

**Notice for Tender (ARC) for Printing & Supply of Envelopes & Policy Dockets (Only for Empanelled Vendors of Nashik Division) for the period 01/12/2025 to 30/11/2026.**

| Sl.No. | Activity                                                | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Tender No. 07                                           | Date : 30.10.2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2      | EMD (Refundable)                                        | Rs.22,000.00 (Sixteen thousand only) by way of Demand Draft on any scheduled Bank, payable at Nashik in favour of <b>Life Insurance Corporation of India.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3      | Tender fee                                              | Rs 118/- is to be paid in cash/D.D. along with the tender                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4      | Address for submission of bid (to be put in Tender Box) | <b>The Manager (OS), Stationary Department, Ground floor, Life Insurance Corporation of India, Divisional Office, Jeevan Prakash, Gadkari Chowk, Nashik-422002.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5      | Papers to be Submitted                                  | <p><b>Bidders to put the following documents in a sealed cover envelope super scribed as Technical Bid (MARKED AS ENVELOPE NO.1)</b></p> <p>(i) Photocopies of the documents mentioned in Tender document.<br/>           (ii) Form of Terms and conditions of tender Annexure -A.<br/>           (iii) If registered under NSIC or MSME, please attach latest valid copy.<br/>           (iv) If register under MSEs owned by SC/ST Entrepreneurs, please mention.</p> <p><b>Bidders to put the following document in sealed cover envelope super scribed as Financial Bid (MARKED AS ENVELOPE NO.2)</b></p> <p>(i) <b>Financial Bid –Annexure-B ( on firm's letter head only)</b></p> |
| 6      | Submission of bids (Date and Time)                      | Bidders fulfilling the Eligibility Criteria of the Tender (ARC) for supply of Envelopes and Policy Dockets should put together 2 separate sealed covers envelopes super scribed as <b>Technical Bid (Envelope no.1) &amp; Financial Bid (Envelope no.2)</b> in a large sealed cover envelope super scribed as <b><u>"Tender No.07/2025-26 tender(ARC) for supply of Envelopes and Policy Dockets"</u></b> to be submitted on the above address as mentioned <b>at Sr.No.4 by 05.00 pm on 17.11.2025</b>                                                                                                                                                                                 |
| 7      | Technical bid opening (Date/Venue)                      | The sealed covers having Technical Bids (Envelope no.1) will be opened by the Tender Opening Committee on <b>18.11.2025 at 11.00 am</b> in the presence of bidders or one of their representatives who wishes to attend. Venue address as mentioned above at Sr.No.4.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8      | Financial Bid                                           | The Financial Bid (Envelop no.2) will be opened on a later date which will be intimated separately to technically qualified bidders only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 9      | Contact Details                                         | Telephone No.0253-2225906<br>Email Id- <a href="mailto:os.nashik@licindia.com">os.nashik@licindia.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10     | Official Website (URL)                                  | The Tender Document can be downloaded from our website <a href="http://www.licindia.in">http://www.licindia.in</a> go to Tenders and click on the Link <b>Tender no-7, tender (ARC) for supply of Envelopes and Policy Dockets (2025-26), Nashik Division.</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |

In case there is any change in the schedule or any corrections, the same will be displayed on our website.

*[Signature]*  
 Sr.Divisional Manager



Ref: NDO/OS/STNY/Tender No. 07/2025-26

Date: 30.10.2025

**( Only for Empanelled Vendors of Nashik Division )**

Dear Sir / Madam,

**Re: Limited Tender (ARC) Notice for Supply of Envelopes& Policy Dockets– 2024-25.**

Tenders are invited for the supply of Envelopes and Policy Dockets in a self-addressed sealed envelope addressed to “The Manager ( OS ), Life Insurance Corporation of India, Stationery Department, Ground Floor, Divisional Office, Jeevan Prakash, Gadkari Chowk, Nashik – 422 002” in such a way so that the same may reach to us on or before 17.11.2025 by 5.00 p.m.

Tender fee – Rs 118/- is to be paid in cash/D.D. along with the tender.

The envelope containing Tender Forms [Annexure – A, Annexure – B ( Financial bid ), should be superscripted as “Tenderno.-7 (ARC) for supply of Envelopes and Policy Dockets, Nashik Division” , last date 17.11.2025 time 05.00 pm.

The Tender Form should accompany a DD of Rs. 22,000/- as EMD ( Refundable) in favor of LIC of India, payable at Nashik. Exemption for payment of EMD will be provided to Micro & Small Enterprises ( MSE's ) subject to submission of valid certificate in this regard.EMD of unsuccessful bidders will be refunded within one month from the conclusion of the tendering process.

**Sample:** Paper should of A' GRADE RIBBED CRAFTPAPER, 68 GSM, 80 GSM, 120 GSM AND 140 GSM. You will have to attach paper samples. Please mention Name of mill, GSM, Grade etc. on each sample along with your stamp & signature. Tender without sample will not be considered. If your supply differs from approved quality of paper, supply will be rejected.

The Tenders will be **opened on 18.11.2025 at 11.00 a.m.** in the presence of bidders or their authorized representatives, The representatives has to submit authority letter issued by bidder for attending the Tender opening process along with I.D. proof. In case 18.11.2025 happens to be a Holiday, then Tender will be opened on the next working day. You are requested to ensure your presence at the time of opening the Tender. Tenderer should ensure that their Tenders are received before the date and time as specified and no consideration whatsoever shall be given for postal or any kind of delays. Tenders received late are liable to be rejected.

Yours faithfully,

  
Sr. Divisional Manager



**Documents to be enclosed along with Technical Bid**

| Sl No | Documents attached                                                                        | Yes/No |
|-------|-------------------------------------------------------------------------------------------|--------|
| 01.   | Certificate of VALID SHOP ACT LICENSE                                                     |        |
| 02.   | Sample of papers of all types of GSM attached                                             |        |
| 03.   | Certificate of SC/ST entrepreneurs                                                        |        |
| 04.   | Certificate of Registration for Goods and Services Tax (GST)                              |        |
| 05.   | Income tax assessment order/ returns for the last three financial years                   |        |
| 06.   | PAN no & Documentary evidence of Bank A/C                                                 |        |
| 07.   | Certificate of Registration with MSME/NSIC etc., if any                                   |        |
| 08.   | Tender Fee and EMD, if any                                                                |        |
| 09    | Bidder must sign and seal each and every paper of submitted bid including tender document |        |





OS Department, Divisional Office,  
2<sup>nd</sup> floor, 'Jeevan Prakash', Gadkari Chowk,  
Old Agra Road, PB No.110, Nashik-422002.  
Tel:(0253)2225906, e-mail id: [os.nashik@licindia.com](mailto:os.nashik@licindia.com)

### **Important Instructions to Bidder regarding Tender-**

- 1) Read Tender Document carefully.
- 2) Earnest Money Deposit of Rs. 22,000/- is to be remitted by Demand Draft in favor of LIC OF INDIA, payable at Nashik. No cheque will be accepted.
- 3) 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.
- 4) Terms and conditions must be signed and sealed properly. Signature for acceptance of terms and conditions should be at the place provided for.
- 5) Annexure B- should be duly sealed and signed with no overwriting/alterations.
- 6) If firm is having MSME/NSIC registration, it should be issued for specific type of work for which tender is being submitted, otherwise exemption for EMD will not be considered, and tender will be rejected.
- 7) 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.
- 8) **Cancelled Cheque is must for Bank Details (with name).**
- 9) Bidder must sign and seal each and every paper of submitted bid including tender document.
- 10) Xerox copy of the PAN Card is Must, also copy of GSTIN, if registered, should be submitted.
- 11) In addition to signature on every page, last page of every annexure should necessarily be signed at the place provided for.

