



Patna Divisional Office No.2, 'Jeevan Ganga', Fraser Road, Patna – 800 001; Ph. 0612-2232504

Ref: PDO-2/OS/Tender-02/2019-20/IT Consumables/01

Date 20.05.2019

M/S -----

Dear Sirs,

**Re: Fresh Tender for ARC among empanelled Agencies/Firms and other vendors on LIC web sites for Annual Rate Contract for Computer Consumables(i) Computer consumables such as ink cartridges, CDs, pen drives etc.(ii) Repair of printer heads, drums etc., refilling of toner cartridges, printer ribbons etc.**

Sealed Tenders are hereby invited for **annual rate contract for IT Consumables/Computer Consumables/Consumables of Printers** in the enclosed annexure. Kindly quote your rates for the desired services listed in the annexure hereto and submit duly filled in and signed with your official seal in a sealed cover **marked with Tender No. and date in our Tender Box on or before 06.06.2019 within 2.00 pm.Rs.250/- should be deposited as Tender Fee at cash Counter during Cash hours 10 am to 3.00 ) or in the form of DD in favour of LIC of India Payable at Patna.**

**The Financial bid must contain EMD** of Rs. 9000/- (Rs Nine Thousand only) through DD in favour of Life Insurance Corporation of India Payable at Patna. EMD will be refunded without interest within one month after declaration of successful bidders. It may be adjusted in Security deposit if required.

Please note that Notice, Annexure and all General as well as Special Terms and Conditions as specified at the time of calling application for Empanelment/Tender will be applicable during the period of Contract. Please note that general and/or special terms and conditions for above mentioned Services shall form part of the Agreement during the period of Contract and You shall always abide by those terms and conditions. However, The Corporation reserves the right for inclusion/exclusion in the Terms and Condition as per the requirement during and/or after floating the Tender for Rate Contract during the period of empanelment.

All tenders should be in sealed envelopes addressed to “The Manager (OS), LIC of India,Patna Divisional Office No.-2,Jeevan Ganga,3<sup>th</sup> Floor,Fraser Road Patna”.

**The Agency is requested to obtain the signature with time and date on cover of the envelop from official at OS Department,at Divisional office before submission of the sealed tender in the Tender Box.**

**In case of any query as regards Tender, please contact Manager (OS), LIC Of India,Patna DO-2,Patna at above mentioned address for clarification before submission of Tender.**

Yours Faithfully

Manager(OS)

Encl.Tender Forms

Last Date of Submission of Tender	06.06.2019 till 2.00 PM
Date of opening of Tender	06.06.2019 at 3.00 PM

Form No 30A

**Ref.PDO-2/OS/STORES/Tender No. 02/2019-2020/IT Consumables/Cartridge,Ribbon etc**

**Date.....**

**Re: Fresh Tender for ARC for Computer Consumables (i) Computer consumables such as ink cartridges, CDs, pen drives etc.(ii) Repair of printer heads, drums etc., refilling of toner cartridges, printer ribbons etc.**

In compliance with your letter no.-----Dated -----, We quote hereunder our rates for the desired Computer Consumables inclusive of sales tax, door delivery charges etc. which will hold good for one year from the date of consideration at your end. We hope, our rates will be found acceptable to you. We agree to abide by all terms and conditions.

Item No.	Name of Computer Consumables	Quote basic rate per piece inclusive of door delivery charges etc	GST if applicable @ %	Total Price Rs.	Make.	Minimum quantity of order
		Rs.	Rs.			
1	Tonner Cartridge No. Model 1043S				Samsung	10
2	Tonner Cartridge No. Model .1053S				Samsung	10
3	Line Printer Ribbon 6800/6600				Tally(Lipi)	10
4	Cartridge No.960 black(3620)				HP	10
5	Cartridge No.960 XL black(3620)				HP	10
6	Ricoh SP 210 /212 Cartridge				RICOH	01
7	Cartridge for new RICOH Multi Function Printer SP325SFNW. <b>Toner Cartridge RICOH 311 LS (For New Printer of SDM's Secretariate )</b>				RICOH	01

8	Line Printer Ribbon T6312/6215/6306 Lipi				LIPI	05
9	Samsung Toner 101S (for PC printer Samsung Xpress ML 216x/SCX-340X/SF-76X Black NOIR-MLT-D101S)				Samsung	02
10	Line Printer Ribbon 7000 (Spool)				Printonix	10
11	TVS E-Ribbon with ink bank				TVS	500
12	Cartridge-925 Laser Printer LBP 6018 Class MF 3010				Canon	05
13	Refilling Charge of Line Printer Ribbon 7000 (Spool)				Printonix	As per actual need
14	Refilling Charge of Line Printer Ribbon 6800/6600				Tally(Lipi)	As per actual need
15	Refilling Charge of TVS E-Ribbon with ink bank				TVS	As per actual need
16	Refilling Charge of Cartridge-925 Laser Printer LBP 6018 Class MF 3010				Canon	As per actual need
17	Refilling Charge of Toner Cartridge No. Model 1043S				Samsung	As per actual need
18	Refilling Charge of Toner Cartridge No. Model .1053S				Samsung	As per actual need
19	Refilling Charge of Line Printer Ribbon 6800/6600				Tally(Lipi)	As per actual need
20	Refilling Charge of Cartridge No.960 XL black(3620)				HP	As per actual need
21	Ricoh SP 210/212 Cartridge				RICOH	As per actual need
22	Refilling Charge of Line Printer Ribbon T6312/6215/6306 Lipi				LIPI	As per actual need
23	Refilling Charge of <b>Toner Cartridge RICOH 311 LS</b>				RICOH	

**Particulars of Tender Fee:**

Cash- ..... Receipt No..... Date of deposit-

**Particulars of EMD/Token amount of Security Deposit :**

Amount of DD-

DD number-

Date of DD & ISSUING BANK-

**Note:**

- 1. Quoted Rate only for the specified item**
- 2. *Manufacturer Authorizations Certificate must be enclosed.***
- 3. *In case of any query please get clarification from office before submission of Tender. Payment should be made through NEFT.***
- 4. *The Vendor will be selected on the basis of lowest quoted rate for each item.***
- 5. *Order will be placed in Phases as per requirement of the office.***
- 6. *The approximate quantity mentioned above is provisional and may increase or decrease.***
- 7. EMD for the Firm having membership of MSMEs/having NSIC Certificate is waived. Must enclose copy of certificate**

Yours faithfully,

Signature

Name  
Designation  
Office seal