

Tender Notice- For Printing and Supply of Computer Continuous Stationary, for the period 15.07.2025-14.07.2026

Sr No.	Activity	Details
1	Retender No.01	Tender Floating Date 18.06.2025
	Earnest Money Deposit(EMD) Refundable	Rs.50,000 ^{Fifty} (Fifty Thousand only) by way of Demand Draft, favoring Life Insurance Corporation of India, Payable at Nashik. Cheque will not be accepted.
2	Security Deposit	5%. On every order value (To be deposited by selected bidder (L-1) within eight days of Tender Allotment Letter.
3	Tender Fee (Non-Refundable)	Rs.295.00 (Two Hundred Ninety Five only) including GST, by way of Demand Draft favoring Life Insurance Corporation of India, payable at Nashik. OR by cash at cash counter at the address given above.
4	Submission of Bids-(Last date & Time)	Envelope No.1 and Envelope No.2 should put together in a large sealed cover envelope super scribed as " Tender no 01 for Printing and supply of Computer Continuous Stationery" and to be submitted on address given below in sr.no 6 up to 02/07/2025 upto 05.00 PM (From 10.00 AM to 05.30 PM) on all working days excluding all Saturday, Sunday & holiday).
5	Papers to be submitted	Bidders to put the following documents in a sealed envelope super scribed as Technical Bid (Marked as Envelop No.1) 1) Photocopies of the documents mentioned in Tender Document. 2) Form of Technical Bid-Annexure A 3) Duly Notarized undertaking on stamp paper of Rs .500- Annexure B 4) Eligibility Criteria for Bidders- Annexure D 5) Terms and Conditions of the Tender- Annexure E 6) Earnest Money Deposit (Demand Draft of EMD) 7) Tender Fee (Demand Draft of Tender Fee) 8) Integrity Pact - Annexure G – On last page sign of bidder & sign of witness is must. 9) Cancelled Cheque for Bank Details 10) If registered under NSIC/MSME (issued for specific work required for the tender), please attach valid photocopy. 11) If registered under MSMEs owned by SC/ST Entrepreneurs, please mention. Bidders to put following document in sealed cover envelope super scribed as Financial Bid (Annexure F) and marked as Envelope No.2 (12) Financial Bid- Annexure F
6	Address for submission of Bid (Location)	Life Insurance Corporation of India, Manager (OS), Stationary Dept, Ground Floor, Divisional Office , Jeevan Prakash, Gadkari Chawk, Nashik 422002 Tel No.0253-2225906 / 2225959
7	Technical Bid Opening (Date & Time)	The sealed cover having Technical Bid (Envelope No.1) will be opened by committee, on 03/07/2025 at 11.00 AM in the presence of bidder or one of their representative who wishes to attend, on the above address. Authority letter and ID proof is must with representative.
8	Financial Bid	The Financial Bid (Envelope No.2) will be opened on a later date which will be intimated separately to technically qualified bidders only.
9	Official Website (URL)	The tender document can be downloaded from our website https://www.licindia.in Go to tenders and click on the link " Tender for Printing & Supply of Computer Continuous Stationery for Nashik Division"

In case, there is any change in the schedule or any corrections, the same will be displayed on our website. LIC of India, reserves the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.



Sr Divisional Manager 16/6/25

INSTRUCTIONS TO BIDDERS REGARDING SUBMISSION OF TENDER

The sealed tender is invited for annual rate contract for printing and supply of continuous computer stationary as per enclosed Annexure - A, B, C, D, E F & G. **The Bidders are advised to follow the instructions given below.**

(I) **Envelope No. 1:** Annexure - A, Annexure B (duly notarized on Rs-500/- stamp paper), Annexure C, Annexure D Annexure E, Annexure G (Integrity Pact) duly completed, signed and sealed should be put in this envelope. Firm's name and address should be written on the envelope. EMD (Rs-50000/-) by Demand Draft only & Tender fee (Rs-295/-) by cash or Demand Draft, **Cheque will not be accepted.** If MSME certificate enclosed-exempted from EMD. Annexure - A should be supported with the specimen copies of the paper of 70 GSM "A" grade paper & 80 GSM "A" grade paper as per our specifications mentioned in Annexure -F. Name of Mill, GSM, and Grade of the paper should be mentioned on the sample paper duly certified, signed and stamped by the bidder. Tenders without samples, mill name, GSM and Grade of the paper will not be accepted. Integrity Pact in Annexure-G should be properly signed and witnessed.