  
Sr Divisional Manager



## Terms & Conditions of Tender

### Annexure 'A'

1. The rates should be quoted in attached Financial Bid ( Annexure B ) only. Rates to be quoted shall be including packaging expenses, loading, unloading expenses transportation etc. ( But Excluding of GST ).
2. The quoted rates will be valid up to the next tender or 12 months from the date of approval whichever is earlier and may be extended / renewed further upto one more year by mutual consent at the same rates and Terms & Conditions.
3. Order for supply may be placed depending upon the requirements. The material will be delivered at the stores of O.S. Department, Ground Floor, Jeevan Prakash Building, Gadkari Chowk, Nashik – 422 002.
4. The Corporation reserves the right to cancel the contract / annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract / annual rate contract but in case of breach of the terms of the contract / annual rate contract may be terminated forthwith.
5. This shall be an annual rate contract. The supplier is legally bound to meet our requirements.
6. No alteration in quality of items indented or the enhancement of rate of article shall be accepted by the Corporation during the period of contract / execution, unless previously ratified by the Corporation.
7. Overwriting / white inking of any word / figure in the Financial Bid, will not be accepted.
8. The quality, quantity and punctuality in rendering services are the essence of the contract and vendor undertakes to abide by them at all times.
9. TDS and other tax deduction if any will be as per rule.
10. Payments will be made through NEFT only after the complete and successful supply of order and on duly verification of quality of goods supplied with the quality / brand mentioned in tender. No advance or part payments will be made.
11. If at any point of time, the vendor is blacklisted from any of offices of corporation then this contract will be terminated forthwith.



12. No extra terms and conditions of the vendor will be accepted. If any vendor gives his own terms and conditions, his tender will be rejected without any information to him.
13. The rate quoted by the vendor in the tender should remain valid for acceptance upto 60 days from the last date stipulated for the submission the acceptance of tender will be communicated by separate letter.
14. All the pages of the tender document are to be signed by the authorized signatory of the firm as proof of acceptance. Over writing / corrections will not be accepted.
15. If after the supply of materials, it is observed that the materials supplied are not in good condition or not according to the specification in quality, the order shall be liable for rejection at the sole discretion of the competent authority. Defective material for not meeting the specifications should be replaced free of cost at our site.
16. Time limit for supply of items would be 1 month from the date of order or specified in order. Failure to supply within stipulated date will be liable to minimum deduction @ 0.1% of bill amount for each day of delay of delivery after the stipulated date. Delay cannot exceed over 45 days in any case. In case failure by the firm to deliver the goods within stipulated ( excluding delay ) period, the Corporation shall be at liberty to purchase the material from any other firm and the difference of cost of that material will be recovered from EMD of the vendor and also the firm / vendor may be blacklisted by LIC and may not be allowed to participate in any tender process in future for a period to be decided by LIC.
17. The Sr. Divisional Manager, LIC of India, Nashik reserves the right to reject or accept any bid, annual the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for his / her actions and decisions. The Sr. Divisional Manager, LIC of India, Nashik does not bind himself / herself to accept the lowest tender. All disputes in this concern shall lie under the jurisdiction of Nashik only.
18. In terms of provisions of Section 33 (3) of The Insurance Laws ( Amendment ) Act, 2015, Insurance Regulatory and Development Authority of India ( IRDAI ), is authorized to verify all such Books of Accounts, Register, Other Documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents / statements / information as may be required by IRDAI within such time as may be specified by IRDAI.
19. 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.
20. Successful bidder will have to enter in to duly notarized agreement with us on a non- judicial stamp paper of Rs.500/-



21. Successful bidder will have to pay security deposit 5% as per clause no 6.1.2 / 2(a) of Store Code ( Demand Draft / Bankers cheque in favour of LIC of India, payable at Nashik) for the tender period 01/12/2025 to 30/11/2026. (No interest will be payable on security deposit)
22. Integrity Pact:- The successful bidder will have to submit the duly signed "INTEGRITY PACT" on a non- judicial stamp paper of Rs.500/-
23. Bids incomplete in any respect or not supported by the requisite documents as well as required paper samples are liable to be rejected.

