

4<sup>TH</sup> December, 2025

**Bid for Printing of Letters in LIC premises.**

Bid is invited for following job:

An estimated number of 10,80,000 pages are to be printed at LIC's premises at Yogakshema Bldg., Nariman Point, Mumbai. Vendors are required to quote for the following work.

1. Printing of letters on high speed Digital Printers. Approximate printing requirement – 40,000 to 50,000 letters per day.
2. Double side printing on A4 size, 70 GSM paper. Estimated total paper requirement approx.10.80 lakhs sheets.
3. Printing on A4 size fluorescent paper, two colour printing. Approx. 1,10,000 sheets to be cut into 5 parts, to be used as flaps. Each flap must be attached to each consignment.
4. Each consignment will consist of 2 printed sheets plus flap (as per point 3).
5. Each consignment will involve a) attaching the flap with two printed papers b) folding the printed sheets c) inserting and sealing of envelopes d) bundling into packets of 500 consignments.

Quote required for:

1. Cost of A4 size paper with double side black and white printing.
2. Cost of A4 size fluorescent paper with single side, two colour printing and cutting into 5 parts.
3. Cost of folding, inserting, sealing and making bundles of each intimation as per item 5.

Conditions:

1. Expenses for carriage and freight of printers and other stationery to be borne by vendor.
2. Maintenance of printers and machinery (ink, cartridges, staplers etc.) will be the vendor's responsibility.
3. The vendor must submit identity (KYC) of all the staff deployed for the job.
4. Space, infrastructure and electricity will be provided by LIC.
5. Payment will be made within 7 days after completion of job on raising of GST invoice.
6. The entire job must be completed within one month, during Office hours.

7. All printers and machinery must be immediately removed from premises on completion of work.
8. LIC will not compensate for damage or loss due to fire or any other circumstances.
9. Data for printing will be accessed only from LIC systems. Any data stored in printers or devices must be erased daily and upon completion of the job.
10. Vendor must submit GST registration certificate, PAN details, and Business registration certificate.

**Please note to submit your quotation in a SEALED ENVELOPE superscribed ``Quotation for Printing of Letters in LIC premises. so as to reach us before 04.00 p.m. on 12.12.2025 addressed to the Regional Manager (OS), Stationery Dept, Gr flr ,WZO, West wing,Yogakshema ,Nariman Point,Mumbai - 400 021.**

**Quotation sent by fax or email will not be accepted. Sealed Quotations will be opened on 15/12/2025 .at 12.00 noon. Vendors/bidders may be present at the time of opening of tender.**

**Regional Manager (OS)**