(II) **Envelope No. 2:** Annexure-F duly completed on firms letterhead as per given format, stamped & signed, without any alteration/overwriting, should be put in this envelope. The envelope should be sealed properly super scribed as 'Annexure F' Firm's name and address should be written on the envelope. Annexure-F should be duly filled with Net rates inclusive of all charges but excluding GST. **Annexure -F should be on letterhead of bidder.**

(III) **Envelope No. 3:** Both the Envelope No. 1 and 2 as mentioned above, are to be put into this envelope. The envelope should be sealed properly super-scribed as "**Retender No 01 for printing and supply of Computer continuous stationery**". The name of firm & address should be mentioned on the envelope.

Each page of all the Annexures - A, B, C, D, E, F & G should be duly signed and stamped. If not, tender will not be accepted. Please put Signature of Bidder on the place where Signature of Bidder is required (Separate space is provided for that), **mere signature on all pages does not complete the tender document.** Please note this carefully, otherwise the tenders will not be accepted.

The sealed tender envelope should reach us on or before **02/07/2025 up to 05.00 PM** addressed to **MANAGER (OS), LIC of India, Nashik Divisional Office, Jeevan Prakash, Ground Floor, Gadkari chowk, Nashik- 422002.**

The tender received after the stipulated date & time will not be entertained.




Sr Divisional Manager
16/6/25

Important Instructions to Bidder regarding Tender-

- 1) Read Tender Document carefully.
- 2) Tender Fee of Rs.295.00 is to be deposited at cash counter of Divisional office OR can be remitted the fees by Demand Draft, in favor of LIFE INSURANCE CORPORATION OF INDIA, payable at Nashik. Cheque will not be accepted. If MSME certificate enclosed-exempted from Tender Fee.
- 3) Earnest Money Deposit of Rs-50000/- is to be remitted by Demand Draft in favor of LIFE INSURANCE CORPORATION OF INDIA, payable at Nashik. Cheque will not be accepted. If MSME certificate enclosed-exempted from Earnest Money Deposit.
- 4) Paper Sample along with GSM, Paper Grade and Name of Paper Mill is must. Sample should be signed and sealed by the bidder otherwise tender will be rejected.
- 5) Terms and conditions must be signed and stamped properly. Signature for acceptance of terms and conditions should be at the place provided for.
- 6) Financial Bid should be on letterhead of firm duly stamped (Firm's Rubber Stamp must) and signed with no overwriting/alterations.
- 7) If firm is having MSME/NSIC registration, it should be issued for specific type of work i.e. manufacturing of computer stationery for which tender is being submitted, validity of the registration should also be mentioned in annexure "A" (clause 18c), otherwise exemption for EMD will not be considered and tender will be rejected.
- 8) Bid incomplete in any respect or not supported by the requisite documents as well as required paper sample with full details, will not be considered.
- 9) Integrity Pact should be signed, stamped and witnessed properly.
- 10) Cancelled Cheque is must for Bank Details.
- 11) Bidder must sign and stamp each and every paper of submitted bid.
- 12) Xerox copy of the PAN Card is Must, also copy of GSTIN, if registered, should be submitted.
- 13) Annexure B should be on stamp paper of Rs.500/- and must be notarized.
- 14) In addition to signature on every page, last page of every annexure should necessarily be signed at the place provided for.