Sr. Divisional Manager

**We agree with Terms & Conditions of the Tender**

Signature and Seal of Firm

Date: \_\_\_\_\_

Place: \_\_\_\_\_



### Application Form- Technical Bid/2025-26

| S.No. | Information Sought                                                                                                                                    | Information Provided          |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1     | Name of the Firm (in Block letters)                                                                                                                   |                               |
| 2     | Date of Establishment/Incorporation                                                                                                                   |                               |
| 3     | Registration No. for registration under Companies Act, 1956 (Please attach photocopy of Certificate)                                                  |                               |
| 4     | Correspondence address and telephone no. with E-mail ID.                                                                                              |                               |
| 5     | Address of Head Office (if separate) and telephone no.                                                                                                |                               |
| 6     | Status Proprietary/ Partnership/ Private Ltd. Company/ Public Ltd. Company                                                                            |                               |
| 7     | Name of the Partners/ Directors                                                                                                                       |                               |
| 8     | Name of Chief Executive with his present address and telephone Nos.                                                                                   |                               |
| 9     | Name of Representative(s) with Designation who would be calling on us and attending to our jobs and his Contact Number.                               |                               |
| 10    | Name of Bankers with address & telephone nos., IFS code & A/c no.                                                                                     |                               |
| 11    | PAN No. of the Firm (Please enclose photocopy)                                                                                                        |                               |
| 12    | Details if registered with any other Govt. Authority for Undertaking the profession.                                                                  |                               |
| 13    | State the latest Income Tax assessed year and amount of tax assessed (copies of last 03 years IT Return, Balance Sheets & Revenue A/C to be enclosed. | 2024-25<br>2023-24<br>2022-23 |
| 14    | Details of stationery supplied to any office of LIC of India and/or prestigious PSU's.                                                                |                               |



|                                                                                                                                                                |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 15 Whether the firm is GST compliant. Please mention the GST Registration No. (Please enclose photocopy of Certificate)                                        |  |
| 16 Is the firm owned by SC/ST entrepreneurs if so please enclose valid document                                                                                |  |
| 17 Mention any other specialties of your Establishment                                                                                                         |  |
| 18 Is the firm owned by SC/ST entrepreneurs if so please enclose valid document                                                                                |  |
| 19 Trade license/certificate under shop establishment act (duly renewed registered with state & local authorities undertaking (copies of proof to be enclosed) |  |

(Note: Please type this form or fill it legible ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We..... request, Life Insurance Corporation of India, Divisional Office

Nashik to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS AND DUTIES of Supplier of Computer Consumable Items and assure to render the services to the fullest satisfaction of the Corporation.

We further give our consent and undertake that our firm is competent and capable of printing & supplying of envelopes & policy dockets to LIC of India, Divisional Office, Gadkari Chowk, Nashik-422002.

Dated at .....this.....day of.....2025

Signature with seal of Firm/Company

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/ Bids of any of the Agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



**DIVISIONAL OFFICE, JEEVAN PRAKASH, GADKARI CHOWK, NASHIK -**

**422002 TEL:0253/2225906**

**email id:- os.nashik@licindia.com**

**( To be completed & typed on bidder's letter head only. )**

**TENDER NO-7/2025-26 FOR SUPPLY OF ENVELOPES & POLICY DOCKET (FINANCIAL BID)**

**( Rate per article excluding GST ) ANNEXURE "B"**

| Sr. No | Particulars                            | PAPER TYPE 'A' GRADE & Mill                    | SIZE    | GSM    | Slabs (Per Article)  | RATE IN Rs. (Exclu. GST) per article |
|--------|----------------------------------------|------------------------------------------------|---------|--------|----------------------|--------------------------------------|
| 1      | E-5 PLAIN ENVELOPE BOTH SIDE PRINTING  | A' GRADE RIBBED CRAFT                          | 9" x 4" | 68 GSM | 01 TO 1,000          |                                      |
|        |                                        |                                                |         |        | 1,001 TO 5,000       |                                      |
|        |                                        |                                                |         |        | 5,001 TO 10,000      |                                      |
|        |                                        |                                                |         |        | 10001 to 25000       |                                      |
|        |                                        |                                                |         |        | 25001 and above      |                                      |
| 2      | E-5 WINDOW ENVELOPE BOTH SIDE PRINTING | A' GRADE RIBBED CRAFT Size of window 4.3"x1.7" | 9" x 4" | 68 GSM | 01 TO 10,000         |                                      |
|        |                                        |                                                |         |        | 10,001 TO 25,000     |                                      |
|        |                                        |                                                |         |        | 25,001 TO 50,000     |                                      |
|        |                                        |                                                |         |        | 50,001 TO 1,00,000   |                                      |
|        |                                        |                                                |         |        | 1,00,001 TO 1,50,000 |                                      |
| 3      | E-6 PLAIN ENVELOPE BOTH SIDE PRINTING  | A' GRADE RIBBED CRAFT                          | 11"x 5" | 68 GSM | 01 TO 10,000         |                                      |
|        |                                        |                                                |         |        | 10,001 TO 25,000     |                                      |
|        |                                        |                                                |         |        | 25,001 TO 50,000     |                                      |
|        |                                        |                                                |         |        | 50,001 TO 1,00,000   |                                      |
|        |                                        |                                                |         |        | 1,00,001 TO 1,50,000 |                                      |
| 4      | E-6 WINDOW ENVELOPE BOTH SIDE PRINTING | A' GRADE RIBBED CRAFT Size of window 4.3"x1.7" | 11"x 5" | 68 GSM | 01 TO 10,000         |                                      |
|        |                                        |                                                |         |        | 10,001 TO 25,000     |                                      |
|        |                                        |                                                |         |        | 25,001 TO 50,000     |                                      |
|        |                                        |                                                |         |        | 50,001 TO 1,00,000   |                                      |
|        |                                        |                                                |         |        | 1,00,001 TO 1,50,000 |                                      |
| 5      | E-7 PLAIN ENVELOPE BOTH SIDE PRINTING  | A' GRADE RIBBED CRAFT                          | 14"x 6" | 80 GSM | 01 TO 5,000          |                                      |
|        |                                        |                                                |         |        | 5,001 TO 10,000      |                                      |
|        |                                        |                                                |         |        | 10,001 & ABOVE       |                                      |
|        |                                        |                                                |         |        |                      |                                      |
|        |                                        |                                                |         |        |                      |                                      |



|    |                                                          |                                                                                                                         |                                                |            |                      |  |
|----|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------|----------------------|--|
| 6  | E-8 PLAIN<br>ENVELOPE BOTH<br>SIDE PRINTING              | A' GRADE RIBBED<br>CRAFT                                                                                                | 12"X9"                                         | 80<br>GSM  | 01 TO 5,000          |  |
|    |                                                          |                                                                                                                         |                                                |            | 5,001 TO 10,000      |  |
|    |                                                          |                                                                                                                         |                                                |            | 10,001 & ABOVE       |  |
| 7  | POLICY DOCKET<br>F.NO.4111, ONE<br>SIDE PRINTING         | REINFORCED<br>BITUMINISED<br>(tar coated)<br>WATER PROOF B<br>GRADE PAPER<br>WITH NYLON<br>THREAD                       | 14"X 6"                                        | 140<br>GSM | 01 TO 10,000         |  |
|    |                                                          |                                                                                                                         |                                                |            | 10,001 TO 25,000     |  |
|    |                                                          |                                                                                                                         |                                                |            | 25,001 TO 50,000     |  |
|    |                                                          |                                                                                                                         |                                                |            | 50,001 TO 1,00,000   |  |
|    |                                                          |                                                                                                                         |                                                |            | 1,00,001 TO 1,50,000 |  |
| 8  | CLOTHLINED<br>ENVELOPE<br>F.NO.E-9, ONE<br>SIDE PRINTING | CLOTHLINED<br>LEDGER GREEN<br>PAPER                                                                                     | 16" X<br>12"                                   | 80<br>GSM  | 01 TO 10, 000        |  |
|    |                                                          |                                                                                                                         |                                                |            | 10,001 & Above       |  |
| 10 | PROPOSAL<br>FOLDER<br>F.NO.4110, ONE<br>SIDE PRINTING    | CRAFT(BROWN)<br>PAPER B GRADE<br>WITH HEAVY<br>QUALITY<br>FASTENER<br>PIN(1.5" clip on<br>the top left of<br>the sheet) | 20"X 12"<br>with<br>vertical<br>center<br>fold | 120<br>GSM | 01 TO 10000          |  |
|    |                                                          |                                                                                                                         |                                                |            | 10001 TO 25000       |  |
|    |                                                          |                                                                                                                         |                                                |            | 25001 TO 50000       |  |
|    |                                                          |                                                                                                                         |                                                |            | 50001 TO 100000      |  |
|    |                                                          |                                                                                                                         |                                                |            | 100001 TO 150000     |  |
|    |                                                          |                                                                                                                         |                                                |            | 150001 and above     |  |

Enclose specimen copies of the paper which the firm intends to supply as per our specifications in Technical bid (Envelope-1). Name of the paper mill, firm company, GSM should be mentioned on the sample paper & duly certified by the bidder.

Place:-

Signature of the bidder

Date :-

(Seal of the bidder firm / company)

