

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY

5th Floor, Parisram Bhavan, Basher Baugh, Hyderabad – 500 004

Ref: IRDA/ITD/TNDR/2009-2010/

October 01, 2009

Quotations 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 works also includes collection of used toner cartridges from IRDA and dispose them in an environmentally responsible manner. The quotation is required to be submitted in a sealed cover addressed to the Executive Director (Administration & IT), IRDA, Hyderabad so as to reach us on or before 9th October 2009 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 and disposing of old used cartridges in an environment friendly manner. 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 6 months during which repeat orders would be placed to the selected reseller based on the requirements.

Sr. No	Printer Model	Present requirement
1	HP-4100(C8061x)	Nr
2	HP-1200(C7115A)	4
3	HP-2200(C4096A)	4
4	HP-1020(Q2612A)	16
5	HP-3390 (Q5949A)	10
6	HP-2420 (Q6511A)	8
7	HP-6L (C3906F)	Nr
8	HP-5 (92298A)	1

9	HP-2015dn(Q7553A)	12
10	HP-3005D(Q7551A)	Nr
11	HP-2600N	
	Black-Q6000A	4
	Cyan-Q6001A	4
	Yellow- Q6002A	2
	Red- Q6003A	2
12	HP-88A (CC388A)	6
13	Canan Fax Machine FX-3	4

Nr-Not required at present

Terms and Conditions:

1. Price shall be valid for a period of six months from the date of finalization of the quotation (compulsory condition for consideration of quotations).
2. Payment 100% against delivery.
3. Replacement without any additional cost the materials supplied were found defective.
4. Vendor shall collect used printer cartridges and arrange to dispose them in an environment friendly manner.
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 Executive Director (Administration)
Insurance Regulatory and Development Authority
3rd Floor, Paris Rama Bhavan,
Basher Baugh
Hyderabad – 500 004**

10. 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 **9th October 2009.**
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 SIX months from the date submission.

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

FORMAT FOR SUBMISSION OF QUOTATION

Supply of HP Tonner Catridges

Name of the Firm:

Address:

Bill of Quantities

Sr.No.	Printer Model	Unit Price
1	HP-4100(C8061X)	
2	HP-1200(C7115A)	
3	HP-2200(C4096A)	
4	HP1020 (Q2612A)	
5	HP-3390 (Q5949A)	
6	HP-2420(6511A)	
7	HP-6L (C3906F)	
8	HP-5 (92298A)	
9	HP-DESKJET 2311	
10	CANNON FAX MACHINE-FX3	
11	HP-2015DN (Q7551A)	
12	HP-(C9351A)	
13	HP-3005D (A7551A)	
14	HP-88A (CC388A)	
15	HP-LASERJET-2600N	
	BLACK (Q6000A)	
	CYAN (Q6001A)	
	YELLOW (Q6002A)	
	RED (Q6003)	
	TOTAL	
	Taxes (if any)	
	GRAND TOTAL	

Signature with Name & Seal

Contact No:

Place :

Date: