

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, 'JEEVAN PRAKASH'
MASOODABAD, GT ROAD, ALIGARH – 202001
LIMITED TENDER NOTICE
(RATE CONTRACT FOR PRINTING OF VISITING CARDS)

Tender Start Date	07.07.2025
Tender End Date/Time	17.07.2025 upto 3.00 PM
Tender opening Date/Time	17.07.2025 at 4.00 PM
Tendor Offer Validity (From End Date)	30 DAYS
Office Name	Divisional Office, Aligarh
Item Category	Visiting Cards / Business Cards
Contract Period	12 months
Evaluation Method	Per Pack Price (100 cards)

EMD Detail

Required	No
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ePBG Detail

Required	No
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Specifications:

Specification	Values
Type of Printing	Printing with Material
Mode of Printing	Offset / Digital
Single/ Double sides	Double sided (Both Sided - Front and Back)
Colour of Printing	FRONT THREE COLORS AND BACK TWO COLORS
Other Specifications	As per Corporate Identity Program of LIC
Printing Content	Text + Pictorial
Paper Material	Art Card
Size of the Paper (in cm)	American Size (92 mm x 54 mm)
Thickness of Paper in GSM	300 GSM
Number of languages of printing	Bilingual
Addon(s)	HINDI AND ENGLISH
Additional Support	Designing Support, Formatting Support & Logistics Support (Delivery of Order to the Consignee)

Sample image of desired product: Enclosed

Additional customization details : Enclosed

Specific Additional Terms and Conditions

1. Duration of the service contract may be extended beyond the initial contract duration (subject to satisfactory performance and mutual consent). The maximum period of contract can not exceed the empanelment period.
2. The tender is for rate contract. Hence, the work order will be provided on **"AS AND WHEN REQUIRED BASIS"** during the contract period.
3. For single person 200 cards in packs of 100 each with non-variable printing are to be supplied. The quotation is to be provided for one set of 100 cards in packs of 100 each with non-variable printing.
4. The successful Bidder has to provide necessary Designing and Formatting as per LIC's Corporate Identity programme.
5. On each occasion the successful Bidder has to collect work order from Consignee and Deliver the printed material to Consignee after completion of work.
6. There should be **'NIL'** deviation in Designing/ Colors from the LIC's Corporate Identity programme.
7. The Competent Authority reserves the right to cancel the contract at any point of time without assigning any reason.
8. The financial Bid should reach the department by 17.07.2025 upto 3.00 P.M. in a sealed envelope super scribed **"LIMITED TENDER FOR PRINTING OF VISITING CARDS – LAST DATE OF TENDER: 17.07.2025 upto 3.00 PM"**. The sealed tender envelope should be addressed to **The Manager (E&OS), LIC Of India, Divisional Office, Jeevan Prakash, GT Road, Masoodabad, Aligarh – 202001.**
9. All columns of the tender documents must be completed and no column should be left blank. All pages of the tender documents must be signed by the authorized signatory of the tenderer. Any overwriting or use of correction fluid must be initialed by the tenderer. Hence the given rates should be preferably type written or very neatly hand written with signature thereon. The Corporation reserves the right to reject incomplete tenders or those with incorrect information.
10. Tenders received after the expiry of the submission deadline (i.e., 17.07.2025 UP TO 03.00 PM), regardless of the reason, including postal delay, will be considered **'LATE'** and will not be considered. Such tenders will be returned unopened to the concerned party without opening the same.
11. Tenders will be opened **on 17.07.2025 at 04.00 PM** in the presence of tenderers at the above office. Tenderers are advised to be present on that date at the specified time.

12. The delivery of cards should be made within 10 days from the order through physical or electronic medium.
13. In case the cards are not delivered within given time frame late fees of 0.5% of the order value per week will be levied where 7 days or part will be considered to be 1 week.
14. Bills will be paid on monthly basis. The Bills should be presented within 7th of every month.
15. The lowest bidder has to complete the contract for the period of agreement otherwise Corporation have right to remove the Bidder from the empanelment list and further action may also be taken as per the directions of the Competent Authority.
16. The Visiting Card will be ordered only for Officers working in the Offices under the jurisdiction of Aligarh Division.
17. Order will be processed through Divisional Office only.
18. All payments will be processed from Divisional Office only.
19. No consignment will be accepted if it deviates from Corporate Identity Program of LIC of India enclosed with the tender.
20. Any Corrigendum to the tender will be published on the tender section of official website of LIC.

Manager (OS)

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office 'Jeevan Prakash' Building
Masoodabad, G.T. Road, Aligarh-202001

Financial Bid

(To be submitted in sealed Envelope)

1	NAME OF THE BIDDER/FIRM	
2	ADDRESS	
3	MOBILE NO.	
4	G.S.T. NUMBER	
5	PAN NO.	
6	RATE PER PACK OF 100 CARDS (EXCLUDING GST) (IN FIGURES)	
7	RATE PER PACK OF 100 CARDS (EXCLUDING GST) (IN WORDS)	

Note:

1. L-1 will be decided on the quoted rates of 1 pack of 100 visiting cards exclusive of GST.
2. **GST** – the Goods and Services Tax will be paid on the basic amount as per prevailing rates. The current GST rates being 12%.
3. If there are differences between the rates given by the Bidder in words and figures or in the amount worked out by him, the following procedure shall be followed:
 - (i) When there is a difference between the rates in figures and words, the rates which correspond to the amounts worked out by the Bidder, shall be taken as correct.
 - (ii) When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Bidder in **words** shall be taken as correct.
 - (iii) When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the Bidder shall be taken as correct and not the amount.

Place :

Date:

Signature of the Bidder/ Owner with seal