

Ref: ZO/OS/ESTB/19- 2023-24

PART 1 – TENDER NOTICE

Sealed tenders are invited under Single Bid System (Financial Bid) from reputed service providers from Chennai city based for providing seven photocopier machine of Canon make (of which one photocopier with colour scanning facility) on monthly hire basis for our office at Life Insurance Corporation of India Zonal office LIC Building, 153 Anna Salai Chennai-600002. Tender Documents may be obtained from The Assistant Secretary (OS) LIC of India, 10th floor Zonal Office, Chennai 600002, on all working days from 07.11.2023 to 20.11.2023 between 10.30 am and 2.30 pm or can be downloaded from LIC web site www.licindia.in by clicking "Tender for Hiring Photocopier Machines on monthly Hire Basis" under the link "Tenders"

The filled in tender form are to be submitted on 20.11.2023 before 2.30 pm. LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reason whatsoever.

Place Chennai

SECRETARY (OS)

Date **07.11.2023**

OS/Estt

Tender for Hiring Photocopier Machines on Monthly Hire Basis
LIC Of India, Southern Zonal Office,153, Anna Salai,Chennai-600002
Tender No 19 /2023-24 dated 07.11.2023

We would like to hire 7 number of photocopier machines (of which one photocopier with colour scanning facility) on monthly basis for our Office at LIC Building,153,Anna Salai,Chennai-600002. Kindly send your offer for providing photocopier machines on monthly hire basis on the following terms and conditions.

1. The Model and make of the machine should be CANON
2. The rate should be quoted as per annexure
3. (a)The Photocopier machine should have the facility for DUPLEX,ADF,DADF,RADF,scanning and network printing and should facilitate usage for A3,Legal and A4 sizes. One machine should have colour scanning facility.
(b) All the machines put together should have a combined free cover limit of 15000 copies per month.
4. Spare parts including drums and other mechanical spares including toner and other consumables would be replaced , whenever required at free of cost.
5. Servicing is to be done on monthly basis. Complaints are to be attended to immediately but not later than 24 of hours
6. The vendor is to replace the machine if the same is facing frequent failures .
7. The contract will be initially for a period of one year from the date of award of contract. May be extended by two more year by the Competent Authority subject to satisfactory performance and at the existing rates.
8. The rates quoted should be valid from the date of offer to the end of contract period.
9. Payment will be made within 30 days from the date of submission of bill along with previous month GST payment challan copy.
10. The bid shall be valid for a period of 90 days
11. TDS will be deducted at applicable rates.
12. The bid should clearly indicate the basic cost and GST separately. If not,it will be taken as being inclusive of all applicable taxes.
13. Rates shall be quoted in words and figures
14. Tender is to be sealed and the envelope containing the tender should be super scribed as under
15. The last date and time for submission of tender is 20.11.2023 up to 2.30 PM
16. Tender received after 2.30 pm on 20.11.2023 will not be entertained.

LIC/Tender/19- 2023-24
Tender for providing Photocopier machines on Monthly Hire Basis
The tender is to be sent to the following address:

The Secretary(OS)
LIC Of India, Southern Zonal Office
LIC Building
153,Anna Salai,Chennai-600002

Chennai
07.11.2023

SECRETARY (OS)

Annexure:

LIC /Tender No. 19 / 2023-24

Rate for Providing Photo Copier Machine on Monthly Rental Basis:

Price Bid

Particulars		Proof details
Name of the Company		
Address		
Contact Person (Name)		
Mail Id		
Mobile no. & Land line number		
Sole Proprietary / Partner ship firm		
Date of Registration of Company	OS/Estt	
GST Registration number		
PAN Number		
Adhaar Number		
Bank Account details (IFSC no. / Account No. Type of Account/ Bank Name / Bank address)		

Authorized Signatory

Name:

Designation:

Seal

Date:

PRICE BID DETAILS:

Particulars	Rate
Model / Make of Photocopier	
Hire Charges including free copies per month	
Per Copy charges beyond free copies	
GST	

OS/Estt

Authorized Signatory

Name:

Designation:

Seal

Date:

Station: