



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

संदर्भ/Ref :GDO/OS/STN
TO,

दिनांक/Date: 05.12.2025

Dear Sir,

**RE: TENDER NO:- 01/2026 RATE CONTRACT FOR PRINTING OF VARIOUS SIZE
REGISTERS-**

With reference to above we intend to get printed the below mentioned registers on our following terms and conditions.

S. No	SIZE OF REGISTER [CLOSED SIZE]	SPECIFICATION	PAGES	PAGES	REQUIRED QUANTITY (Approximate)
1	F.C. 17"X13.5"	80 GSM Bellarpur Ledger Paper, both side single color printing with numbering. BINDING: Pakka Canvas Thread binding.	50 PAGES	100 PAGES	50 REGISTERS
2	¼ F.C. 13.5" X 8.5"	80 GSM Bellarpur Ledger Paper, both side single color printing with numbering. BINDING: Pakka Canvas Thread binding.	50 PAGES	100 PAGES	300 REGISTERS
3	11.5" X 11"	80 GSM Bellarpur Ledger Paper, both side single color printing with numbering. BINDING: Pakka Canvas Thread binding.	-	100 PAGES	50 REGISTERS
4	1/6 B.P 9"X7.5"	60 GSM Orient Creamvow Paper, one side printing with corporate logo, with same numbering on three pages, perforation on two pages.	-	3X100 PAGES	100 BOOKS
5	Length 8"+2" Width 3.66", Multicolor printing 70Gsm white paper	NACH Mandate Booklet of 25 Sheets, with stapled binding , 1.Both side single color printing on main cover page and one side printing on back page, 90 GSM blue color cover page	Booklet containing 25 leaves (Excluding cover sheets)		3000 Booklets

कार्यालय सेवा विभाग, मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010
Office Services Department, . Divisional Office , "Jeevan Prakash", Sector-11, Gandhinagar- 382010
फोन नंबर: Phone No:- 23223590,2322359, ईमेल: Email: os.gandhinagar@licindia.com

Signature with rubber stamp of proprietor



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

You are requested to quote the rates in attached format only, If you are not interested to quote the rates for above inquiry, please send us a letter stating the reason for not quoting the rates.

TERMS & CONDITIONS

TENDER FEE:- Send the amount of Rs. 118/- (Rs. One hundred eighteen only) (Non Refundable) towards Tender Fee including GST And EMD of Rs. 2000 @ 2% of Tender cost by Banker's Cheque/ Demand Draft in favor of "LIC OF INDIA" payable at "GANDHINAGAR. (Cash hours: Monday to Thursday -11.00 a.m. to 4.30 p.m.)

Friday- 11.00 a.m. to 4.45 p.m.

It is Must for only those Vendors to Apply who are currently empanelled with any office of LIC OF INDIA with submission of document verifying the same.

If you 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, you will have to deposit 10% 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. The security Deposit (Annexure-III) may be either in the form of Bank Guarantee of Nationalized Bank only & should be valid up to the job is over. The Bank Guarantee will be released along with the payment.

VALIDITY:- This rate contract is valid up to 31.01.2027

RATES & TAXES:- Please quote Your rates against above items per 1 Register / Per Book. Quotation should be free from corrections and erasers, The rate quoted should be competitive, reasonable and EXCLUSIVE OF ALL TAXES and free delivery at our office. Rate will be paid prorate basis in case of the quantity below specified no. of register in Tender.

PRESS LINE:- You have to print the brand name / GSM of paper / Quantity /Printing month / Name of printer in press line.

PACKING INSTRUCTION :- We require packing in transparent polythene bag containing 10 Register with necessary packing slip (affixed on each Register), and marking showing name of item.

If your quotation is accepted, The authenticated specimen of form is to be collected from our office duly approved by O.S. Department and to be returned on completion of work. The competent authority reserves the right to collect the pre-press material like blocks / positive films. First proof reading shall have to be done by the press, there after the final proof must be approved by our office and it is to be return to us.

The stock should be delivered between 11.00 a. m. To 04.00 pm. On Monday to Friday

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All goods are supplied strictly in accordance with the description specified / instruction by us and as per samples approved by us. Otherwise it will be rejected by LIC without any dispute.

No compromise will be made with quality and quantity under any circumstances. The supplier will be liable for all risk and losses in transit and will be responsible for safe delivery of goods in good condition at the definite destination. Supply of inferior quality/late supply or less quantity will be rejected / penalized by the LIC without any dispute.

If the quotation is accepted the order should be executed within 30 days from the date of our firm order.

PENALTY: - If you don't supply above item within time limit the penalty will be as under.

DELAY UPTO	% OF ORDER AMOUNT
31 to 45 Days	1
46 to 60 Days	2

If the delay exceeds 60 days, then decision of the competent authority will be final.

Requirements for payment. : No payment will be made without submission of following documents :

1. Order Copy.
2. Delivery Challan
3. Advanced Stamped Receipt.
4. Approved Final Proof.
5. Two Copies of Invoice.

It is must for each and every printer to send the quotation in regard to above items otherwise it will be viewed seriously. The corporation reserves the rights to accept or reject any / all quotations for part / full quantity of any item without assigning any reason whatsoever.

