

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	31-12-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	31-12-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	75 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Financial Services
संगठन का नाम/Organisation Name	Lic - Life Insurance Corporation Of India
कार्यालय का नाम/Office Name	Delhi Do 3
वस्तु श्रेणी /Item Category	Paper-based Printing Services - Printing with Material; Forms binded as Pads; Offset , Paper-based Printing Services - Printing with Material; Forms; Offset , Paper-based Printing Services - Printing with Material; Register; Offset , Paper-based Printing Services - Printing with Material; Book/Booklet; Offset , Paper-based Printing Services - Printing with Material; Letter Head; Offset , Paper-based Printing Services - Printing with Material; Birthday Card with Envelope; Offset , Paper-based Printing Services - Printing with Material; Business Card; Offset
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	8 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	2 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	210847
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	IDBI Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	2

(a) ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

LIC of India
LIC of India, DELHI DO 3, Jeevan Pravah Building, 3rd Floor, District Centre-Janakpuri, New Delhi-110058
(Lic Of India)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Sample image of desired product:[1765875000.pdf](#)

Additional customization details:[1765875009.pdf](#)

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (400)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as Pads
Mode of Printing	Offset
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Maplitho Paper

विवरण/ Specification	मूल्य/ Values
Standards of Paper	Conformity to relevant Indian standard
Size of the Paper (in cm)	19x22 cm
Thickness of Paper in GSM	66-70 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi and English
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	400	<ul style="list-style-type: none"> Number of pages per Item : 50

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (100)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
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विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as Pads
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Maplitho Paper
Standards of Paper	Conformity to relevant Indian standard
Size of the Paper (in cm)	19x22
Thickness of Paper in GSM	66-70 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi and English
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bldg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	100	<ul style="list-style-type: none"> Number of pages per Item : 100

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (3350)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as Pads
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Maplitho Paper
Standards of Paper	Conformity to relevant Indian Standard
Size of the Paper (in cm)	22x29 cm
Thickness of Paper in GSM	66-70 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi and English
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	3350	<ul style="list-style-type: none"> Number of pages per Item : 100

Paper-based Printing Services - Printing With Material; Forms; Offset (50000)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms
Mode of Printing	Offset
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Single Color
Printing Content	Text
Paper Material	Maplitho Paper
Standards of Paper	Conformity to relevant Indian Standard
Size of the Paper (in cm)	22x29 cm
Thickness of Paper in GSM	66-70 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Single
Language	English
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuvan Singh Dagar	110058,LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	50000	<ul style="list-style-type: none">Number of pages per Item : 1

Paper-based Printing Services - Printing With Material; Register; Offset (100)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Register
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Ledger Paper
Standards of Paper	Conformity to relevant Indian Standard
Size of the Paper (in cm)	25x37 cm
Thickness of Paper in GSM	76-80 GSM
Inserts	Not Required

विवरण/ Specification	मूल्य/ Values
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi and English
एडऑन /Addon(s)	
Binding	Hard

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	100	<ul style="list-style-type: none"> Number of pages per Item : 52

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (1000)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as Pads
Mode of Printing	Offset

विवरण/ Specification	मूल्य/ Values
Single/ Double Sided	Double Sided (Both Sided – Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Maplitho Paper
Standards of Paper	Conformity to relevant Indian Standard
Size of the Paper (in cm)	22x29 cm
Thickness of Paper in GSM	66-70 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi and English
एडऑन /Addon(s)	
Binding	Soft

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	1000	<ul style="list-style-type: none"> Number of pages per Item : 105

Paper-based Printing Services - Printing With Material; Register; Offset (200)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Register
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Maplitho Paper
Standards of Paper	Conformity to relevant Indian Standard
Size of the Paper (in cm)	22x29 cm
Thickness of Paper in GSM	66-70 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Single
Language	English
एडऑन /Addon(s)	
Binding	Hard

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bldg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	200	<ul style="list-style-type: none"> Number of pages per Item : 206

