

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	23-06-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	23-06-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	75 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Financial Services
संगठन का नाम/Organisation Name	Lic - Life Insurance Corporation Of India
कार्यालय का नाम/Office Name	Delhi Do 3
क्रेता ईमेल/Buyer Email	buyer76.llici.dl@gembuyer.in
कुल मात्रा/Total Quantity	2100000
वस्तु श्रेणी /Item Category	Correspondence Envelopes (V3) Conforming to IS 131
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	6 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	2 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Additional Doc 1 *In case any bidder is seeking exemption from Exper Criteria, the supporting documents to prove his eligik must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes

बिड विवरण/Bid Details	
बिड का प्रकार/Type of Bid	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/Primary product category	Correspondence Envelopes (V3) Conforming to IS 131
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
अनुमानित बिड मूल्य /Estimated Bid Value	1111000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	IDBI Bank
ईएमडी राशि/EMD Amount	22220

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	IDBI Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	2

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटे के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are ex purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in f wherever it is applicable.

लाभार्थी /Beneficiary :

LIC of India
Manager (OS), LIC of India, Delhi DO-3 "Jeevan Pravah Building" District Centre Janakpuri, New Delhi-110058
(Lic Of India)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance sheets for the last three financial years or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant periods should be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid or relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied the required quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value shall be the criterion.

3. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as per the Public Procurement (Preference to Make in India) Order, 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier shall be as indicated in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM or reseller indicating the percentage of the local content and the details of locations at which the local value addition is made along with their purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) Order, 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to bid. Buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023. [OM No.1 4 2021 PPD dated 18.05.2023](#) for Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

4. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated on Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 04.06.2020. Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. To avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product or service or excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid for the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) for purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be given if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted. 5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or impact to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be a determining factor for reasonableness of quoted prices which would be determined by the buyer based on its own assessment and based on competitive prices received in Bid / RA process.

6. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of bidders is less than 50.

qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in cor participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be in least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any sell preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to particip

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents purchase preference for verification by the buyer during evaluation.

Correspondence Envelopes (V3) Conforming To IS 13892 (2000000 pieces)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Required Values)
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	105 x 230
	Colour of the Envelope	White
	Cloth Lining	Non-Cloth Lining
	Window on Envelope	With Window
	Window Material	PVC/BOPP
	Sealing Flap	Non-Gummed

Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 (2000000

Specification Parameter Name	Bid Requirement (Allowed Values)
Paper quality, Size, Opening of Envelopes	80 GSM Maplitho Paper, Envelope Size 230x105 mm (Lengthx Breadth), T
Printing on Envelopes & Printline	Printing will be in 2 colors & Printline having Vendor's name, Bid no/Qty/M required
Supply & Packing	Total required quantity is 20 Lakh envelopes in lots as per staggered supply will be of 500 envelopes per packet.

* Bidders offering must also comply with the additional specification parameters mentioned above.

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST
100%	100%

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST
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प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery Schedule प्रारंभ होने की तारीख से दि number of days from con	
1	Tribhuvan Singh Dagar	110058, LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after
			600000	5
			800000	120
			600000	240

Correspondence Envelopes (V3) Conforming To IS 13892 (100000 pieces)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

[* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification](#)

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Required Values)
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope
	Dimensions of the Envelope (Size Symbol) (In mm)	105 x 230
	Colour of the Envelope	Light Brown
	Cloth Lining	Non-Cloth Lining
	Window on Envelope	With Window
	Sealing Flap	Non-Gummed

Additional Specification Parameters - Correspondence Envelopes (V3) Conforming To IS 13892 (100000

Specification Parameter Name	Bid Requirement (Allowed Values)
Exact size & Color of envelopes, paper quality	Size -230x105 MM (Length x Breadth), Color- official Brown, 80 GSM ribbed (Orange ribbed) Window-15 Micron PVC
Printing on Envelopes & Printline	Black color single side printing, Printline having vendor's name, Bid no, Q required
Supply & Packing	Quantity required is 100000 envelopes (200 packets of 500 envelopes in as per staggered supply schedule

* Bidders offering must also comply with the additional specification parameters mentioned above.

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST
100%	100%

प्रेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	डिलीवरी अनुसूची /Delivery schedule प्रारंभ होने की तारीख से दिन /number of days from contract	
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bldg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	मात्रा /Quantity	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after
			50000	120
			50000	240

Special terms and conditions-Version:1 effective from 11-11-2024 for category Correspondence Envelope to IS 13892

- Note to Buyers

Note to Sellers

For printing on the envelope as per Buyer's requirement the buyer shall specify the contents to be printed in the ATC such as Logo or text etc. and mentioned the contents to be printed in the ATC such as Logo or text etc.

1) Sellers must declare their catalog price for 1 Unprinted Piece of Correspondence Envelope

2) The seller shall quote their price during bidding in accordance to the requirements for printing contents.

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25% quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity ordered shall be as per the delivery schedule.

from the last date of original delivery order and in cases where option clause is exercised during the extended additional time shall commence from the last date of extended delivery period. The additional delivery time is calculated as $\text{quantity} \div \text{Original quantity} \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculation duration up to the original delivery period while exercising the option clause. Bidders must comply with these

2. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address:

Manager(OS)
LIC of India, Delhi DO-3
Upper Ground Floor, Jeevan Pravah Building
District Centre-Janakpuri
New Delhi-110058

3. **Generic**

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility for reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum

4. **Generic**

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

LIC of India
payable at
New Delhi

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer by the days of Bid End date / Bid Opening date.

6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

LIC of India
payable at
New Delhi

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer by the days of Bid End date / Bid Opening date.

7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides allowed as per GeM GTC). DD should be made in favour of

LIC of India
payable at
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hardcopy to the original DD to the Buyer within 15 days of award of contract.

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1) Certified Audited Trading and P&L account, Balance Sheet/CA Certificate for **3 successive Financial Years (2021-22, 2022-23, 2023-24 & 2024-25)** is required to meet the minimum average annual turnover.

2) Seller will be required to print logo and other details as per additional specifications/ buyer's requirements for the respective products.

3) The Supply should be made as per staggered supply schedule of the respective products to be supplied within 35 days from the date of contract which includes 5 days for getting the approval on vendor's part.

4) Acceptable GSM range 76-80 GSM. In case of GSM below 76, proportionate recovery of cost will be decided by the Competent Authority depending upon merits of each case.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority of the Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process and the consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and additional technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any time without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by the Government of India in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to existing rules of such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category based bid.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attachable samples](#), it is allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid terms and conditions above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, which are otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional technical specifications in any other document. If buyer needs more items along with the main item, the same must be added through category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, the seller must make their representation against the same by using the Representation window provided in the bid details field in Seller's dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representation within 4 days. Bid is allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / act but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

[यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions](#)

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to declare that he/she is not a bidder of a country which shares a land border with India. Any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---