



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

संदर्भ/ Ref ./GDO/OS/STN

दिनांक/ Date: 19/01/2026

To, _____

Re: **Tender no. 03/2026**: Rate contract for issue of Identity card for LIC Employees and LIC Retired Employees with multicolor printed Lanyards and printing of Visiting cards as Per corporate identity and Specification.

With reference to the above, We are required to float Tender NO. 03/2026 Regarding Rate contract for Issue of Identity card for LIC Employees and LIC Retired Employees with multicolor printed Lanyards and printing of Visiting cards as per corporate identity.

Some highlights of the tender is mentioned in draft tender as detailed below::

Sr. No.	Type of Order	CORPORATE SPECIFICATION
01	Employee's Photograph & Details provided by us & supply I Card As per details or soft file and specification provided by us. <u>Printing language: Hindi and English,</u> <u>Variable printing both side</u>	<u>Card</u> : 1. PVC Card size 54mm x 85mm, thickness 800 micron, digital printing. 2. Plastic Dark blue card holder size 87mm x57mm with 4mm Thickness. <u>Multicolor Printed Lanyards</u> Polyester satin Thickness 0.5mm, length 36" inch, Width 16 mm, Hook : oval shaped steel plated hook suitable for card holder

Sr. No.	Name of Item	CORPORATE SPECIFICATION	Quantity
01.	Visiting Cards (300GSM Sinar Art Cards)	9.2 (Width) x 5.4 (Height) Cms.(Both Side Printing English & Hindi Corporate Blue and Yellow (Two Color) with vignette line	200 Cards for One Officer (Packing 100 Cards in Plastic Box/Required Quantity) it may be increase/decrease

TERMS & CONDITIONS

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.

You have to prepare identity card and visiting card as per details or soft file provided by us and as per corporate guidelines. Please must be enclose the sample paper.

The rate should be EXCLUSIVE OF ALL TAXES and free delivery at our premises.

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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VALIDITY : This rate contract is valid up to 31.03.2027

PACKING INSTRUCTIONS : We require packing of visiting cards in Plastic Box containing 100 Cards Required Quantity.

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 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 IN	% OF ORDER AMOUNT
31 TO 44 DAYS	1% OF BASIC BILL AMOUNT
45 DAYS TO 59 DAYS	2.0% OF BASIC BILL AMOUNT
ABOVE 60 DAYS	Decision of Competent Authority will be final

Kindly follow the integrity pack attached herewith, and return it duly signed by you.

Sample is available for verification at our office. You will be required to get art work approved by our O.S Department,

Art work must be submitted within 07 days from the receipt of our order. After approval of artwork supply should be made within 30 days.

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 (Non Refundable) and Earnest Money Deposit (EMD) Rs. 2000/- (Two thousand only) by BANKER'S CHEQUE OR DEMAND DRAFT only in favour of "LIC OF INDIA" payable at "GANDHINAGAR". EMD will not carry out any interest.

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

1.Order copy, 2. Delivery Challan, 3. Advance Stamped receipt, 4.Two copies of Invoices. 5. It is must for each & every vendor to send the quotation in regards to above items otherwise it will be viewed seriously.

Material should be delivered between 11.00am to 4.00 pm. from Monday to Friday at our office.

All materials supplied strictly in accordance with description specified/instruction 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 materials in good condition at the definite destination.

कार्यालय सेवा विभाग, मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010
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This rate contract will remain in force up to 31.03.2027, As per requirement It may be extent further up to finalization of next tender by competent authority. 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 31.03.2027 otherwise we will delete your name from our approved penal.

We will not entertain any excuse like price rise etc. You will have to bind by the rate approved under this rate contract.

If these terms are agreeable to you then only send the quotation along with dully signed attached Terms and conditions, Integrity pack with the forwarding on your letter head in a sealed cover super scribed, "SECRET AND QUOTATION FOR IDENTITY CARD FOR LIC EMPLOYEES AND LIC RETIRED EMPLOYEES WITH MULTI COLOR PRINTED LANYARDS AND PRINTING VISITING CARDS AS PER CORPORATE SPECIFICATION, addressed to Manager (OS), (O.S.) Department on the above address so as to reach us latest by 09.02.2026 up to 16.00 Hrs.. The Corporation reserves the rights to accept or reject any all quotations for part / full quantity of any item without assigning any reason whatsoever.


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

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TENDER FORM

Tender No. 03/2026 : Rate contract for issue of Identity card for LIC Employees and LIC Retired Employees with multicolor printed Lanyards and printing of Visiting cards as per corporate identity and Specification.

Tender fee Rs.118.00 (Rs. One Hundred eighteen only) and

Earnest money deposit Rs. 2,000/- (RS. Two thousands only) by banker's cheque / Demand Draft

Sr. No.	Type of Order	<u>CORPORATE SPECIFICATION</u>	Rate per card (excluding GST) Rs.
01	Employee's Photograph & Details provided by us & supply I Card As per details or soft file and specification provided by us. <u>Printing language: Hindi and English, Variable printing both side</u>	<u>Card::</u> 1. PVC Card size 54mm x 85mm, thickness 800 micron, digital printing. 2. Plastic Dark blue card holder size 87mm x57mm with 4mm Thickness. <u>Multicolor Printed Lanyards</u> Polyester satin Thickness 0.5mm, length 36" inch, Width 16 mm, Hook : oval shaped steel plated hook suitable for card holder	

	Name of Item	CORPORATE SPECIFICATION	Quantity	Rate PER 200 CARDS (EXCLUSIVE OF ALL TAXES) Rs.
01.	Visiting Cards (300GSM Sinar Art Cards)	9.2 (Width) x 5.4 (Height) Cms.(Both Side Printing English & Hindi Corporate Blue and Yellow (Two Color) with vignette line	200 Cards for One Officer (Packing 100 Cards in Plastic Box/Required Quantity) it may be Increase/Decrease.	

Please quote your rate in our prescribed forms,(Cash hours : Monday to Thursday-10.00 a.m.to 16.30 Hrs. & Friday 10.00 am to 16.45 Hrs] and **Last Date: 09.02.2026 Up to 16.00 Hrs.**

PLACE: _____
Date: _____

कार्यालय सेवा विभाग. मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010
Office Services Department, . Divisional Office , "Jeevan Prakash", Sector-11, Gandhinagar- 382010
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