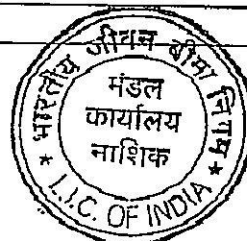


Sr Divisional Manager 16/6/25
[Signature]
[Initials]

APPLICATION FORM – TECHNICAL BID

Annexure-A

S. No	Information sought	Information provided
1	Name of the bidder firm / company	
2	Date of establishment / incorporation	
3	Registration No. for registration under companies act, 1956 (Please enclose photocopy of certificate)	
4	Correspondence address :- Telephone No:- Email id:-	
5	Address of head office (if different from above) and telephone No:-	
6	Status of the firm/company- proprietary/partnership/private limited company/public limited company :-	
7	Names of the partners/ Directors	
8	Name of the Chief Executive officer with his present address and telephone Nos. :-	
9	Name of Representative(s) with designation who will be calling us and attending to our jobs and his contact number :-	
10	Name of bankers with address and telephone number :- Bank A/C No:- IFSC code:- (Please enclose a cancelled cheque leaf)	
11	PAN No. of the firm/company (for private limited company/public limited company) /owner (for proprietorship firm) (Please enclose photocopy)	
12	Labor license No. and validity under various sections of labor laws (Central Govt.) (Please enclose photocopy of license)	
13	State the amount of income tax assessed for the last three financial years (Please enclose photocopies of Income tax returns for the fin. year)	



14	State the turnover of the company for the last three financial years (Please enclose photocopies of Balance sheet & Revenue A/C for the fin. year)	
15	Details of stationery supplied to any office of L.I.C. OF INDIA or any PSU/Dept. of Central Govt. (Please enclose photocopies of the work order or performance certificate)	
16	Is the firm registered under the factories act? If so, please furnish license no:- (Please enclose photocopy of the license)	
17	Have your firm/company ever been BLACKLISTED by L.I.C. OF INDIA or any PSU/Govt./Semi Govt./ Quasi Govt. departments in India as on date of submission of bid?	
18	<p>a) Whether the firm/company is an MSME (for specific type of work as mentioned in Tender Document)</p> <p>b) If so, whether it is registered with director of industries (DI)/ District industries centre(DIC) as manufacturing/services enterprises and having acknowledgement of entrepreneurs memorandum(part-II)/ Udyog aadhar memorandum or are registered with NSIC under single point vendor registration scheme.</p> <p>c) Period of validity of such registration.</p> <p>(Please enclose photocopy of the valid registration certificate)</p>	
19	Is the firm owned by SC / ST entrepreneurs? If so, please enclose valid documents.	

Date

Signature of the bidder

(Seal of the bidder firm / company)



Handwritten signature

Handwritten signature

1	Name	
2	Address (Address as per registration with GST)	
3	City	
4	Postal code	
5	Region/State (Complete state name)	
6	GST ARN No	
7	GSTIN ID NO	
8	Type of business (As per registration with GST)	
9	Service account code/HSN code	

I/We _____ request Life Insurance Corporation Of India, Nashik Divisional Office, Jeevan Prakash, Gadkari Chowk, Nashik-422002 to consider my/our bid. I/We agree to abide by all the ELIGIBILITY CRITERIA mentioned in Annexure-D and TERMS & CONDITIONS mentioned in Annexure-E of the tender and assure to render the services to the fullest satisfaction of LIFE INSURANCE CORPORATION OF INDIA.

Signature of the bidder

Seal of the bidder Firm / Company

Place

Date

Note :-

1 It is mandatory for the bidder to fill all the columns of the application form (Annexure-A). If any point in the application form does not pertain to the bidder, it should be filled as "Not applicable". Application incomplete in any respect or not supported by the requisite documents are liable to be rejected.

2) The bidder must enclose the photo copies of all the certificates / documents mentioned in the application form (Annexure-A)

3) If the GST is not applicable, the bidder should submit self declaration on letterhead regarding GST.



(Handwritten signature)

(Handwritten mark)

(This undertaking duly notarized has to be executed on a stamp paper of Rs-500/-)

Undertaking

ANNEXURE-B

We hereby confirm that we have not been blacklisted by LIFE INSURANCE CORPORATION OF INDIA or any PSU / BFSI organization / Government / Semi-Govt / Quasi Govt Department in INDIA, as on date of submission of bid in response to the above tender.

Dated at _____ this _____ day of _____ 2025.

Authorized signatory

Signature

Name:

Designation:

Name & address of the company:

Seal of the bidder firm / company



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DETAILS OF CLIENTS OF THE BIDDER

(Separate annexure-C has to be submitted by the bidder for each of its clients to whom the bidder has supplied during the last 3 years)

Name of the company/Organization to which the bidder has supplied	
Address of the company/organization to which the bidder has supplied	
Name & Designation of the contact person in the company/organization to which the bidder has supplied	
Telephone No. of the company/organization to which the bidder has supplied	
E-mail ID of the company/organization to which the bidder has supplied	

Details of supplies made during the last 3 years to the above mentioned Company/Organization :-

Period of the supply to the above mentioned company/organization	From- To-
Amount of the work order executed during the above mentioned period	Rs:-

Please enclose photocopies of the work order/bills/invoices/performance certificate as a proof for the supplies made to the mentioned company/organization.

Place :-

Date :-

Signature of the bidder

Seal of the bidder firm/company



Handwritten signature and date.

TENDER FOR SUPPLY & PRINTING OF COMPUTER CONTINUOUS STATIONARY

ELIGIBILITY CRITERIA FOR BIDDERS

- 1) The bidder firm/company should have registration with state/local authorities for undertaking the profession and the bidder firm/company must submit photocopies of the proof in support of the same.
- 2) Minimum average annual turnover of the bidder firm/company should be Rs-25 lakhs during the last any three financial years. Please attach supporting document for minimum turnover.
- 3) The firm/company (in case of private limited company/public limited company) / proprietor (in case of proprietorship firm) should have a valid PAN card no. (attach photocopy of the same) issued by income tax department.
- 4) The firm/company should give details of supplies to any offices of LIFE INSURANCE CORPORATION OF INDIA or any public sector undertaking/department of state or central Govt./reputed public Ltd. companies during any of the last 3 financial years. The bidder firm/company must submit photocopies of the work order/bills/invoices/performance certificates as proof in support of the same.
- 5) Any firm/company which has been blacklisted/removed by any office of LIFE INSURANCE CORPORATION OF INDIA will not be eligible.

Declaration :-

I/We have read the instructions appended to the form and I/We understand that if any false information is revealed at a later date, any contract made between ourselves and LIFE INSURANCE CORPORATION OF INDIA, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of LIFE INSURANCE CORPORATION OF INDIA and I/We will be solely responsible for the consequences and shall make good all losses caused to the LIFE INSURANCE CORPORATION OF INDIA in the process.

I/We agree that the decision of LIFE INSURANCE CORPORATION OF INDIA in selection of tender will be final and binding on me/us. All the information furnished by me/us in the tender is correct to the best of my/our knowledge and belief.

I/We have no objection if inspection of my/our premises/workshop/shop etc. is done by the official/s of LIFE INSURANCE CORPORATION OF INDIA including inspection of the quality of any or all items of the tender.

Place:-

Date:-

Signature of the bidder

Seal of the bidder firm/company



TERMS AND CONDITIONS OF THE TENDER

- 1) The contract shall be a rate contract and the rates quoted in the Annexure – F shall be inclusive of all (packing, labor, transportation and any other expenses etc.) **but excluding GST** as applicable for delivery of the material at the stores of LIFE INSURANCE CORPORATION OF INDIA, Jeevan Prakash, Ground Floor, Golf club ground road, Gadkari Chowk, Nashik-422002, Maharashtra or at any other place that may be specified by LIFE INSURANCE CORPORATION OF INDIA and it has to be for paper quality, mill, dimension etc as mentioned in tender document. The rates shall be valid for 1 year from the date of letter of acceptance. However, the contract may be renewed further up to 1 year on mutual consent at the same rates and keeping other terms & conditions of the office and at the sole discretion of the competent authority.
- 2) **Bids incomplete in any respect or not supported by the requisite documents as well as required paper samples are liable to be rejected.**
- 3) Mere submission of the application for the tender by any bidder does not confer the right of selection.
- 4) **Any tender not complying wholly with these terms & conditions shall be liable for rejection.**
- 5) LIFE INSURANCE CORPORATION OF INDIA reserves the right to accept any tender in full or part. This does not necessarily mean that the lowest tender will be accepted.
- 6) Any dispute arising out of or relating to this tender shall be deemed to have arisen in Nashik and be subject to adjudication of competent court in Nashik only.
- 7) The vendor shall not appoint any sub vendor to carry out any obligations under the contract.
- 8) **LIFE INSURANCE CORPORATION OF INDIA reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which LIFE INSURANCE CORPORATION OF INDIA shall neither be liable nor will be obligatory to inform the applicant the grounds of any such action.**
- 9) Successful bidder will have to provide security deposit @ 5% (on every order) in the form of demand draft / Bankers cheque through scheduled banks only. The security deposit shall not carry any interest. The Earnest Money Deposited by the successful bidder will be adjusted towards security deposit. LIFE INSURANCE CORPORATION OF INDIA will be at liberty to deduct the amount of security deposit for the entire ordered value from any further payments due to the vendors.
- 10) The EMD of the unsuccessful bidders will be refunded without any interest within 30 days from date of finalization of the tender.
- 11) The payment will be made only through NEFT to the extent of execution of work order and no advance payment shall be made by LIFE INSURANCE CORPORATION OF INDIA for purchasing the items mentioned in the tender. Income tax at source & other government taxes will be deducted from the payment made to the vendors as per the income tax rules applicable from time to time.
- 12) **Penalty clause :-** Work order will be placed in parts depending upon the requirements during the contract period. The material should be delivered at the stores of division office of LIFE INSURANCE CORPORATION OF INDIA, Jeevan Prakash, Ground Floor, Golf club ground road, Gadkari Chowk, Nashik-422002, Maharashtra or at any other place that may be specified by LIFE INSURANCE CORPORATION OF INDIA, if so needed. If the supply is not received within the stipulated period mentioned in the order (scheduled delivery date), **penalty clause will be imposed @ 0.1% of billing amount per day on total amount of bill for the delay in delivery of goods for order placed.**
- 13) If at any time, material supplied falls below the contractual specifications with regards to the quantity of paper, quality of the paper, GSM/Specifications and printing quality, violation of packing instructions as per order, a penalty (which will be decided by the Sr. Divisional Manager, LIFE INSURANCE CORPORATION OF INDIA Nashik Divisional Office on the merit of each case) will be invoked or the entire lot may be rejected besides imposition of penalty which is part and parcel of the terms & conditions of the tender. Repeated incidents of imposition of penalty on account of quality, quantity, delay, defective supply may attract action of removal from list of empanelled vendors/blacklisting including forfeitures of EMD/security Deposit. Our decision in this regard will be final. Such action may be taken without any reference to the defaulting vendor.

Signature with seal of the bidder firm/company




- 14) In the event of failure of the vendor to provide the service or part thereof, as mentioned in this agreement for any reason whatsoever, LIFE INSURANCE CORPORATION OF INDIA shall be entitled to procure services from other sources and the vendor shall be liable to pay to LIFE INSURANCE CORPORATION OF INDIA, the difference of payment made to such other sources along with other incidental charges of any nature whatsoever incurred by LIFE INSURANCE CORPORATION OF INDIA forthwith.
- 15) After engaging the services of the bidder firm/company if it is found that the services are not rendered to the satisfaction of LIFE INSURANCE CORPORATION OF INDIA, the services will be terminated immediately and LIFE INSURANCE CORPORATION OF INDIA shall have the right to engage the services of any other firm/company as it may deem fit. If any financial loss/damage to the reputation of LIFE INSURANCE CORPORATION OF INDIA is caused during the contract period, the bidder firm/company shall be legally bound to make good the same in monetary terms to be decided by LIFE INSURANCE CORPORATION OF INDIA. The EMD/Security deposit may also be forfeited & the vendor will be blacklisted.
- 16) If the vendor commits breach of any of the terms & conditions hereof and/or fails/ neglects to carry out any instructions issued to him by LIFE INSURANCE CORPORATION OF INDIA from time to time, it shall be open and lawful for LIFE INSURANCE CORPORATION OF INDIA to terminate this agreement forthwith without assigning any reason thereof and LIFE INSURANCE CORPORATION OF INDIA can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regards.
- 17) If the vendor commits breach of any covenant or any clause of this agreement, LIFE INSURANCE CORPORATION OF INDIA may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and vendor shall be liable to LIFE INSURANCE CORPORATION OF INDIA for losses or damages on account of such breach.
- 18) In the event of any loss/damage caused to the LIFE INSURANCE CORPORATION OF INDIA on account of the negligence of the employees of the vendor, the vendor shall make good the loss sustained by LIFE INSURANCE CORPORATION OF INDIA either by replacement of the material/equipment or payment of compensation.
- 19) In the event of any disputes or differences arising out of the operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIFE INSURANCE CORPORATION OF INDIA, Jeevan Prakash, Ground Floor, Golf club ground road, Gadkari Chowk, Nashik-422002, Maharashtra whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Nashik. The provision of the arbitration and conciliation act, 1996 shall apply to the arbitration.
- 20) This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or events into an agreement for the benefits of creditors, the other party shall have the right to immediately terminate this agreement.
- 21) In terms of provisions of section 33(3) and 33(4) of the Insurance laws (amendment) act, 2015, Insurance regulatory and development authority of India (IRDAI), if it consider expedient to do so, may direct any person hereinafter referred to as "Investigating officer", to make an investigation as specified under sec 33(1) or carry out an inspection as specified under 33(2) of the insurance laws (amendment)act,2015, who may examine on oath any manager, Managing Director or other officer of the service provider or contractor where the services are outsourced by LIFE INSURANCE CORPORTAION OF INDIA.



Signature with seal of the bidder firm/company

- 22) This shall be an annual rate contract. Order for supply may be placed depending upon the requirements & the supplier is legally bound to meet our requirements.
- 23) No extra terms & conditions of the vendor will be accepted. If any vendor gives his own terms & conditions, his tender will be rejected without informing him.
- 24) Paper should be 80 GSM & 70 GSM "A" GRADE paper of mill. Vendor will attach paper samples with the quotation and write name of mill, GSM, grade etc. on each sample. **If not, tender will not be accepted. If supply differs from approved quality of paper, supply will be rejected.**
- 25) To avoid wear & tear and smooth handling supply should be strictly in bunches as mentioned in order and neatly wrapped for proper carrying and transportation.
- 26) The vendor shall give the services during the period of contract (15/07/2025 TO 14/07/2026) as per requirements of LIFE INSURANCE CORPORATION OF INDIA.
- 27) Successful vendor will have to enter in to notarized agreement on Rs-500/- stamp paper. Successful vendor will have to submit integrity pact duly signed and witnessed on Rs 500/- stamp paper. All these terms & conditions will form the part of contract between vendor & LIFE INSURANCE CORPORATION OF INDIA.
- 28) Successful bidder will have to pay security deposit 5%. (On every order) (Demand Draft / Bankers cheque in favour of LIC of India, payable at Nashik) for the tender period 15/07/2025 to 14/07/2026. (No interest will be payable on security deposit).


Sr. Divisional Manager

I/We agree to abide by all the above terms and conditions of the tender.

Signature of the bidder with seal

Place :-

Date:-



RETENDER FOR COMPUTER / CONTINUOUS STATIONERY (15.07.2025 to 14.07.2026)
(FINANCIAL BID) **ANNEXURE-F**

RETENDER NO-01

Please note quote
(Rate per 1000 sheets Excluding GST)

