



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

**Title:**Tender Notice

**Reference No.:**--

**Date:**23/08/2013

Sealed tenders are invited for Supply of HP Toner Cartridges

**INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY**  
3<sup>rd</sup> Floor, Parisrama Bhavan, Basheer Bagh HYDERABAD 500 004

**August 23, 2013**

**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 August 31, 2013**, up to 1500 hrs, duly superscripting the work i.e., "**Tender for 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 annual 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 1 year during which orders would be placed to the selected reseller based on the requirements in a staggered manner.

S.No.	Cartridge Model	Annual Requirement
1	HP 1215/1515-CB540A (Black)	3
2	HP 1215/1515-CB541A (Cyan)	1
3	HP 1215/1515-CB542A (Yellow)	1
4	HP 1215/1515-CB543A (Red)	1
5	HP CLJ 1525-CE320A (Black)	3
6	HP CLJ 1525-CE321A (Cyan)	3
7	HP CLJ 1525-CE322A (Yellow)	3
8	HP CLJ 1525-CE323A (Red)	4
9	HP DeskJet 3050 Printer-CH561Z (Black)	NR
10	HP DeskJet 3050 Printer-CH562Z (Tricolor)	NR
11	HP M401dN (CF280A)	8
12	HP Photosmart Plus B210A-CB316 (Black)	4
13	HP Photosmart Plus B210A-CB318 (Cyan)	4

14	HP Photosmart Plus B210A-CB319 (Magenta)	4
15	HP Photosmart Plus B210A-CB320 (Yellow)	4
16	HP-05 (CE505A)	29
17	HP-1020 (Q2612A)(Dual Pack)	13
18	HP-1200 (C7115A)	18
19	HP-2015DN (Q7553)	53
20	HP-2200 (C4096A)	3
21	HP-2420 (Q6511A)	16
22	HP-2600N-Q6000A (Black)	10
23	HP-2600N-Q6001A (Cyan)	13
24	HP-2600N-Q6002 (Yellow)	13
25	HP-2600N-Q6003A (Red)	13
26	HP-3005D (Q7551A)	1
27	HP-3390 (Q5949A)	13
28	HP-35 (CB435A)	NR
29	HP-4100 (C8061x)	NR
30	HP-6L (C3906F)	NR
31	HP-78A (CE278A)	40
32	HP-88A (CC388A)(Dual Pack)	35
33	HP-LJP- 3015 (CE255A)	18

NR - Not required at present. However, Bidders are requested to quote the rates based on which order will be placed during the validity period.

Based on the prevailing rates, the estimated cost of annual consumption would be around 16 lakhs. The quantities shown are only indicative. However, the actual consumption may vary depending on the requirement. The selected vendor should be able to supply required quantities of cartridges at the agreed rates during the contract period.

**Terms and Conditions:**

1. The vendor should be based out of Hyderabad only.
2. **Price shall be valid for a period of one year from the date of issue of purchase order**
3. **Payment 100% against delivery.**
4. Replacement without any additional cost the materials supplied were found defective.
5. The quoted price should include all taxes & duties, octroi, labour, material etc. for IRDA, Hyderabad.
6. IRDA reserves the right to cancel any/all the tender(s) without assigning any reason.
7. IRDA's decision in any of the matter(s) is final and binding on each other.
8. Proof for HP Registered Supplies Resellers and list of Government/PSU suppliers (during the last 2 years) should be enclosed along with the quotation.

9. Bid document complete in all respects shall be submitted in a sealed envelope and superscripted as “Tender for SUPPLY HP CATRIDGES” and addressed to

**The Joint Director (IT)**  
**Insurance Regulatory and Development Authority**  
**5<sup>th</sup>Floor, Parishrama Bhavan,**  
**Basheer Bagh**  
**Hyderabad – 500 004**

10. In case of quotations sent in a sealed cover through Post/Courier, the same should reach us on or before **August 31, 2013.**
11. The short listed vendor is required to furnish PAN number along with Invoice, before releasing the payment.
12. The Quotations would be valid for One year from the date issue of purchase order an there would be a tri-party agreement signed among the selected supplier, HP and IRDA for the price protection during the contract period.

**A.R.Nithiyantham**  
**Joint Director (IT)**

## FORMAT FOR SUBMISSION OF QUOTATION

### Supply of HP Toner Cartridges

Name of the Firm:

Address:

#### Bill of Quantities

S.No.	Cartridge Model	Quantity	Unit Price	Total Price
1	HP 1215/1515-CB540A (Black)	3		
2	HP 1215/1515-CB541A (Cyan)	1		
3	HP 1215/1515-CB542A (Yellow)	1		
4	HP 1215/1515-CB543A (Red)	1		
5	HP CLJ 1525-CE320A (Black)	3		
6	HP CLJ 1525-CE321A (Cyan)	3		
7	HP CLJ 1525-CE322A (Yellow)	3		
8	HP CLJ 1525-CE323A (Red)	4		
9	HP DeskJet 3050 Printer-CH561Z (Black)	NR		
10	HP DeskJet 3050 Printer-CH562Z (Tricolor)	NR		
11	HP M401dN (CF280A)	8		
12	HP Photosmart Plus B210A-CB316 (Black)	4		
13	HP Photosmart Plus B210A-CB318 (Cyan)	4		
14	HP Photosmart Plus B210A-CB319 (Magenta)	4		
15	HP Photosmart Plus B210A-CB320 (Yellow)	4		
16	HP-05 (CE505A)	29		
17	HP-1020 (Q2612A)(Dual Pack)	13		
18	HP-1200 (C7115A)	18		
19	HP-2015DN (Q7553)	53		
20	HP-2200 (C4096A)	3		
21	HP-2420 (Q6511A)	16		
22	HP-2600N-Q6000A (Black)	10		
23	HP-2600N-Q6001A (Cyan)	13		
24	HP-2600N-Q6002 (Yellow)	13		
25	HP-2600N-Q6003A (Red)	13		
26	HP-3005D (Q7551A)	1		
27	HP-3390 (Q5949A)	13		
28	HP-35 (CB435A)	NR		
29	HP-4100 (C8061x)	NR		
30	HP-6L (C3906F)	NR		
31	HP-78A (CE278A)	40		
32	HP-88A (CC388A)(Dual Pack)	35		
33	HP-LJP- 3015 (CE255A)	18		
	TOTAL			
	VAT			

<b>GRAND TOTAL</b>			
--------------------	--	--	--

Signature with Name & Seal

Contact No:

Place:

Date: