



Life Insurance Corporation of India,
Divisional Office, O.S Department,
7th Floor, Jeevan Prakash Bldg.,
Relief Road, Ahmedabad.-380001
Tel.079 25511768, 25508800, 25508775
e-mail; os.ahmedabad@licindia.com

REF: ADO/OS/Stationery

DT: 09/09/2025

SPEED POST. A. D

To, _____

Dear Sir,

TENDRE No. 7/2025-2026

RE: Rate contract for Blank continuous stationery. (10x12x1), (10x12x2, 10x12x3), (15X12X1,15X12X2) FOR THE PERIOD FROM 01.11.2025 TO 31.10.2026.

We invite Tenders from Vendors are the below mentioned blank computer stationery on our following Terms & Conditions. Vendors are requested to quote the rates in attached format only and send amount of **Rs.236/-** (Rs. Two Hundred thirty-six only) **towards Tender Fee (Non Refundable)** by Banker's cheque/ Demand Draft in favour of "LIC OF INDIA" payable at "AHMEDABAD" and deposit this amount at our office during cash hours on or before last date.

Vendor have to pay Earnest Money Deposit {EMD} **Rs.60000/-**{Rs. Sixty thousand only} by Demand Draft/ Banker's Cheque in favour of "**LIC OF INDIA**" payable at "**AHMEDABAD**" and deposit this amount at our office during cash hours on or before last date. **Earnest Money Deposit {EMD} will not carry any interest.** If you are unable to deposit tender fee Rs.236/- and EMD Rs.60000/-in cash counter up to last date of submission of Tender. Please enclosed DD/Bankers cheque of same amount with Tender form and same will be deposited by us at our cash counter on same day or next day of the opening of the Tender. If Empanelled Vendors are not interested to quote the rates for above inquiry, please send us a letter stating the reason for not quoting the rates .If your rates are approved and the amount of **order exceeds Rs. 1 lakh, you will have to deposit 5 % of the value of the total order placed towards Security Deposit** through Demand Draft or Banker's Cheque and the amount will be refunded (without any interest on that) after the job is over.

Sr.No.	Specification	Details of Specification
1.	Location	O.S.Deptt, Ahmedabad D.O.
2.	Tender Floating Date	18/09/2025
3.	Tender Fees(Non Refundable)	Rs.236/- (Rs.200 +18% GST)
4.	EMD	Rs.60000/-(Rupees Sixty thousand)
5.	Security Deposit	05% of Contract Value Awarded
6	Last Date & Time	08/10/2025 upto 4:30 p.m.

BLANK CONTINUOUS STNY. SIZE & BOX PACKING {inside polythene bag packing}	APPOX. YLY. REQUIREMENT	PRINTING & PAPER
10"x 12" x 1 part Box packing of 3000 forms Double straps to be attached to each carton.	30, 00,000 Forms.	With side perforation. Screen Emblem {New Logo} to be printed in center of paper & Sr. No. from 1 to onwards on 70 GSM Paper. <u>BRANDS OF PAPER:</u> Ballarpur TNPL ABC GOLD (PLEASE QUOTE NET RATES PER 1000 FORMS FOR EACH ABOVE MENTIONED BRAND OF PAPERS)
10"x 12" x 2 part Box packing of 1000 forms Double straps to be attached to each carton.	6, 00,000 Forms.	With side perforation. Screen Emblem {New Logo} to be printed in center of paper & Sr. No. from 1 to onwards on 70 GSM Paper. <u>BRANDS OF PAPER:</u> Ballarpur TNPL ABC GOLD (PLEASE QUOTE NET RATES PER 1000 FORMS FOR EACH ABOVE MENTIONED BRAND OF PAPERS)
10"x 12" x 3 part Box packing of 500 forms Double straps to be attached to each carton.	50,000 Forms.	
15" x 12" x 1 part Box packing of 3000 forms with poly bag inside	10,00,000 Forms.	With Side Perforation, Screen Emblem {NEW} in single colour to be printed in center of paper & Sr. No. from 1 to onwards on 70 GSM Paper. <u>BRANDS OF PAPER:</u> Bellarpur TNPL ABC GOLD PAPER (Please quote rates for each above mentioned brand of papers separately)
15" x 12" x 2 part Box packing of 1000 forms with poly bag inside	2,00,000 Forms.	

**** Quantity may be increase/decrease.**

TERMS AND CONDITIONS

The rate quoted should be **RATE (Excluding GST) per 1000 Forms inclusive** of all other charges Freights Charges and free delivery in to stores in basement at our above office address during office hours. No Octroi charges will be paid by us.

1. **Please enclose paper sample. The quotation without paper sample will be rejected.** If your rate and sample paper is approved under rate contract, then you have to strictly adhere to the Quality of sample. If any deviation in **your paper Quality** & shortfall supply are found we may take stern action. Vendor have to put **press line with GSM and brand of paper, name of printer, month & year of printing and quantity.** The above items will be required in box packing {**Inside polythene bag packing**} with necessary packing slip showing form no. /name, quantity etc. & form pasted on each box. **We will not accept any goods in damage condition.**
2. **You will have to execute the Order within 30 days from the date of our firm Order subject to approval of Art Work. If goods are not delivered in time, penalty will be imposed @ 1% on total value for every 10 days of delay in delivery. This is not routine and more penalty may be imposed considering our urgency etc. If the delay exceeds 30 days the decision of the Competent Authority may be harsh and will be final and printer is bound to accept the same.**
3. **You have to make Transit Insurance arrangement for goods supplied by you for safe delivery of goods to our Stores.**
4. Payment will be made by **NEFT** only on full execution of our order & **T.D.S. will be deducted as per rules.** You have to submit Bill in duplicate, Delivery challan, Advance Stamped Receipt and a sample of printed item. Without which no payment will be made.
5. Numbering should be legible so that all digits of number can be read properly, i.e. space of one inch be left after printing full number.
6. Quantity may increase/decrease. We may / may not place the Order for any of the above item.
7. The paper sample of the printed material will be sent to the mill/distributor for verification. If any variation in quality of paper or other variation in work order specification is found, L. I. C OF INDIA will have absolute right to reject/ Penalty Imposed as decided by L.I.C. for entire printed material & will not be liable for any payment
8. The rate contract will remain **in force up to 31.10.2026.** Once your rate has been approved and rate contract entered into then you are bound to supply material at the approved rate. We will not entertain any excuses like price rise in paper market, unavailability of raw material etc. For not delivering the material stern action like deletion of your name from approved panel of continuous stationery suppliers may be taken.
9. **Rate contract can be extended for one year with same Rate, Terms and conditions with consent by both parties.**
10. **LIC of India may call for any clarification, explanation, signature , documentation etc. if required later on.**
11. **Minimum Turn Over for last year is not Less Than 15 Lakhs.**
12. **Firm should have been Established at least three years before.(Copy of registration certificate required)**

13. All vendors are supposed to DULY FILL-SIGN-STAMP **PRE CONTRACT INTIGRITY PACK** AND SEND THE SAME ALONGWITH TENDER. (**PROFORMA OF PRE CONTRACT INTIGRITY PACK IS ATTACHED WITH TENDER DOCUMENT.**

PRE INTEGRITY PACK, Technical Bid and Financial Bid are to be kept in three separate envelops:

Envelope.-1 Should be super scribed as “**Pre Integrity Pack**”

Envelop-2 should be super scribed as “**Technical Bid**” for supply of **Blank continuous stationery** .

Envelop-3 should be super scribed as “**Financial Bid**” for supply of **Blank continues stationery** **Three Envelopes** to kept in main Cover.

Envelop -4 Envelopes -1,2 & 3 to be kept in Main cover-i.e. Envelop-4

Please also note that Cheque/DD of Tender Fee should not be inserted in envelop of Technical Bid/Financial Bid and should be inserted in main cover ONLY.

If you agree with all the above terms and conditions, kindly send us your competitive rate for printing of “BLANK CONTINUOUS STATIONERY” as mentioned above, with sample of papers & card in attached Performa in sealed Envelope / Cover super scribing

“TENDER-NO.07/2025–26. RATE CONTRACT FOR BLANK CONTINUOUS STATIONERY & LAST DATE is Dt. 08 .10.2025”

(TO BE SEALED PROPOERLY i.e. NOT WITH ONLY STAPLES)

1. Tender fee enclosed Yes/No

2. Paper sample enclosed Yes/No

Addressed to...

L. I C OF INDIA, 7TH FLOOR,
OS DEPARTMENT, JEEVAN PRAKASH BLDG.,
TILAK ROAD, AHMEDABAD: 380001

So as to reach **us latest by 08/10/2025 up to 4.30 P.M.**

BIDDERS MAY REMAIN PRESENT at the time of Financial Bid opening Date, which we will inform you later on.

The Corporation reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

Thanking you,

Yours faithfully,

MANAGER (O.S.)

Encl: (1) Technical Bid
(2) Financial Bid
(3) Pre Integrity Pack.