Sr.No.	Perticulars	Quantity per box	Specifications of paper required by us	Slabs	Rates in Rupees/thousand sheets
1	10 X 12 X I PLAIN COMPUTER CONTINUOUS STATIONARY WITH LIC LOGO & NUMBERING	BOX OF 3000 SHEETS	70 GSM "A" GRADE PAPER	01 BOX TO 50 BOXES	
				51 BOXES TO 100 BOXES	
				101 BOXES TO 200 BOXES	
				201 BOXES & ABOVE	
2	10 X 12 X II PLAIN COMPUTER CONTINUOUS STATIONARY WITH LIC LOGO & NUMBERING	BOX OF 1000 SHEETS	70 GSM "A" GRADE PAPER WITH GOOD QUALITY CARBON INTERLEAF	01 BOX TO 50 BOXES	
				51 BOXES TO 100 BOXES	
				101 BOXES TO 200 BOXES	
				201 BOXES & ABOVE	
3	15 X 12 X I PLAIN COMPUTER CONTINUOUS STATIONARY WITH LIC LOGO & NUMBERING	BOX OF 2000 SHEETS	70 GSM "A" GRADE PAPER	01 BOX TO 50 BOXES	
				51 BOXES TO 100 BOXES	
				101 BOXES TO 200 BOXES	
				201 BOXES & ABOVE	
4	PREMIUM INTIMATION LETTER 15 X 12 X I WITH PRINTED MATTER SINGLE COLOUR	BOX OF 2000 SHEETS	70 GSM "A" GRADE PAPER	01 BOX TO 50 BOXES	
				51 BOXES TO 100 BOXES	
				101 BOXES TO 200 BOXES	
				201 BOXES & ABOVE	
5	PREMIUM REMINDER LETTER 15 X 12 X I WITH PRINTED MATTER SINGLE COLOUR	BOX OF 2000 SHEETS	70 GSM "A" GRADE PAPER	01 BOX TO 50 BOXES	
				51 BOXES TO 100 BOXES	
				101 BOXES TO 200 BOXES	
				201 BOXES & ABOVE	



**Please note quote
(Rate per 1000 sheets Excluding GST)**

6	LAPSE INTIMATION LETTER 15 X 12 X I WITH PRINTED MATTER SINGLE COLOUR	BOX OF 2000 SHEETS	70 GSM "A" GRADE PAPER	01 BOX TO 50 BOXES	
				51 BOXES TO 100 BOXES	
				101 BOXES TO 200 BOXES	
				201 BOXES & ABOVE	
7	F.P. RECEIPTS 15 X 8 X I WITH PRINTED MATTER SINGLE COLOUR	BOX OF 1000 SHEETS	70 GSM "A" GRADE PAPER	01 BOX TO 50 BOXES	
				51 BOXES TO 100 BOXES	
				101 BOXES TO 200 BOXES	
				201 BOXES & ABOVE	
8	RENEWAL PREMIUM COUNTER RECIEPTS 6 X 10 X I WITH PRINTED MATTER DOUBLE NUMBERING	BOX OF 4000 SHEETS	80 GSM "A" GRADE PAPER	01 BOX TO 50 BOXES	
				51 BOXES TO 100 BOXES	
				101 BOXES TO 200 BOXES	
				201 BOXES & ABOVE	
9	P&GS COUNTER RECEIPTS 10 X 11 X I SINGLE COLOUR &DOUBLE NUMBERING	BOX OF 2000 SHEETS	80 GSM "A" GRADE PAPER	01 BOX TO 5 BOXES	
10	P&GS PAYMENT ADJ. VOUCHER 10 X 12 X I WITH PRINTED MATTER SINGLE COLOUR	BOX OF 2000 SHEETS	80 GSM "A" GRADE PAPER	01 BOX TO 10 BOXES	
11	P&GS PAYMENT ADJ. VOUCHER 10 X 12 X II WITH PRINTED MATTER SINGLE COLOUR	BOX OF 1000 SHEETS	80 GSM "A" GRADE PAPER WITH GOOD QUALITY CARBON INTERLEAF	01 BOX TO 10 BOXES	



**Please note quote
(Rate per 1000 sheets Excluding GST)**

12	SINGLE MULTIPLE NOTICES 9 X 10 X I SINGLE COLOUR WITH PRINTER MATTER	BOX OF 3000 SHEETS	70 GSM "A" GRADE PAPER	01 BOX TO 25 BOXES	
				26 BOXES TO 50 BOXES	
13	MATURITY CLAIM DISCHARGE FORMS 15 X 12 X I WITH PRINTED MATTER	BOX OF 1000 SHEETS	70 GSM "A" GRADE PAPER	01 BOX TO 50 BOXES	
				51 BOXES TO 100 BOXES	
				101 BOXES TO 200 BOXES	

Place:-

Signature of the bidder

Date :-

(Seal of the bidder firm / company)



ANNEXURE "G"**PRE CONTRACT INTEGRITY PACT****Submit the duly signed "INTEGRITY PACT"****General:**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2025. , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its corporate office at "Yogakshema" Jeevan Bima Marg Mumbai 400021. (here in after called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/srepresented by Shri..... (Hereinafter called the "BIDDER /SELLER/SERVICE PROVIDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure **Printing and Supply of computer continuous stationary** (Name of the Stores/ Equipment/Item/Service) and the BIDDER/Seller/Service Provider is willing to offer/has offered the stores/services and

WHEREAS the BIDDER/Seller/Service Provider is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/ equipment/ item/service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS/Sellers/Service Providers to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will



commit to prevent corruption, in any form, by its officials by following transparent procedures.

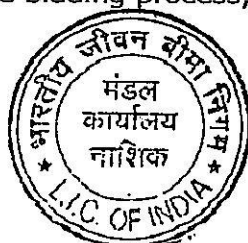
The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

1. Commitments of the BUYER

- 1.1** The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.
 - 1.2** The BUYER will, during the pre-contract stage/evaluation stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
 - 1.3** All the officials of the BUYER will report to the "**Chief Vigilance Officer**" of the Buyer any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 2.** In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

- 3.** The BIDDER commits itself to take all measures necessary to prevent corrupt practices unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-
- 3.1** The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third



party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

- 3.2** The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favor or disfavor to any person in relation to the contract of any other contract with the Government.
- 3.3** Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERs or associates.
- 3.4** BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5** The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/authorized agent of the stores/equipment/items and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6** The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries, including officials of the BUYER or their family members, if any, in connection with the contract and the details of services agreed upon for such payments.
- 3.7** The Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 3.8** The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.



3.9 The BIDDER/Contractor will not commit any offence under the relevant India Penal Code (IPC) /Prevention of corruption (PC) act. Further, the bidder will not use

improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the Bidder or any of the key personnel of the bidder, actively involved in the project is a relative of any of the actively involved personnel of the Buyer, the same should be disclosed.

The term 'relative' for this purpose would be as defined in section 2(77) of the Companies Act, 2013.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.

3.14 The Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes an incorrect statement on this subject, or committed a transgression through a violation of any of the clauses of the commitments of bidder, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations:



5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (v) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vi) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which may be further extended at the discretion of the BUYER.
- (vii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (viii) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (viii) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.



5.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

6. Independent Monitors:

6.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name, address, email of the Monitor(s):

- * 1) Shri Arun Chandra Varma, IPS (Retd,) Platinum complex, Sector - 119, Noida (Uttarpradesh), Pin - 201303, email address - acverma1@gmail.com
- 2) Shri Jose T. Mathew, IFS(Retd), H No 37/930, Ebrahim Pillai Lane, Ernakulam, Kerala, email address - itmat507@mail.com

6.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

6.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder as confidential.

6.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

6.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the **Executive Director (E&OS), LIC.**

6.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, LIC and recues himself / herself from that case.

6.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the



contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

6.8 The Monitor will submit a written report to the **Chairperson, LIC** within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

6.9 If the Monitor has reported to the Chairman, LIC, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman LIC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

7. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

8. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

9. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Changes and supplements as well as termination notices need to be made in writing.

10. Validity:

10.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 12 months after the last payment under the contract. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

10.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.



11. The parties hereby sign this Integrity Pact at.....on....., 2025.

Signature of BUYER

Signature of BIDDER

Name of the Officer: **Sri Sajnay Badhan**
Manager (OS/DM)
Deptt./ **OS Department , Nashik**

Name of CEO:

Address-

Witness:

Witness :

Name :

Name :

Sign :

Sign :

(Note: Bidder/Seller/Service Provider
Stores/equipment/item/service
Bidding process/ bid evaluation/process of availing services)

Appropriate word may be used where ever applicable without altering the purpose /desired intention of the clause.)

