

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY
3rd Floor, Parisrama Bhavan, Basheer Bagh HYDERABAD 500 004

December 23, 2014

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 Deputy Director (IT), IRDA, Hyderabad, so as to reach us on **or before January 12, 2015, 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.	Vendor Name	Approx. annual requirement
1	HP 1215/1515-CB540A (Black)	4
2	HP 1215/1515-CB541A (Cyan)	2
3	HP 1215/1515-CB542A (Yellow)	2
4	HP 1215/1515-CB543A (Magenta)	2
5	HP CLJ 1525-CE320A (Black)	2
6	HP CLJ 1525-CE321A (Cyan)	2
7	HP CLJ 1525-CE322A (Yellow)	2
8	HP CLJ 1525-CE323A (Magenta)	3
9	HP M401dN (CF280A)	68
10	HP-05 (CE505A)	12
11	HP-1020 (Q2612A)(Dual Pack)	18
12	HP-1200 (C7115A)	5
13	HP-2015DN (Q7553)	26
14	HP-2200 (C4096A)	2
15	HP-2420 (Q6511A)	12
16	HP-2600N-Q6000A (Black)	14
17	HP-2600N-Q6001A (Cyan)	10
18	HP-2600N-Q6002A (Yellow)	12
19	HP-2600N-Q6003A (Magenta)	9
20	HP-3005D (Q7551A)	3

21	HP-3390 (Q5949A)	24
22	HP-78A (CE278A)	23
23	HP-88A (CC388A)(Dual Pack)	22
24	HP-LJP- 3015 (CE255A)	9

Based on the prevailing rates, the estimated cost of annual consumption would be around 15 lakhs.

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 of more than 15 Lakhs) 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

Sr. JD (IT)
Insurance Regulatory and Development Authority
3rd 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 **January 12, 2015.**

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 and there would be a tri-party agreement signed among the selected supplier, HP and IRDA for the price protection during the contract period.
13. The quantity shown in the tender may increase or decrease. In case the quantity is less, the Tenderers will not be entitled to any compensation for the decreased quantity. If the quantity exceeds, payments for the exceeded quantity will be made at the accepted rate.

Sr. JD (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)	4		
2	HP 1215/1515-CB541A (Cyan)	2		
3	HP 1215/1515-CB542A (Yellow)	2		
4	HP 1215/1515-CB543A (Magenta)	2		
5	HP CLJ 1525-CE320A (Black)	2		
6	HP CLJ 1525-CE321A (Cyan)	2		
7	HP CLJ 1525-CE322A (Yellow)	2		
8	HP CLJ 1525-CE323A (Magenta)	3		
9	HP M401dN (CF280A)	68		
10	HP-05 (CE505A)	12		
11	HP-1020 (Q2612A)(Dual Pack)	18		
12	HP-1200 (C7115A)	5		
13	HP-2015DN (Q7553)	26		
14	HP-2200 (C4096A)	2		
15	HP-2420 (Q6511A)	12		
16	HP-2600N-Q6000A (Black)	14		
17	HP-2600N-Q6001A (Cyan)	10		
18	HP-2600N-Q6002A (Yellow)	12		
19	HP-2600N-Q6003A (Magenta)	9		
20	HP-3005D (Q7551A)	3		
21	HP-3390 (Q5949A)	24		
22	HP-78A (CE278A)	23		
23	HP-88A (CC388A)(Dual Pack)	22		
24	HP-LJP- 3015 (CE255A)	9		
	TOTAL			
	VAT			
	GRAND TOTAL			

Signature with Name & Seal

Contact No:

Place:

Date: