



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, "JEEVAN PRAKASH", S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

LIMITED TENDER NOTICE

Tender No.GDO/OS/Limited_Tender/2025-26/01 dated 21.07.2025

Sealed Tender is hereby invited from our empanelled vendors in the category of "Printing of Different Items" for printing and supply of various categories of EZR paper as mentioned in Table1 below.

Table.1

| SL | ITEM SPECIFICATIONS | QUANTITY TO BE PURCHASED |
|----|--|---|
| 1 | EZR 9 inch X 12 inch X 1 Part Paper, 80 GSM, Century Maplitho Paper with Logo of LIC in single colour and as per sample. | 700000 Sheets (Bundled in 1000 sheets continuous paper) |
| 2 | EZR 9 inch X 12 inch X 2 Part Paper, 60 GSM, Century Maplitho Paper with Logo of LIC in single colour and carbon in between. As per sample | 250000 Sets (One set containing 2 sheets of paper and one carbon sheet in between. Bundles in 1000 Sets continuous paper) |
| 3 | EZR 15 inch X12 inch X 1 Part Paper, 80 GSM, Century Maplitho Paper with Logo of LIC in single colour and as per sample | 250000 Sheets (Bundled in 1000 sheets continuous paper) |

The Terms & Conditions of the tender is mentioned below:

1. Tender Form will be issued from 25.07.2025 to 31.07.2025 during office working hour or may be downloaded from our official website www.licindia.in.
2. The duly filled up sealed tender format must reach our office at Office Service Department, Jeevan Prakash, Guwahati Divisional Office, 4th Floor, Fancy Bazar, Guwahati, 781001 on or before 01.08.2025 , 3 PM through post or at Tender drop Box.
1. Sealed Tenders will be opened on 01.08.2025 at 4 PM by Tender Opening Committee in presence of representative of the participating vendors, if present.
2. The vendor should enclose attested copies of GST Registration, PAN Registration & Cancelled Cheque Leaf against point no 2,3 & 4 in the tender form. Vendors empanelled with Division of LIC other than Guwahati Division need to submit the letter of Empanelment issued by the concerned division.
3. The sealed envelope containing the tender format and the above mentioned documents must be superscripted as "Tender for various EZR Paper".

4. The quoted rates should be inclusive of GST, Packing, Loading & Unloading Charge and Delivery at our Office in Fancy Bazar , Guwahati, 781001 and any other applicable tax, if any.
5. The financial evaluation will be done separately for each item.
6. The delivery of the items should be made within 20 days of placing of order.
7. One Bid Security Declaration in prescribed format with proper Seal and Signature need to be enclosed with the Tender Form.
8. Performance Security @ 3% of the total bid value should be deposited by the successful vendor within 7 days of award of the contract.
9. The Competent Authority reserves the right to modify or cancel any condition(s) or the tender at any stage without assigning any reason whatsoever.
10. For any clarification regarding specification the vendors are requested to contact Office Service Department, GDO, LIC of India, Fancy Bazar, Guwahati-01.

Sr. Divisional Manager
Guwahati Divisional Office
LIC of India
Guwahati-01



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FORMAT FOR TECHNICAL & FINANCIAL EVALUATION

1. Name of Vendor :
2. Vendor Empanelled with (Name of the Office of LIC) :
3. GST No. :
4. PAN No. :
5. Bank Details
 - a. Name of Bank:
 - b. IFSC Code :
 - c. A/C No :
 - d. Contact Email: Contact No:
6. Quoted Rates:

| SL | Item | Quantity | Quoted Rate (To be filled up by the Vendor)(Rs.) | Remarks |
|----|--------------------------|---------------|---|----------------------------------|
| 1 | EZR 9"X12"X1 Part Paper | 700000 Sheets | | Quoted Rate should be per Sheet |
| 2 | EZR 9"X12"X2 Part Paper | 250000 Sets | | Quoted Rate should be per Set. |
| 3 | EZR 15"X12"X1 Part Paper | 250000 Sheets | | Quoted Rate should be per Sheet. |

Signature with Seal of the Vendor