Paper-based Printing Services - Printing With Material; Book/Booklet; Offset (30)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Book/Booklet
Mode of Printing	Offset
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Maplitho Paper
Standards of Paper	Conformity to relevant Indian standard
Size of the Paper (in cm)	19x22 cm
Thickness of Paper in GSM	66-70 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi and English
एडऑन /Addon(s)	
Binding	Soft

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	30	<ul style="list-style-type: none"> Number of pages per Item : 100

Paper-based Printing Services - Printing With Material; Letter Head; Offset (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Letter Head
Mode of Printing	Offset
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Multicolor
Printing Content	Text + Pictorial
Paper Material	Bond Paper or Stamp Paper
Standards of Paper	Conformity to relevant Indian Standard
Size of the Paper (in cm)	A4 (21.0 x 29.7)
Thickness of Paper in GSM	101-110 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi and English
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	200	<ul style="list-style-type: none">Number of pages per Item : 1

Paper-based Printing Services - Printing With Material; Birthday Card With Envelope; Offset (1000)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Birthday Card with Envelope
Mode of Printing	Offset
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Multicolor
Printing Content	Text + Pictorial
Paper Material	Art Card paper for Card and Supershone paper for envelope
Standards of Paper	Conformity to relevant Indian Standard
Size of the Paper (in cm)	12.7 x 17.78
Thickness of Paper in GSM	336-350 GSM for card and 76- 80GSM Supershone paper for Envelope

विवरण/ Specification	मूल्य/ Values
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi and English
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuwan Singh Dagar	110058,LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	1000	<ul style="list-style-type: none"> Number of pages per Item : 1

Paper-based Printing Services - Printing With Material; Business Card; Offset (6000)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Business Card
Mode of Printing	Offset

विवरण/ Specification	मूल्य/ Values
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Front Multi - Color Back Double Color
Printing Content	Text + Pictorial
Paper Material	Art Paper
Standards of Paper	Conformity to relevant Indian standard
Size of the Paper (in cm)	5.4 x 8.7
Thickness of Paper in GSM	300 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi and English
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Tribhuvan Singh Dagar	110058,LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058	6000	<ul style="list-style-type: none"> Number of pages per Item : 2

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Manager (OS)
LIC of India, Delhi DO-3,
Upper Ground Floor, Jeevan Pravah Building,
District Centre-Janakpuri,
New Delhi-110058

3. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

LIC of India
payable at
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- 1) 1) The Bid is for different type of forms/pads/registers/Medical Diary used by LIC of India with following specifications:-

Sr.No.	Item Description	Specifications	Paper Sheet size	Paper Sheets	Pages per unit of pad/form / register due to Single side or both side printing	Expected quantity to be procured during contract period
1.	Forms bound as Gum Pads	66-70 GSM, Maplitho White Paper, A Grade mill with good brightness, gum pad-50 sheets, Single side printing in single color	19x22 cm	50 Sheets per pad	50 pages (Single side printing)	400 pads
2	Forms bound as Gum Pads	66-70 GSM, Maplitho White Paper, A Grade mill with good brightness, gum pad-50 sheets, Both side printing in single color	19x22 cm	50 sheets per pad	100 pages (Both side printing)	100 Pads

3	Forms bound as Gum Pads	66-70 GSM, Maplitho White Paper, A Grade mill with good brightness, gum pad -50 sheets, Both side printing in single color	22x29 cm	50 sheets per pad	100 pages (Both side printing)	3350 Pads
4	Loose Forms (NEFT Mandate Form)	66-70 GSM, Maplitho White Paper, A Grade mill with good brightness, Loose Form, Single side printing in single color	22x29 cm	1 sheet per Loose form	1 page per item /loose form (Single side printing)	50000 Loose Forms
5	Attendance Register	76-80 GSM, Ledger Paper , Register 26 sheets, Abri binding with numbering & both side printing in single color	25x37 cm	26 sheets	52 pages (Both side printing)	100 Registers
6	Forms bound as Gum Pads (Medical Pad)	66-70 GSM, Maplitho White Paper, A Grade mill with good brightness. Gum Pad (50+5) Double numbering with Gatta, 50 sheets both side printing in single color +5 sheets Single side printing in single color	22x29 cm	55 sheets	105 pages (50 sheets both side printing + 5 sheets single side printing)	1000 Pads
7	Medical Examination Diary	66-70 GSM, Maplitho White Paper, A Grade mill with good brightness, Book-100 sheets with numbering 1-200+6 sheets, 100+1 sheets B/S printing, 1 sheet S/S printing, 1 Sheet in red colour, book no on the book and on last page (Hard binding)	22x29 cm	103 sheets	206 pages	200 Diaries
8	Challan Book	(50x2 sheets), 66-70 GSM, Maplitho White paper, A Grade mill with good brightness, Book with Kachi Binding & Double Numbering, Single Side Printing in Single Colour	19x22 cm	100 sheets	100 pages	30 Challan books
9	SDM's Letter Head	Executive Bond Paper, 101-110 GSM, S/S printing in Multi Colour	A4 21x 29.7 cm	1 Letter Head	1 Page (Single side printing)	200 Letter heads

10	Birthday Card with Envelope	Art card paper 336-350 GSM for card + 76-80 GSM Supershine paper for envelope, Single side printing in Multi Colour	12.7x17.78 cm	1 card with envelope	1 card with envelope	1000 cards with envelopes
11	Visiting Card	Art card, 300 GSM, Both side printing Front-multi colour, Back-Double color	5.4x8.7 cm	1 card	2 pages (Both side printing)	6000 visiting cards

2) For single side printing a sheet of specified size is counted as single page and in case of both side printing the same sheet of specified size will be counted as 2 pages (Front & Back). The rates are to be quoted accordingly and will include the cost of stitching/binding of pads or registers, if any.

Any pad/register having same no of sheets may have different no. of pages mentioned in the table above due to single side printing or both side and may be understood by the following example:-

A pad will contain 50 sheets, however-1) In case of single side printing- No.of pages will be counted as 50.

2) In case of both side printing -No. of pages will be counted as 100

3) The tendered quantity will be procured by placing multiple purchase orders through e-mail during the currency of the contract as per office requirement with a provision of 25% increase or decrease in the tendered quantity.

4) The Bid is for different type of forms/pads/registers/Medical Diary and more than 1 type of forms/pads may be ordered for printing within the same specifications. Attached sample is one of such form/pad.

5) Printing material for each form/pad/register/Diary will be different and after award of contract, the artwork shall be provided to the successful bidder. The supply will be required to be completed within a period of 30 days from the date of placing the order through e-mail, however an extra period of 7 days will be given on Vendor's part to get the artwork approved (Includes submission of soft copy of artwork for proof reading/making further corrections, if required and re-submission for approval). Any delay in approval of artwork on the part of our office will be adjusted accordingly. Any delay in supply beyond the specified period will attract penalty as per GeM GTC/SLA.

6) Print line with Vendor's name /Bid No/MMYY/Qty will be required to be printed on all forms/pads/registers/Diaries.

7) In case of GSM below the mentioned acceptable range, proportionate recovery or rejection of items shall be decided at the sole discretion of the Competent Authority depending upon merits of each case.

8) Bidders are advised to check applicable GST at their own before quoting. Buyer will not take any responsibility in this regard.

9) The successful bidder shall arrange the supply of ordered quantity at his cost to our Store located at:

LIC of India, Delhi DO-3, Upper Ground Floor, "Jeevan Pravah Building" District Centre- Janakpuri, New Delhi .110058

10) "In terms of provisions of Section 33(3) and 33(4) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer", to make an investigation as specified under Section 33(1) or carry out an inspection as specified under Section 33(2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director or other Officer of the service provider or contractor where the services are outsourced by LIC of India."

11) Please ensure to upload-

A) Documentary evidence in the form of **certified audited Trading & Profit & Loss A/C**, Balance Sheet s or a **certificate from the Chartered Accountant /Cost Accountant** indicating the turnover details for **FY 2022-23, 2023-24, 2024-25** in support of minimum average annual financial turnover criteria.

B) Copies of relevant contracts/work orders related to same or similar type of services to any **Central/State Govt. Organization/PSU** during each of the **FY 2022-23, 2023-24, 2024-25** in support of Past experience criteria.

C) Any other document required as per bid.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of

this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---