



17.05.2018

NOTE

Invitation for Empanelment of IT Consumable Vendors for the year 2018-19

Vendors belonging to the NCR region and capable of supplying various IT Consumable items are hereby invited to be empaneled with our Company.

Interested vendors may submit their signed and sealed quotations in single hard copy, latest by 04th June 2018, within office hours to Mr. Tarun Singh, AO (IT) [Ph. 011-46869849] or Mr. Saurabh Shree, AO (IT) [Ph. 011-46869869] at the following address:

**Agriculture Insurance Company of India Limited
11th Floor, AMBADEEP", 14 K. G. Marg, New Delhi - 110 001**

The envelope must be sealed and marked "AIC - Empanelment of IT Consumable Vendor - Quotations -2018-19". Incomplete or defective quotations are liable to be rejected.

For format of the Quotation, please refer ANNEXURE-1.

Please note that:

1. The Vendors shall quote the rates excluding taxes (i.e. all applicable taxes shall be extra). All Payments shall be made through electronic mode only (NEFT/RTGS), and for this purpose each Vendor should submit one cancelled cheque along with the quotation.
2. Vendors shall be empanelled ONLY at the item-specific L-1 rates, and ALL empanelled Vendors shall be committed/liable/bound to supply any item at the approved L-1 rate, irrespective of their own quote for that item.
3. The "IT Consumable - Vendor" Panel shall remain in force till the institution of the next Panel. However, The Management may, at its sole discretion, modify or scrap the Panel without assigning any reason whatsoever.
4. Notwithstanding the above, the Management reserves the right to make procurements at its own discretion from any other Vendor/Source.
5. The Vendors providing quote for various IT Consumable should be based in Delhi/NCR and be able to deliver at the following two addresses:
a) 11th Floor, Ambadeep Building, 14 K. G. Marg, New Delhi - 110001
&
b) 5th floor, B & C Plate, Block 1, Commercial Complex, East Kidwai Nagar, New Delhi - 110023.

Document Submission:

- 1) Quotation strictly in the given format, countersigned and stamped by Vendor at every page.
- 2) Cancelled Cheque
- 3) A printout of this Invitation Letter, countersigned and stamped by Vendor, as a token of acceptance of these terms.

For any clarification, you may contact IT-Department (HO), at the above Telephone no.