores Committee, "Jeevan Parkash Building", 25, K.G.Marg, New Delhi- 110001 and subscribed as **"Computer Consumables"** to be opened on 26-11-2015 **at 11.00 AM** and should remain valid for 90 days from the last date fixed for quotation. The rate approved by LIC shall remain valid at least for 1 year from the date of acceptance / letter.

## **Other Conditions**

1. The delivery of goods will be taken at our Stores at IInd floor of our office i, as specified by us and no charges other than rates quoted will be allowed. **The rates quoted should be inclusive of all (Tax / Vat )charges.**
2. The quantity of the articles can be increased or decreased at our discretion.
3. We are not bound to accept the lowest rates and are at liberty to reject any or all tenders without assigning any reason thereof and further reserve the right to accept the whole or part of the tender and our decision shall be final and binding.
4. The delivery of the articles should be made with in 15 days of placing of order, otherwise penalty of 0.1% per day will be imposed and action can also be taken under stores code. We reserve the right to cancel the order and buy the same from open market and any difference in price will be recovered from the defaulter supplier. Late delivery can be accepted only with conditions that will be settled at that time.
5. Firm having ready stock will be preferred.
6. **The articles are required to be supplied strictly according to our instructions and so please do not submit your rates in case you are not in a position to deliver the goods according to our specifications, and schedule.**
7. Tenders are liable to be rejected with over-writing or cutting or having specification and brand other than required.
8. In case of any deviation from the specifications in QUALITY/ MAKE/ BRAND the order will result in either cancellation of tender or the entire quantity will be rejected. In other words the material should be strictly as per our approved brand.
9. Delivery schedule strictly to be maintained as per our terms and conditions agreed.
10. If order is not executed by you as per our requirement and within stipulated duration of time, LIC reserves the right to delist your firm from its approved panel.
11. LIC will bear no responsibility whatsoever and not be liable to pay for any loss or damage caused to the stationery in transit or before being handed over to our stores
12. In case of any dispute arising out of any of our order or otherwise will be dealt within jurisdiction of Delhi court only .
13. **Security Deposit** in the nature of Performance Guarantee will have to be deposited by the successful tenderer @ 10% whenever the quantum of order exceeds Rs. 10 lakhs which may be forfeited in case the quality/quantity of stores supplied do not confirm to the stipulations contained in the contract. The deposits shall not carry any interest.

Thanking you,

Yours faithfully,

Encl : - Annexure-A

**p. Sr. Divisional Manager**



## **UNDERTAKING**

Ref:- LIC;s RFP NO.-----DATE-----

**We hereby confirm that we have not been black-listed by LIC or PSU/BFSI Organization / Government / Semi –Govt / Quasi Govt. Departments in India , as on date of submission of bid in response to the above RFP.**

**Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.**

**Authorized Signatory**

**Signature**

**Name :**

**Designation:**

**Name & Address of the company:**

**Seal of the company**



Ref:-LIC;s RFP NO.\_\_\_\_\_ Dated\_\_\_\_\_

**Top 5 customers for order executed during 2014-15**

| Sl.No | Name of<br>Organization | Quantum<br>of order | Date of<br>supply | Name & Contact no of client |
|-------|-------------------------|---------------------|-------------------|-----------------------------|
| 1.    |                         |                     |                   |                             |
| 2.    |                         |                     |                   |                             |
| 3.    |                         |                     |                   |                             |
| 4.    |                         |                     |                   |                             |
| 5.    |                         |                     |                   |                             |

Please attach attested copies of purchase orders executed or Certificate from customer.

-



**Annexure---- A-- Computer Consumables**

| <b>SrNo.</b> | <b>Item</b>                                       | <b>Rate (For new ink)</b> |
|--------------|---------------------------------------------------|---------------------------|
| 1            | 3117 (XEROX-Toner / cartridge)                    | -----                     |
| 2            | HD-2612-A (HP Toner)                              | -----                     |
| 3            | NEW-136/132 (PRODOT Ribbon)                       | -----                     |
| 4            | P-7000 (Ribbon-PRINTONIX)<br>18,000/30,000--PAGES | -----                     |
| 5            | P-7010 (Ribbon-PRINTONIX) HIGH INK                | -----                     |
| 6            | SAMSUNG ML-1866/1043-S (TONER)                    | -----                     |
| 7            | HP-818 (BLACK INK CARTRIDGE)                      | -----                     |
| 8            | HP-818 (COLORED INK CARTRIDGE)                    | -----                     |
| 9            | 3120/3121 (XEROX-LAGER Toner)                     | -----                     |
| 10           | MSP-355 (Printer Heads-TVSE)<br>9-W (SMALL)       | -----                     |
| 11           | MSP-355 (Printer Heads-TVSE)<br>24-W(T15-BIG)     | -----                     |
| 12           | SAMSUNG 1911/1053 (TONER)                         | -----                     |
| 13           | CD (With Cover-SONY/MOSERBEAR)                    | -----                     |
| 14           | DVD (With Cover-SONY/MOSERBEAR)                   | -----                     |

|    |                                                  |       |
|----|--------------------------------------------------|-------|
| 15 | CD (Re-writable-SONY/MOSERBEAR)                  | ----- |
| 16 | CANON - 925 CARTRIDGE                            | ----- |
| 17 | HP-960 XL CARTRIDGE (HIGH INK)<br>CZ666A HP 2620 | ----- |
| 18 | HP- 1022 CARTRIDGE                               | ----- |
| 19 | HP Lase Job 305 (TONNER)                         | ----- |
| 20 | HP -36A (TONNER)                                 | ----- |
| 21 | LIPI-6805 RIBBONS<br>9,000/18,000 PAGES          | ----- |
| 22 | LINE PRINTER RIBBON CARTRIDGE<br>(T6306)         | ----- |
| 23 | COMPUTER MOUSE<br>QUANTUM PS2<br>QUANTUM USB     | ----- |