



Divisional Office, "Jeevan Prakash", Balasamudram,
Hanmakonda - 506001, Warangal
os.warangal@licindia.com, Phone : 08702540984

Applications are invited in sealed covers from Individual/Firms (From empanelled vendors only) Original Equipment Manufacturers for Supply of IT (Information Technology) Consumables for various Printers at LIC of India, Warangal Division. For Complete details and bid documents please log on to www.licindia.in and go to tenders and click on link Advertisement for **Information Technology (Computer) Consumables at LIC of India, Divisional Office, Warangal. Last date of submission of tenders is 16.04.2024 at 3.00 PM.** LIC of India reserves the right to accept or reject any or all offers in full/part without assigning any reason what so ever.

Sd/-

23.03.2024

Sr Divisional Manager



Divisional Office, "Jeevan Prakash", Balasamudram,
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Ref: LIC/WGL/OS/24-25/01

TENDER DOCUMENT
For
Information Technology (computer) consumables

Tender format containing Terms & Conditions for Supply of IT Consumables for various Printers at different locations in Warangal Divisional Area is available in our website www.licindia.com from **26.03.2024 to 16.04.2024** Last date for submission of filled in tenders to our office will be on **16.04.2024 upto 3:00 PM.**

Also, Tender Forms will be issued from **26.03.2024 to 16.04.2024** on payment of Rs.100/- + GST@ 18% per set as Non-refundable Tender Application Fees from OS Dept, at the above address on any working day between **10.30 am to 3.00 pm** from Monday to Friday.

Tenderers, will have to send a DD for Rs.100/- + GST Rs.18/- total Rs.118/- (Rupees One hundred eighteen only) towards tender fee along with the completed tender. (Applicable for Tender Forms downloaded from LIC of India website)

The Sr. Divisional Manager, LIC of India, Warangal reserves the right to reject/issue the tender to any agency at his sole discretion without assigning any reason whatsoever.

Date: 30.11.23

Senior Divisional Manager

LAST DATE & TIME OF RECEIPT OF TENDERS : 16.04.2024, 3.00 pm

DATE & TIME OF OPENING OF TECHNICAL BID : 16.04.2024, 3.30pm

Cost of Tender Document: Rs.100/- + (GST)



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TENDER SCHEDULE – IT CONSUMABLES

Description	Schedule
Tender Cost	Rs.100/- plus GST = 118.
EMD	Rs.14000/- (MSME's having valid certificate may be exempted)
Issuance of Tender	26.03.2024
Last date for Tender submission	16.04.2024, 3.00 pm
Opening of Tender Technical Bid	16/04/2024, 3.30p.m.
Opening of financial bid	Will be informed later

Date : 04.09.2023

Senior Divisional Manager



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PART - B

INSTRUCTIONS TO BIDDERS

The tender forms will be available from **26.03.2024 to 16.04.2024** between 10.00 AM to 3.00PM on weekdays (excluding Holidays, Saturdays and Sundays).

1. The last date for submission of filled in tenders (both technical and financial bids) is on 16.04.2024 **up to 3.00 PM**. The offers received after the last date and time mentioned above will not be considered.
2. The filled in tenders should be submitted to the address given below :
**The SENIOR DIVISIONAL MANAGER
L.I.C. OF INDIA,
DIVISIONAL
OFFICE,
JEEVAN PRAKASH, BALASAMUDRAM,
HANAMKONDA
506001**
3. The **Technical Bid** will be opened on **16.04.2024** at 3.30pm in the presence of bidders or their authorized representatives who may wish to be present. After scrutiny of the technical bids and assessment of the offers, the financial bids of only those bidders, whose offers are found suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated to those bidders whose offers are found suitable.
4. The tender form consists of the following documents. i.e.,
 - i) Instructions to bidders and Terms & Conditions.
 - ii) Technical part (To verify the OEM Certificates)
 - iii) Financial part.
5. The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire (other than the Financial Bid). The Technical Bid shall be submitted in sealed cover (Marked Envelope – I) superscribing as "Technical Bid" for "TENDER FOR Supply of IT Consumables for various Printers – LIC OF INDIA, DIVISIONAL OFFICE, WARANGAL and DIVISIONAL AREA". Technical Bid should be strictly as per Annexure "A" containing all the certificates/information/documents. (The Technical bid should consist the certificate of OEM without fail). If valid OEM (Original Equipment Manufacturing) is not available then the technical bid will be disqualified.
6. The price bid shall contain only Financial details i.e., rate and other financial implications. The Financial Bids will be placed in the **Envelope – II superscribed with the words "Tender for Supply of IT Consumables for various Printers. The Financial Bid should be strictly in the format as given in Annexure "B".** This cover will be opened after short listing of tenders based on the basis of Technical Bids evaluation.



