

संदर्भ : GDO/OS/Stny-

दिनांक: 08.12.2025

To,

**RE : TENDER NO. 12/2025 RATE CONTRACT FOR PURCHASE OF
TABLE AND OFFICE STATIONERY ITEMS [Re Tendering]**

With reference to the above, we intend to purchase as per details given below :

S.no.	Description of item	Quality	Approximate Required Quantity
1	Ball Pen Pointed 0.7mm tip (Along With Printing L.I.C OF INDIA)	Standard	800 Pcs
2	Box File For hold 250 A4 size paper	Standard	800 Pcs
3	Brown Tape Big Size -5 Cms	Standard	100 pcs.
4	Cello Tape Big Size - 2.5 Cms	Standard	100 Pcs
5	Cello Tape Big Size - 5 Cms	Standard	50 Pcs
6	Colour Xerox paper A - 4 size 75 GSM (Packing of 500 sheets in each packet)	Standard	300 pkts
7	Correction ink bottle (whitener), rewrites on correction ink	Standard	50 Pcs
8	Fluorescent Highlighter (Marker Pen)	Standard	50 Pcs
9	Folder - 2 Flap	Standard	100 Pcs
10	Folder - 4 Flap (Closed Folder)	Standard	50 Pcs.
11	Glue Stick Small Size - 8 Gm.	Standard	50 Pcs.
12	Gum Bottle - 150 MI	Standard	50 Bottle
13	Gum Bottle - 700 MI	Standard	50 Bottle

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

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14	Hardboard ruled Register – 01 Quire	Standard	50 Pcs.
15	Hardboard ruled Register – 02 Quire	Standard	50 Pcs.
16	Hardboard ruled Register – 03 Quire	Standard	50 Pcs.
17	Hardboard ruled Register – 04 Quire – Ledger Binder	Standard	50 Pcs.
18	Hardboard ruled Register – 05 Quire – Ledger Binder	Standard	10 Pcs
19	Hardboard ruled Register – 06 Quire – Ledger Binder	Standard	20 Pcs.
20	Hardboard ruled Register – 07 Quire – Ledger Binder	Standard	20 Pcs.
21	Hardboard ruled Register – 08 Quire – Ledger Binder	Standard	10 Pcs.
22	Hit mosquito spray -200ml	Standard	50 Pcs
23	L – Folder - (Plastic) A-4	Standard	3000 Pcs
24	Office Spring file (With Printing of Name & Address of Office with Corporation Logo, cardboard A-4, round edges, multicolor	Standard	4000 pcs.
225	Paper Cutter, blade 18mm	Standard	20 Pcs
26	Paper Fastener–2 inches (Grip binder for loose papers) Steel 100 Gms packet	Standard	25 Pkts
27	Pencil –621- HB – bold	Standard	100 Pencil
28	Pencil Carbon Paper (210 mm x 330 mm) blue, (100 count in box)	Standard	10 Boxes
29	Pencil cell small (915/1.5v)	Standard	100 Pcs
30	Pencil Eraser (Rubber) small, rectangular 33mmx17mmx10mm,	Standard	30 Pcs
31	Permanent Marker Pen Blue/Black/Red Tip 2.5mm line width	Standard	50 Pcs
32	Pin Cushion small multicolor (for office use)	Standard	70 Pcs

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33	Plastic Clip for paper	Standard	50 Pcs
34	Plastic dory (per kgs)	Standard	20 Kgs
35	Plastic Pencil Sharpener small	Standard	40 Pcs
36	Plastic Scale-12"	Standard	50 Pcs
37	Pointed Pin 26mm easily insert in into papers (1000 Pcs of any one Make in pack)	Standard	50 Pkts
38	Poker for paper (Plastic handle) 6.5 inches	Standard	25 Pcs.
39	Punching Machine – DP – 280	Standard	50 pcs.
40	Room freshener Spay 300ml	Standard	100 Pcs,
41	Rubber Ring (Big Size) 10cm (Packet of 250 Gms)	Standard	50 pkt
42	Rubber Ring (smallSize) 03cm (Packet of 250 Gms)	Standard	50 pkt
43	Sketch Pen (Selected Colour)	Standard	50 pkt
44	Spiral Pad – No. 06	Standard	500 Pads
45	Spiral Pad – No. 08	Standard	500 Pads
46	Sponge Dumper Pad	Standard	50 Pcs
47	Stamp Pad – 116 mm x 65 mm Violet	Standard	25 Pcs.
48	Stamp Pad – 157 mm x 96 mm Violet	Standard	25 Pcs
49	Stamp Pad Ink 30ml bottle (Violet)	Standard	50 Bottles
50	Stapler (machine) Small Size – HD 10	Standard	50 Pcs
51	Stapler (Pin) HD-10-1m (Packet of 1000 Staples)	Standard	200 pkts
52	Stapler remover SR-100	Standard	20Pcs.

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53	Stick note pad packet (bookmark), 25mmx75mm (Packing of 120 sheets)	Standard	300 Packing
54	U Pin (Metal) paper 35mm (Packet of 100 pieces)	Standard	100 Packets.
55	White Board Marker Pen polyester fiber tips alcohol based	Standard	50 Pcs
56	XEROX PAPER LEGAL SIZE	Standard	50 Pkt
57	Writing Pad of 10 ruled Pages (with Address Corporate Logo In Single Colour Printing on cover page) 60 GSM 9"x5.5" (Pack 25 pads)	Standard	1000 Pads
58	Xerox paper A - 4 size 75 GSM (Packing of 500 papers)	Standard	300 Pkts

TERMS & CONDITIONS

1. The rate should be **EXCLUSIVE OF ALL TAXES** and free delivery at our premises.
2. Supply of inferior quality / late supply or less quantity will be rejected / penalized by the LIC without any dispute.
3. If the quotation is accepted the order should be executed within 30 days from the date of our firm order.
4. 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.

Supply of inferior quality / late supply or less quantity will be rejected / penalized by LIC without any dispute.

If the quotation is accepted the order should be executed within 10 days from the date of our firm order. If you don't supply above items within time limit the penalty will be charged as under:

DELAY UPTO	% OF ORDER AMOUNT
31 TO 45 DAYS	1 %
45 TO 60 DAYS	2 %
BEYOND 60 DAYS	3 %, or more as decision by competent authority

If the delay exceeds 60 days, then decision of the Competent Authority will be final.

Quotation should be **free from corrections, overwriting and erasers**, the rate quoted should be competitive, reasonable and exclusive of all taxes and delivery at our offices premises

Your are requested to quote the rates in attached format only and send amount of Rs. 118/- (Rs. One Hundred Eighteen only) towards Tender Fees including GST@18% (Non Refundable), and You have to pay Earnest Money Deposit {EMD} Rs. 6,000- {Rs Six Thousand Only} by Demand Draft/ Banker's Cheque in favour of "LIC OF INDIA" payable at
कार्यालय सेवा विभाग, मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010

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"GANDHINAGAR" and deposit this amount at our office during cash hours on or before last date. Earnest Money Deposit (EMD) will not carry any interest.

The amount of EMD will be 2% of the estimated value of the goods to be purchased/services acquired, EMD furnished by all unsuccessful tenders should be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract.

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.

Vendors who have already paid EMD in response to our tender No.12/2025 dated 28.10.2025 are not Require to pay fresh EMD.

Security Deposits depends on Tender cost : Performance Security will be obtain from successful bidder, Performance Security will be for an amount of 10% of the value of the contract. Performance Security can be furnish in the form of Demand Draft / Bankers Cheque, or Bank Guarantees [Proper format (as Annexure III) on which Bank Guarantees are accepted from the vendors] through Scheduled Banks. Performance Security will be furnished by a specified date. Performance security will be forfeited and credit to the purchase organization in the event of a breach of contract by the supplier, in terms of the relevant contract.

Deposit this amount at our office during cash hours on or before last date. [Last Date 23.12.2025] Cash hours: Monday to Thursday 10.00 a.m. to 04.30 p.m. And on Friday 10.00 am to 04.45 pm.

The stock should be delivered between 11.00 to 4.00 p.m. in working day

No compromise will be made with the quality and quantity under any circumstances. The supplier will be liable to all risks and losses in transit and will be responsible to safe delivery of goods in good condition at the definite destination.

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 the end of contract. Otherwise we will delete your name from our approved panel. We will not entertain any excuse like price rise any Pandemic or Market situation etc; you will have to bind the rate approved under this rate contract , if this term is agreeable to you then send the quotation.

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

(1). Order Copy, (2). Delivery Challan, (3). Advance Stamped Receipt, (4). Three Copies of Invoices. It is must for each & every vendor to send the quotation in regards to above items otherwise it will be viewed seriously.

This rate contract will be remain in force up to 31.12.2026. 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 31.12.2026 otherwise we will delete your name from our approved panel. We will not entertain any excuse like price rise, you will have to bind the rate approved under this rate contract. If these terms are agreeable to you then send the quotation.

Though Micro and Small enterprises who have registered with the Director of Industries (DI)/ District Industries Centre (DIC) as manufacturing/service enterprises by filling Entrepreneurs memorandum (Part- II) are exempted from payment of earnest money deposit & Tender fees, there is no exemption to them in respect of payment of security deposit/ Bank Guarantee

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
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If you agree with all the above terms and conditions, please send your quotation on your letter head in sealed cover super scribed "SECRET AND "QUOTATION FOR PURCHASE OF TABLE AND OFFICE STATIONERY ITEMS", addressed to MANAGER (O.S) Department on the above address so as to reach us latest by **23.12.2025 at 04.00 PM**. The Corporation reserves the right to accept or reject any / all quotations for part / full quantity of any item without assigning any reason whatsoever under Gandhinagar jurisdiction.


SR. DIVISIONAL MANAGER




प्रमाण (हस्ताक्षर)

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

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RE/GDO/OS

**RE : TENDER NO. 12/2025 RATE CONTRACT FOR PURCHASE OF
TABLE AND OFFICE STATIONERY ITEMS.**

TENDER FORM

S.no	Description of item	Quality	Approximate Required Quantity	Rate per item (Excluding GST) In Rs.
1	Ball Pen Pointed 0.7mm tip (Along With Printing L.I.C OF INDIA)	Standard	800Pcs	Per Pcs
2	Box File For hold 250 A4 size paper	Standard	800 Pcs	Per Pcs
3	Brown Tape Big Size -5 Cms	Standard	100 pcs.	Per Pcs
4	Cello Tape Big Size - 2.5 Cms	Standard	100 Pcs	Per Pcs
5	Cello Tape Big Size - 5 Cms	Standard	50 Pcs	Per Pcs
6	Colour Xerox paper A - 4 size 75 GSM (Packing of 500 sheets in each packet)	Standard	300 pkts	Per Pcs
7	Correction ink bottle (whitener), rewrites on correction ink	Standard	50 Pcs	Per Pcs
8	Fluorescent Highlighter (Marker Pen)	Standard	50 Pcs	Per Pcs
9	Folder - 2 Flap	Standard	100 Pcs	Per Pcs
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12	Gum Bottle - 150 MI	Standard	50 Bottle	Per Bottle
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14	Hardboard ruled Register - 01 Quire	Standard	50 Pcs.	Per Pcs
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16	Hardboard ruled Register – 03 Quire	Standard	50 Pcs.	_____
				Per Pcs
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47	Stamp Pad – 116 mm x 65 mm Violet	Standard	25 Pcs.	Per Pcs
48	Stamp Pad – 157 mm x 96 mm Violet	Standard	25 Pcs	Per Pcs
49	Stamp Pad Ink 30ml bottle (Violet)	Standard	50 Bottles	Per Bottle
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58	Xerox paper A - 4 size 75 GSM (Packing of 500 papers)	Standard	300 Pkt	----- Per Pcs

Place:-

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

SIGNATURE AND SEAL OF FIRM

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

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