



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

मंडल कार्यालय :- "जीवन प्रकाश"

(कार्यालय सेवा विभाग)

सेक्टर -11, गांधीनगर -382010

फोन नंबर :Phone No:- 23223590,23223592

ईमेल :Email: os.gandhinagar@licindia.com

Divisional Office :- "Jeevan Prakash"

(Office Services Department)

Sector-11, Gandhinagar- 382010

Ref :GDO/OS/Micro Stn.

Date :-10.06.2025

To,

Dear Sir,

RE : Tender No:-Micro 07/2025 for rate contract FOR BLANK CONTINUOUS COMPUTER
STATIONERY WITH NUMBERING and ONE SIDE LIGHT BLUE COLOUR LOGO
Empanelment 2022-25 and category 22

With reference to the above, we intend to get printed the below mentioned
Computer Stationery on our following Terms and Conditions.

Sr No	DESCRIPTION	SIZE & SPECIFICATION	PRINTING	APPROX REQUIREMENT DURING THE YEAR	QUANTITY TO ORDER
01	Blank Continuous Stationary	10"x 12"x I (Single) 70 GSM Paper	One Side Light blue Color With Logo and Numbering on every sheet	10,00,000	2,00,000
02	Blank Continuous Stationary	10"x 12"x II (Double) 70 GSM Paper	One Side Light blue Color With Logo and Numbering on every sheet	3,00,000	1,00,000

You are requested to quote the rates in attached format only, If you are
Not interested to quote the rates for above inquiry, please send us a letter stating
the reason for not quoting the rates.

SIGNATURE & SEAL (Proprietor of Firm)



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TERMS & CONDITIONS

1. **TENDER FEE:-** Send amount of Rs. 118/- (Rs. One hundred eighteen only) towards Tender Fee including GST (Non Refundable) by Banker's Cheque/ Demand Draft in favour of "LIC OF INDIA" payable at "GANDHINAGAR."
2. **EMD :-** You have to pay Earnest Money Deposit {EMD} Rs. 14,000- (Rs Fourteen Thousand only) by Demand Draft/ Banker's Cheque in favour of "LIC OF INDIA" payable at "GANDHINAGAR" and deposit this amount at our office during Cash hours: Monday to Friday -10.00 a.m. to 4.30 p.m. (Every Saturday and Sunday is holiday) on or before last date. Earnest Money Deposit {EMD} will not carry any interest. You are not permitted to alter or modify your tender after expiry of the deadline for receipt of tender till the date of validity of tender and if you do so, your earnest money will be forfeited.
3. **SECURITY DEPOSIT:-** You have to furnish 10% of value of the contract towards Security Deposit in the form of Demand Draft / Bankers cheque, or Bank Guarantees through scheduled banks. "Security deposit will not carry any interest.
4. **TAXES :-** Please quote your rate EXCLUSIVE OF ALL TAXES against above items per 1,000 sheets. You have to quote rates for the 70 GSM Paper only, have to print

Name of printer/GSM of paper/Quantity/Printing month/ in press line.

PACKING INSTRUCTION :- We require packing 10X12X1 containing 2,000 sheets in each box, 10X12X2 containing 1000 Forms in each box with necessary Packing Slips and marking showing name of items. The Box should be packed with good quality of Plastic Patti fixed with iron cap. The material should be packed in polythene bag in side the box.

1. Quotation should be free from correction and erasers. The rate quoted should be competitive, reasonable and EXCLUSIVE OF ALL TAXES and free delivery at our office Godown.
2. **SAMPLE:-** Samples are available for verification at our office during office hours. Please enclose the sample paper with GSM and Paper size vendor rubber stamp.
3. If your quotation is accepted
4. I) The authenticated specimen of form is to be collected from our office duly approved by O.S. Department and to be returned on completion of work.
II) The competent authority reserves the right to collect the pre-press material like blocks/positive films.
III) First proof reading shall have to be done by the press, there after the final proof must be approved by our office and it is to be return to us. Art work must be submitted within

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07 days from the receipt of our order. After approval of artwork supply should be made within 30 days.

IV) The stock should be delivered between 11.00 a. m. To 04.00 pm. On Monday to Friday.

(V) All goods are supplied strictly in accordance with the description specified / instruction by us and as per samples approved by us. Otherwise it will be rejected by LIC without any notice.

No compromise will be made with quality and quantity under any circumstances. The supplier will be liable for all risk and losses in transit and will be responsible for safe delivery of goods in good condition at the definite destination.

5. Supply of inferior quality/late supply or less quantity will be rejected / penalized by the LIC without any dispute.
6. If the quotation is accepted the order should be executed within 30 days from the date of our firm order.
7. **PENALTY**:-If you don't supply above item within time limit the penalty will be as under.