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Technical Bid and Financial Bid kept in single cover or kept in unsealed covers will not be considered.

7. Envelope – III This cover should contain the DDs/Pay orders for EMD and TENDER FEE for Rs. 14000/-(Forteen thousand only) and Rs.100/- (plus GST @18%) Those who are exempted shall write “MSME-Exempted” on the top of the cover and put original/certified copies inside the cover.

EMD amount of Rs. 14000/- (Rupees Forteen thousand five hundred only) in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Warangal and the cost of tender fee of Rs. 100/- + GST Rs.18/- (Rupees One hundred eighteen only), the Miscellaneous Receipt of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover (Marked Envelope – III) super scribing as “Earnest Money Deposit” for “**TENDER FOR IT (Computer) consumables – LIC OF INDIA, DIVISIONAL OFFICE, WARANGAL and DIVISIONAL AREA**” along with “Technical Bid and Financial Bid”. Please note that no interest is payable on the EMDs.

8. All the three envelopes will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the LIC OF INDIA, DIVISIONAL OFFICE, WARANGAL at the address given above. The envelope must be super scribed with “**TENDER FOR Supply of IT (Computer) Consumables for various Printers LIC OF INDIA, DIVISIONAL OFFICE WARANGAL and DIVISIONAL AREA**” and the last date for submission **16.04.2024 up to 3.00 pm** and the Technical bid will be opened on **16.04.2024 at 3.30 pm**. in the presence of bidders or their authorized representatives who may wish to be present.

9. In case the tender form is downloaded from the corporation’s web site, the non refundable tender fee of Rs.100/- + GST Rs.18/- (Rupees One hundred eighteen only) may be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at WARANGAL

10. **Refund of EMD :-** EMD shall be refunded as under :

(i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month’s time after scrutiny and submission of Technical Assessment Report by Divisional Committee to the **SENIOR DIVISIONAL MANAGER**.

(ii) EMD of other bidders (except lowest bidder) shall be refunded within one month’s time after opening of Financial Bids.

(iii) EMD of lowest bidder shall be refunded separately or adjusted along with the Security Deposit.

(iv) In case the lowest vendor / bidder refused to render services after issue of allotment letter, a notice shall be served to them by giving **30 (thirty) days** time failing which their EMD amount lying/retained with us shall be forfeited without any further correspondence. **Sr. Divisional Manager is the competent authority to refund / forfeit the EMD amount.**



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All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids (Technical and Financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

11. Tenderers should note that their tenders should remain open for consideration for a minimum period of 06 months (Six months) from the date of opening of "Technical Bids".

12. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

13. Financial Bids of only technically qualified bidders will be opened to decide L1. In case of more than one L1 bid emerging, the bidder with highest average turnover in the last three Financial Years (given in Technical Bid) will be decided as L1. When more than one L1 emerge even at this stage, highest turnover in the latest Financial Year 2022-23 shall be considered to decide L1.

14. The tenderer not fulfilling eligibility conditions of the tender will not be considered.

15. Decision of the Corporation will be final conclusive and binding on the tenderer and Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the Schedule.

Place :

Date :

Signature of vendor with seal



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“TENDER FOR Supply of IT Consumables for various Printers”

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes

The use of envelopes will be as under:

- (a) Envelope marked as I:** The duly completed **Technical Bid** be put in this envelope and sealed.
(As per Annexure A)
- (b) Envelope marked as II:** The duly completed **Financial Bid** be put in this envelope and sealed.
(As per Annexure B)
- (c) Envelope marked as III:** The DD or Bankers cheque for “**Earnest Money Deposit**” and “**Cost of tender document**” or the Miscellaneous Receipt of the required value be put in this envelope and sealed.
- (d) Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV , will contain three envelopes marked as I ,II & III) and submitted to LIC of India, in sealed condition “ Super scribing as “**TENDER FOR Supply of IT Consumables for various Printers –LIC OF INDIA, DIVISIONAL OFFICE, WARANGAL and DIVISIONAL AREA**” Last date for submission is on **16.04.2024, 3.00 pm.**