This rate contract will be remain in force up to 31.01.2027. Once your rate has been approved

and entered in rate contract then you will have to provide us material at the approved rate for the specific item up to 31.01.2027. otherwise we will delete your name from our approved penal. We will not entertained any excuse like price rise any Pandemic or Market situation etc etc. you will have to bind the rate approved under this rate contract. If this term is agreeable to you then send the quotation.

"Close liaison on day to day basis with our department will have to be maintained in carrying out the job. It should be your responsibility to ensure that the printing order is executed as per our specifications in the order. Any failure on your part in adhering to our specification and schedule leading inferior quality of printing, binding, delay in dispatch etc, shall attract financial compensation for damage caused to the image and goodwill of the Corporation in the market. Further, in such event such supply may be rejected at the suppliers cost and LIC may decide to delete/debar/blacklist the concerned vendors and the decision will be final and binding on all concerned".

Kindly follow the integrity pack attached herewith

कार्यालय सेवा विभाग. मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010

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If you agree with all the above terms and conditions, please send your quotations along with dully signed attached Terms and conditions, Integrity pack with the forwarding on your letter head in sealed cover super scribed "SECRET AND QUOTATION FOR TENDER NO-01 / 2026 FOR VARIOUS SIZE REGISTER Addressed to Manager (os), (O.S.) Department on the above address so as to reach us latest by 30.12.2025 UPTO 16.00 Hrs.

The Corporation reserves the rights to accept or reject the tender at any time (i.e. from date of published of tender to end of the contract period with reason or without any reason), also any tender fully or partly, after and before opening any / all quotation for part / full quantity of any item without assigning any reason whatsoever.

NOTE : PLEASE QUOTE YOUR RATE IN OUR PRESCRIBED TENDER FORM ATTACHED HEREWITH ONLY.


वरि. मंडल प्रबंधक
Sr. Divisional Manager



कार्यालय सेवा विभाग. मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010
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TENDER FORM

You are requested to quote the rates in this format only.

TENDER FEES RS. 118.00 (100+18.00 GST) (RS.ONE HUNDRED EIGHTEEN ONLY) AND EMD Rs 2000/-@ of 2% of Tender Cost (Two thousand): YOU HAVE TO PAY TENDER FEE IN BANKERS CHEQUES / DD ONLY.

S. NO	SIZE OF REGISTER	SPECIFICATION	PAGES	PAGES	Exclusive all taxes	
					RATE PER REGISTER- (50 PAGES) in Rs.	RATE PER REGISTER- (100 PAGES) in Rs.
1	F.C. 17"x13.5"	80 GSM Bellarpur Ledger Paper, both side single color printing with numbering. BINDING : Pakka Canvas Thread binding.	50 PAGES	100 PAGES		
2	¼ F.C.13.5"X 8.5"	80 GSM Bellarpur Ledger Paper, both side single color printing with numbering. BINDING : Pakka Canvas Thread binding.	50 PAGES	100 PAGES		
3	11.5"X 11"	80 GSM Bellarpur Ledger Paper, both side single color printing with numbering. BINDING : Pakka Canvas Thread binding.	-	100 PAGES		
4	1/6 B.P 9"x7.5"	60 GSM Orient Cream vow Paper, one side printing with corporate logo, with same numbering on three pages, perforation on two pages.	-	3X100 PAGES		

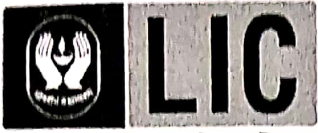
5	Length 8"+2" Width 3.66", Multicolor printing 70 GSM white paper	NACH Mandate Booklet of 25 Sheets, with stapled binding , Both side single color printing on main cover page and one side printing on back page, 90 GSM blue color cover page		Booklet containing 25 leafs (Excluding cover sheets)	Rate per thousand Booklets (exclusive all taxes) Rs. -----
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कार्यालय सेवा विभाग, मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010

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Date: -

Place: -

Quotation should be free from corrections, overwriting and erasers etc. and do not send in any other format.

SIGNATURE AND SEAL OF FIRM

कार्यालय सेवा विभाग. मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010

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आवेदन पत्र हमारे कार्यालय सील बंद लिफाफे में जमा करो और
जिस पर लिखा हो ।

Tender No : -----

Rate for contract of : -----

जमा करने की अंतिम तिथि 30/12/2025 अपराह्न 16.00 बजे
तक

To,

मैनेजर (कार्यालयीन सेवा विभाग)

भारतीय जीवन बीमा निगम,

गांधीनगर डिवीजन, सेक्टर-11,

बी. एस. एन. एल. कार्यालय के पीछे

गांधीनगर, (गुजरात) पिन- 382010,

फोन नंबर: Phone No:- 23223590,2322359

ईमेल: Email: os.gandhinagar@licindia.com