



IT Department, 2nd Floor, Jeevan Seva Annexe, SV Road, Santacruz West, Mumbai – 400054 Phone: 67090321, 67090381
Email id: co_ithw@licindia.com

CO/IT-BPR/Spot Quote/2025-26/01

02.05.2025

Quotations in sealed envelopes are invited from hardware supply vendors for a multi-function printer model Canon MF752Cdw. The price quoted should be in Indian rupees (exclusive of GST) and should be valid up to **30.06.2025**.

TERMS & CONDITIONS

1. The bidder should be registered in India. Attested copies of the following documents should be submitted.
 - Certificate of Incorporation issued by the Registrar of Companies/ any other relevant authority with full address of the registered office
 - Copy of valid GST certificate
 - Copy of PAN card
2. The bidder has to quote for only the mentioned item ensuring that the quoted amount pertains solely to this specific item. Otherwise, the quote will be summarily rejected.
3. The product shall be under comprehensive onsite warranty for a period of one year from the date of delivery.
4. The delivery location is in Delhi.
5. Delivery and Installation must be completed within 10 days from the date of placing the Purchase Order (PO). The PO will be cancelled if the delivery is not made by the vendor within 15 days of placing the order.
6. Payment Terms: 80% on the delivery of the hardware and 20% on Installation.
7. Prices should be all inclusive and exclusive of GST. GST, if any, which will be reimbursed by LIC on production of Invoice for payment by the supply vendor. The GST details of the vendor and the NEFT details should be provided by the vendor to LIC.
8. The selection of the successful vendor will be entirely at the discretion of LIC and the decision of LIC will be final and no correspondence in this regard shall be entertained.
9. LIC may reject any quote without assigning any reason and LIC's decision in this matter will be final.
10. LIC may cancel the procurement at any time without assigning any reasons whatsoever.
11. Any breakdown complaint during the warranty period of one year should be resolved within 2 days of intimation of breakdown.

Duly signed quotation printed on the letterhead of the bidder should be submitted in the format given in Annexure-A in a sealed envelope superscribed "Quote for Canon MF752 CDW" to:

The Executive Director (IT/DT)
LIC of India
Central Office IT Department
Jeevan Seva Annexe Building 2nd Floor,
SV Road, Santacruz West
Mumbai – 400054

Bids should be submitted before 5:30 pm on **06/05/2025**.

Executive Director (IT/DT)

(This should be printed on the letterhead of the vendor.)

Annexure –A

Commercial Quotation:

Item	Qty	Price per unit in Rupees (Exclusive of GST)	GST %
Canon MF752Cdw	1		

Signature of the Authorized Signatory

Name:

Designation:

Name & Address of the company:

GST Registration Number:
(Attach attested copy of GST Registration Certificate)

PAN Number:
(Attach attested copy of PAN card)

Seal of the Company