• DELAY	• % OF ORDER AMOUT
• 31 to 45 Days	• 1
• 45 to 60 Days	• 2
• More than 60 days	• Decision of the competent authority will be final

- Requirements for payment. :
- No payment will be made without submission of following documents :
- (I) Order Copy. (II) Delivery Challan (III) Advanced Stamped Receipt. (IV) Approved Final Proof. (V) Two Copies of Invoice.
- It is must for each and every printer to send the quotation in regard to above items otherwise it will be viewed seriously.

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- The corporation reserves the rights to accept or reject any / all quotations for part / full quantity of any item without assigning any reason whatsoever.



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This rate contract will be remain in force up to 31.07.2026. Once your rate has been approved and entered in rate contract then you will have to provide us material at the approved rate for the specific item up to 31.07.2026, otherwise we will delete your name from our approved penal. We will not entertain any excuse like price rise, any adverse situation etc. you will have to bind the rate approved under this rate contract. If this term is agreeable to you then send the quotation.


"Close liaison on day to day basis with our department will have to be maintained in carrying out the job. It should be your responsibility to ensure that the printing order is executed as per our specifications in the order. Any failure on your part in adhering to our specification and schedule leading inferior quality of printing, binding, delay in dispatch etc, shall attract financial compensation for damage caused to the image and goodwill of the Corporation in the market. Further, in such event such supply may be rejected at the suppliers cost and LIC may decide to delete/debar/blacklist the concerned vendors and the decision will be final and binding on all concerned".

Kindly follow **The Integrity Pack** attached herewith, If you agree with all the above terms and conditions, please send your quotations on your letter head in sealed cover super scribed **"SECRET AND QUOTATION FOR :**

Tender No:-Micro 07/2025 for rate contract FOR BLANK CONTINUOUS COMPUTER STATIONERY WITH NUMBERING and ONE SIDE LIGHT BLUE COLOUR LOGO, Addressed to Manager (O.S), OS Department on the above address so as to reach us latest by 02.07.2025 UPTO 16.00 P.M

The Corporation reserves the right to accept or reject the tender at any time (i.e from date of publish of tender to end of the contract period with reason or without any reason),also any tender fully or partly, after and before opening any / all quotation for part / full quantity of any item without assigning any reason whatsoever.

SIGNATURE & SEAL (Proprietor of Firm)


Sr. Divisional Manager



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(Office Services Department)

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Ref :GDO/OS/STN

TENDER FORM

Date :-10.06.2025

**TENDER NO. Tender No:-Micro 07/2025 for rate contract FOR BLANK CONTINUOUS
COMPUTER STATIONERY WITH NUMBERING and ONE SIDE LIGHT BLUE COLOUR LOGO**

(Empanelment 2022-25 and category 22) (LAST DATE : 02.07.2025 UP TO 16.00 Hrs.)

You are requested to quote the rates in this format only.

TENDER FEES Rs. 118.00 (100+18.00 GST) (RS.ONE HUNDRED EIGHTEEN ONLY)

EARNEST MONEY DEPOSIT RS. 14,000 (Rs. Fourteen Thousand Only)

NOTE : YOU HAVE TO PAY EMD AND TENDER FEE IN BANKERS CHEQUES / DD ONLY in favour of
Life Insurance Corporation of India or by Cash at our Cash Counter in Divisional office Gandhinagar.

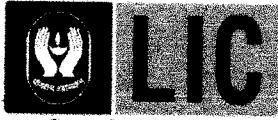
Sr. No.	DESCRIPTION	SIZE & SPECIFICATION	PRINTING	RATE PER 1000 SHEETS In Rs. (EXCLUDING ALL TAXES)
01.	Blank Continuous Stationary	10"x 12"x I (Single) 70 GSM Paper	One Side Light blue Color With Logo and Numbering on every sheet	
02.	Blank Continuous Stationary	10"x 12"x II (Double) 70 GSM Paper	One Side Light blue Color With Logo and Numbering on every sheet	

Note:- Please quote your rate in our prescribed form only. Quotation should be free from correction and erasers. The rate quoted should be competitive, reasonable and **EXCLUSIVE OF ALL TAXES** and free delivery at our office store room.

Date:

Place:

SIGNATURE & SEAL
(Proprietor of Firm)



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आवेदन पत्र हमारे कार्यालय सील बंद लिफाफे में जमा करो और जिस पर लिखा हो ।

Tender No : 07/2025

Rate for contract of : FOR BLANK CONTINUOUS COMPUTER STATIONERY WITH NUMBERING and ONE SIDE LIGHT BLUE COLOUR LOGO

जमा करने की अंतिम तिथि 02.07.2025 अपराह्न 16.00 बजे तक

To,

मैनेजर (कार्यालयीन सेवा विभाग)

भारतीय जीवन बीमा निगम,

गांधीनगर डिवीजन, सेक्टर-11,

बी. एस. एन. एल. कार्यालय के पीछे

गांधीनगर, (गुजरात) पिन- 382010,

फोन नंबर: Phone No:- 23223590,2322359

ईमेल: Email: os.gandhinagar@licindia.com