



भारतीय बीमा विनियामक और विकास प्राधिकरण
INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA

Title:Tender Notice

Reference No.:

Date:18/05/2012

Sealed Tenders are invited for Supply of HP Toner Cartridges

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY
5th Floor, ParishramBhavan, Basher Baugh, Hyderabad – 500 004

18th May, 2012

Sealed Tenders are invited for Supply of HP Toner Cartridges

Sealed quotations are invited from the Registered Supplies Resellers of HP for the supply of Toner Cartridges. The quotation is required to be submitted in a sealed cover addressed to the Joint Director (IT), IRDA, Hyderabad so as to reach us on **or before 4th June 2012 up to 1500 hrs**, duly superscripting the work i.e., “**Supply of HP Toner Cartridges**” on top of the envelope.

Scope of work:

Supply of Hp toner cartridges for the following printer models. The approximate requirement at present is as follows: However, vendor should quote the rates for all the HP model printers stated below. The price quoted should be valid for a period of 12 months during which repeat orders would be placed to the selected reseller based on the requirements in a staggered manner

The approximate annual consumption of cartridges is as follows:

Sl. No.	Printer Model	Qty
1	HP-4100 (C8061x)	Nr
2	HP-1200 (C7115A)	16
3	HP-2200 (C4096A)	Nr
4	HP-1020 (Q2612A)(Dual Pack)	16
5	HP-3390 (Q5949A)	10
6	HP-2420 (Q6511A)	24

7	HP-6L (C3906F)	Nr
8	HP-2015DN (Q7553)	40
9	HP-3005D (Q7551A)	Nr
10	HP-88A (CC388A)(Dual Pack)	32
11	HP - 05 (CE-505A)	32
12	HP-2600N	
	BLACK-Q6000A	14
	CYAN-Q6001A	10
	YELLOW-Q6002	10
	RED-Q6003A	10
13	HP - LJP- 3015 (CE-255A)	14
14	HP 1215/1515	
	CB 540A (Black)	2
	CB 541A (Cyan)	Nr
	CB 542A (Yellow)	Nr
	CB 543A (Red)	Nr
15	HP CLJ 1525	
	CE 320A (Black)	2
	CE 321A (Cyan)	1
	CE 322A (Yellow)	1
	CE 323A (Red)	1
16	HP Photosmart Plus B210A	
	CB 316 (Black)	12
	CB 318 (Cyan)	10
	CB 319 (Magenta)	10
	CB 320 (Yellow)	10
17	HP DeskJet 3050 Printer	
	CH 561Z (Black)	12
	CH 562Z (Tricolor)	12
18	HP-78A (CE278A)	36
19	HP-35 (CB435A)	22

Nr-Not required at present.

Based on the prevailing rates, the estimated cost of annual consumption would be around Rs. 12 lacs.

However, Bidders are requested to quote the rates based on which order will be placed during the validity period.

Terms and Conditions:

1. Price shall be valid for a period of 12 months from the date of issue of purchase order. A tri-party agreement would be signed among the selected supplier, the principal and IRDA for the price protection during the contract period.
2. Payment 100% against delivery.
3. Replacement without any additional cost the materials supplied were found defective.
4. The quoted price should include all taxes & duties, octroi, labour, material etc. for IRDA, Hyderabad.
5. IRDA reserves the right to cancel any/all the tender(s) without assigning any reason.
6. IRDA's decision in any of the matter(s) is final and binding on each other.
7. Proof for HP Registered Supplies Resellers and list of Government/PSU suppliers (during the last 2 years) should be enclosed along with the quotation.
8. Bid document complete in all respects shall be submitted in a sealed envelope and superscripted as "Tender for SUPPLY HP CATRIDGES" and addressed to
 - i. **The Joint Director (IT)**
Insurance Regulatory and Development Authority
5thFloor, Paris Rama Bhavan,
Basher Baugh
 - ii. **Hyderabad – 500 004**
9. The sealed tenders are required to be submitted to the IT Department, 5th floor, Parisram Bhavan, Basher Baugh. In case of quotations sent in a sealed cover through Post/Courier, the same should be sent on or before **4th June 2012.**
10. The short listed vendor is required to furnish PAN number along with Invoice, before releasing the payment.
11. The Prices quoted shall be valid for 12 months from the date issue of purchase order.

A.R.Nithiyantham
Joint Director (IT)

FORMAT FOR SUBMISSION OF QUOTATION

Supply of HP Toner Cartridges

Name of the Firm: Address:

Bill of Quantities

Sl. No.	Printer Model	Unit Price	Qty.	Total
1	HP-4100 (C8061x)			
2	HP-1200 (C7115A)			
3	HP-2200 (C4096A)			
4	HP-1020 (Q2612A) (Dual Pack)			
5	HP-3390 (Q5949A)			
6	HP-2420 (Q6511A)			
7	HP-6L (C3906F)			
8	HP-2015DN (Q7553)			
9	HP-3005D (Q7551A)			
10	HP-88A (CC388A) (Dual Pack)			
11	HP - 05 (CE-505A)			
12	HP-2600N			
	BLACK-Q6000A			
	CYAN-Q6001A			
	YELLOW-Q6002			
	RED-Q6003A			
13	HP - LJP- 3015 (CE-255A)			
14	HP 1215/1515			
	CB 540A (Black)			
	CB 541A (Cyan)			
	CB 542A (Yellow)			
	CB 543A (Red)			
15	HP CLJ 1525			
	CE 320A (Black)			
	CE 321A (Cyan)			
	CE 322A (Yellow)			

	CE 323A (Red)			
16	HP Photosmart Plus B210A			
	CB 316 (Black)			
	CB 318 (Cyan)			
	CB 319 (Magenta)			
	CB 320 (Yellow)			
17	HP DeskJet 3050 Printer			
	CH 561Z (Black)			
	CH 562Z (Tricolor)			
18	HP-78A (CE278A)			
19	HP-35 (CB435A)			
	TOTAL			
	VAT			
	GRAND TOTAL			

We accept the terms and conditions stated in this tender document

Signature with Name & Seal
Contact No:
Place:
Date: