

DO/Sales/Publicity/2025-26

19/01/2026



M/s.....  
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Dear Sir,

**Re. : Tender for Publicity works ARC Pamphlets, Posters – Aligarh Division**

Sealed Tender are invited (Single Bid) for ARC Publicity works Pamphlets, Posters to be performed as specified in the Annexure A as and when required under Aligarh Division and its Branches.

**General Term & Conditions :**

1. The publicity work consists of printing of Pamphlets and Posters etc.
2. The firm should have registration with State/Local authorities for undertaking the business /profession.
3. Vendors /Firms who are empanelled at LIC of India -Aligarh Division are Eligible to apply for Tender. They should have at least one work order latest from last three years from any Division.
4. The orders for various Publicity work assignments is to be executed regarding the order placed within 3 days from the date of order positively failing which it attracts the penalty and will be deducted from the Bills provided for that publicity order.
5. The amount of fee per Tender application for empanelment shall be Rs 100/- (with 18%GST) which is to be paid/deposited with every Tender either by cash in our cash section of Accounts department under A/c code 114018 or by Demand Draft payable at Aligarh in favour of LIC of India.
6. Repeat orders may be placed against a previous order on the already approved rates within its validity period of Tender.
7. Payment will be made after full satisfactory completion of the work. No payment/appropriate Will be made in advance. Deductions will be made if the services are not found satisfactory. TDS and other applicable taxes will be deducted from the gross bill as per government rules.
8. **Security Deposit** in the nature of performance guarantee will have to be deposited by the successful Tenderer **Rs 25000/-** which may be forfeited in case the quality work delayed /denial of work assigned to them, not confirm to the specifications/stipulations contained in the contract. No interest is payable on this security deposit at the time of refund.

Contd. On..2

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**Divisional Office:** "Jeevan Prakash" Masoodabad, G.T. Road, ALIGARH - 202 001

**Phone :** 0571-2420051, 2420061, 2420055, 2420066, 2420076, 2420060, 2420073, 2420056, 2420062, 2420069, 2420068, 2420071, 2420065, 2420070, **Fax:** 0571-2420052, **Gram:** BIMA MANDAL



**LIC of India, Jeevan Prakash, Masoodabad, Aligarh**

9. **Penalty Clause:** Please take note the penalty is applicable if the work falls below the contractual specifications with regard to quality , quantity and time schedule of work assigned. The quantum of the financial penalty will be decided by the competent authority. In addition to the financial penalty, the competent authority may cancel the work order /contract and /or remove /blacklist the firm/dealer from the list of approved firms.
10. The firm should necessarily have GST registration (submit copy) alongwith the copy of PAN of firm. The firm should be in operation for at least 3 years (annex copy of registration)
11. We are not bound to accept the lowest rate and are at liberty to reject any or all Tenders/quotation without assigning any reason thereof and further reserve the right to accept the whole or part of the tender/quotation and our decision shall be final and binding.
12. Vendors /Firms who have already work experience with LIC in any Division will be given preferences. Vendors/Firms must have a local office in Aligarh, (subject to verification of the office by the LIC official).
13. The approved rates by our competent authority shall stand valid up to one year initially from the date of acceptance of your offer.
14. The contract is renewable after successful completion of work for two more year if agreed by both the parties on same Terms conditions and Rates. Such Renewal have to approved by the Competent authority.
15. Conditional Tenders will not be accepted. **Samples of paper must be attached with Annexure A.**

We accept the terms and conditions as enshrined in the Tender.

Signature of the Tenderer  
(Authorized person)

Seal

Contd. On..3

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LIC of India, Jeevan Prakash, Masoodabad, Aligarh



Sealed Tenders duly completed in all Respect duly signed by authorised person of the Firm with all necessary document attached as per the Annexure -A (Financial Bid) shall be sent to us so that it may reach us on or before last date 28/01/2026 up to 5 PM. Under no condition the Tender Received after Last date will be accepted in any condition what so ever. The communication regarding submission of Tender should be addressed to:

Chairman Store Code Committee  
LIC of India, Divisional office,  
Masoodabad, G. T. Road,  
Aligarh-202001

Sealed Tender must be superscribed as Tender for various Publicity Work Pamphlets, Posters etc. Non submission of all required papers will result in rejection of the Tender. The competent authority reserves the right to accept/reject the Tenders in part or full without assigning any reason and reference to you and our decision in this behalf will be final. The competent authority reserves the right to withdraw the process without assigning any reasons. Any disputes arising out of such contract will have the Aligarh court Jurisdiction only.

Last date of submission of Tender : 28/01/2026 up to 5 PM.  
Date of Opening of Tender : 29/01/2026 at 11:30 AM

Sincerely yours

A handwritten signature in black ink, which appears to read 'S. B. M.' followed by a stylized signature.  
Manager (Sales)

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