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PART –C

General Terms and conditions

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, herein termed as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc after the expiry of time and date i.e **16.04.2024, 3.00 pm fixed** for submission of tenders shall be termed as 'LATE' tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.
3. Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for Supply of IT Consumables for various Printers shall be short-listed and financial bids of only such short-listed bidders will be opened.
4. Any agency submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and quoted accordingly.(All Bidders should be Original Equipment Manufactures) and the same will be cross Checked from the Printer Brand Manufacturers. The authorised bidders financial bids only will be opened.
5. LIC of India reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.
6. Any conditional offer / tender shall not be considered.
7. Any modification in the tender after opening date shall not be considered.
8. The Tenderers should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender and Annexures forming a part and parcel of it and the successful tenderer shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions etc., as set forth in the entire tender document
9. Decision of the Corporation will be final conclusive and binding on the tenderer and the Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.
10. LIC of India does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.
11. The Bidders should ensure and confirm that they have the entire mandatory compliance certificates/ registrations/ license under various applicable laws

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12. The bidder should not have been black listed with any office of the Corporation (LIC) or any other establishments. The Bidders should have proper infrastructure/manpower/ tools and tackles for providing Supply of IT Consumables for various Printers
13. The bidder , if shortlisted and awarded the contract, shall supply the material at the price mutually accepted and the supply of the material should be ensured without any hindrance under all circumstances. If supply of material is delayed Corporation reserves the right to deduct appropriate amount deemed fit by Corporation without any further notice. If any material supplied is found “not upto the quality” corporation reserves the right to return the material.
14. Financial bids of only technically qualified bidders will be opened to decide L1 for each category of IT consumables. In case of more than one L1 bid emerging, the bidder with highest average turnover in the last 3 Financial Years will be decided as L1 .When more than one L1 emerge even at this stage, highest turnover in that financial year i.e., 2022-23 shall be considered to decide L1. L1 for each item will be decided based on Unit rates quoted in the financial bid.
15. The contract shall be for a period of One Year initially. However, the same may be extended by two more years, not more than one year at a time, at the same rates , terms and conditions subject to approval of Competent Authority.
16. **The Contractor should possess, for the entire duration of the contract, all licensees , certificates and registrations as may be required under any law and shall be responsible in registering himself and obtain a valid license**
17. **The Contractor shall not assign or sublet the benefits of this contract to any person or entity and in the event of any violation or breach thereof, LIC at its discretion but without prejudice to its other rights and remedies, terminate this contract immediately.**
18. All vendors are requested to submit the tender documents (Technical Bid and Financial Bid) duly filled in with the relevant documents / information at the following address :
**THE SENIOR DIVISIONAL MANAGER,
L.I.C. OF INDIA,
DIVISIONAL OFFICE,
Jeevan Prakash,
BALASAMUDRAM,
HANAMKONDA-506001**

Place:

Date:

Signature of vendor with seal



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ENVELOPE – 1. (Technical Bid) *ANNEXURE "A"*
Application Form for Supply of IT Consumables for various Printers at DO Warangal

Name of the Firm Complete address	
Details of Application fee remitted (Amount, DD No/Receipt No & date)	
Date of incorporation (attach copy of Certificate of incorporation)	
Details of the Firm (attach copies of Articles & Memorandum)	
Turnover for the last 3 years (attach copies of last audited accounts)	
Income Tax Clearances (attach copy of last Assessment Order)	
Details of experience in Supply of IT Consumables for various Printers (attach relevant documentary evidence)	
Details of clients (attach relevant documentary evidence)	
Authorisation Of Original Equipment Manufacturer from Printer Company(Copy is to be enclosed and the same will be enquired with Manufacturer of Printer if founds not correct Financial Bid Will not be opened)	
Any other relevant details	

We agree to notify the Corporation of any changes in the foregoing particulars as they occur and to verify and confirm the same. We certify that the above particulars are correct and if any statement is found to be false, etc., the Corporation deserves the right to remove our name from the panel, with immediate effect. We understand and agree that the Corporation has the right to remove our name from the panel without assigning any reason, and the Corporation's authority in this regard is full and final.

We understand and agree that contract does not make the Corporation obligatory in any manner

Place:

Date:

Encl: list of enclosures

Authorised Signatory



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The LIC of India, Warangal Divisional Office reserves the right to cancel the contract anytime during the above term without assigning any reason.

The contract will be confirmed to the concerned firm only after assessing the quality of service for the first quarter. If you are agreeing with the above terms and conditions, kindly return this form duly signed by you and quote your rates in the attached form.

Yours faithfully,

Manager(E & OS)

I/We agree to the above terms and condition. I/We also hereby declare that the statements/documents written/produced by me/us in this tender document are true and if at any point of time, if it is found to be false/incorrect, done with a malafide intention, this whole contract stands vitiated and cancelled immediately.

Dated at _____ this _____ day of _____, 2023.

Signature of the Vendor Name & Address Seal

 LIC भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA	LIFE INSURANCE CORPORATION OF INDIA, Divisional Office, "Jeevan Prakash", Balasamudram, Hanmakonda - 506001, Warangal os.warangal@licindia.com , Phone : 08702540984
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ENVELOPE- II

FINANCIAL BID

ANNEXURE "B"

Tender for Supply of IT Consumables for various Printers LIC OF INDIA, WARANGAL
DIVISION

Sr No	Description	Qty (likely for the year)	Unit	Rate	Amount
1	DMP Ribbons TVSE – 355, 136 COLUMN	3500			
2	HP MFP Office Jet Cartridge – 8026 CC-915 XL (Black)	200			
3	EPSON LQ 1310 – DMP Ribbons	3500			
4	LIPI LONG CATRIDGE 6300/6312	50			
5	PRINTRONIX P7000 (SPOOLS)	50			
6	PRINTRONIX – WEP P7010 RIBBONS Long	50			
7	SAMSUNG CATRIDGE – MLT – (2161)101-S	50			
8	LIPI TALLY GENICOM – 6600/6800 RIBBONS	150			
9	HP PRINTER CATRIDGE – CC-88A	50			
10	RICOH – RCH-SP-212-NW-ENI INK JET	50			
11	HP-110A-LASER CATRIDGE	250			
12	M-1170 Ink Black- Bottle type	50			
13	M-200-Ink Black bottle type	10			

 भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA	LIFE INSURANCE CORPORATION OF INDIA, Divisional Office, "Jeevan Prakash", Balasamudram, Hanmakonda - 506001, Warangal os.warangal@licindia.com , Phone : 08702540984

The Financial bid should strictly be as per the given format given in the tender..
Adherence to statutory requirements is the sole responsibility of the Tenderer.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date:

Signature of the Tenderer

Name & Address Seal

Documents to be enclosed along with Technical Bid in Annexure "A":

- I) 1. Demand draft for Rs.14000/- towards EMD (Envelope – III)**
 - 2. DD for Rs.118/- towards tender application fee. (Envelope – III)**
- II) Self attested photo copies of the following documents:**
 - 1. Certificate of registration for GST.**
 - 2. Audited financial statements (Profit and Loss Account and Balance Sheet) for the last three financial years.**
 - 3. Income tax assessment order/returns for the last three financial years.**
 - 4. Certificate of Income Tax PAN Number**
 - 5. (Cancelled Cheque leaf of the vendor/contractor / Copy of first page of the bank pass book of vendor/contractor)**

 LIC भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA	LIFE INSURANCE CORPORATION OF INDIA, Divisional Office, "Jeevan Prakash", Balasamudram, Hanmakonda - 506001, Warangal os.warangal@licindia.com , Phone : 08702540984

Contractors list

S.No.	Vendor
1	Korbe Enterprises, Mumbai
2	Apex Enterprises, Mumbai
3	Bahuchar Corporation, Mumbai
4	Bhadrakali Computer Forms
5	Fountain Stationers, Mumbai
6	Mayur Computers, Mumbai
7	Creeper Technologies
8	Krishna Chaitanya Industries, Guntur
9	Andhra stationery, Vizag
10	Sanare Computers, Hyderabad
11	MD computers, Mumbai
12	ALR Telecommunications
13	Prithvi Mobitek
14	R.B.International, Hyderabad

The following vendors need not apply for the items mentioned below:

LIPI :

Mayur Computers, Mumbai, Fountain Stationers, Mumbai, Bahuchar Corporation, Mumbai, Apex Enterprises, Mumbai, MD computers, Mumbai.

Printronic:

Creeper Technologies, Bahuchar Corporation, Mumbai, Fountain Stationers, Mayur computers.
We may remove the above mentioned vendors for all our LIPI and Printronix computer peripherals.