

Ref : OS/101/ TENDER NO. 01/2025-26

DATED : 21.01.2026

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub:Tender for Photocopy, Spiral Binding and Lamination work through out-sourcing**

Sealed tenders are invited by the undersigned on behalf of **LIFE INSURANCE CORPORATION OF INDIA, DIVISIONAL OFFICE, UDAIPUR** for outsource the work of Photocopy, Spiral Binding, Lamination work at Life Insurance Corporation of India, Divisional Office, Subcity Centre, P.B.No.18, Udaipur (Raj.) Please also note that **tender fee Rs.100/- & EMD of Rs.20000/-** for each tender shall be deposited either in cash at our Divisional Office, Udaipur or through demand draft in favour of LIC of India, payable at Udaipur. The M.R. of cash receipt or D.D. should be submitted in a separate envelope super scribing 'Tender Fee for Photocopy'. The tender is to be submitted to Chairman, Stores Committee, Divisional Office, IInd Floor, Subcity Centre, .P.B.No.18, Udaipur (Raj.), on the dates mentioned below :-

**Last date of receipt of tender**      **29.01.2026 up to 17.00 hrs.****Date of opening of tender**      **30.01.2026 at 11.00 hrs.**

Please note that only those tenders shall be opened on the date mentioned above whose tender fee is enclosed with the tender document. Incomplete/ conditional/ late tenders or those without Tender fees will be rejected.

Yours faithfully

Manager (OS)

### Terms and Conditions

1. Sealed tender complete in all respect along with a bank draft for Rs 100/- & Rs 20000/- towards Tender fees & EMD placed in an Envelope should be submitted at Divisional Office, Sub City Center, P.B.18, Udaipur(Raj.), on or before 29.01.2026 up to 5.00 P.M. Incomplete/conditional/late tenders or those without Tender fees will be rejected. **All the pages of tender Document should be duly signed with seal of the firm.**
2. The Rate Contract shall be **valid for two years from the date of acceptance.** However, the contract period shall be extended further, subject to satisfactory services, on year to year basis on mutually agreed Terms and Conditions.
3. No advance payment shall be made. The revision of rates will not be allowed during the contract period and TDS shall be deducted as per Rules, as applicable time to time.
4. The machine must be installed within seven working days of signing of agreement.
5. No transport charges or any other charges will be paid by the office.
6. The shortlisted firm will be responsible for maintaining the photocopy machine. The cost for supply of all stationery items viz., JK photocopy paper(75 gsm), toner, staplers, stapler pins, binding materials etc. will be borne by the shortlisted firm. Manpower to operate photocopy machine and expenditure incurred on their engagement will also be borne by the shortlisted firm. In case of without paper only photocopy paper(JK 75 gsm) will be provided by LIC, cost of all other items & manpower to operate machine etc. are to be borne by shortlisted firm.
7. It will be for the shortlisted firm to install/provide stand by machine to ensure that the photocopy work in the office goes on uninterrupted & smoothly to avoid any hardship in the execution of work, failing which a penalty of Rs 100/- per day will be imposed. Besides bills for the photocopy work done from the market will also be deducted from the pending bills.
8. It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office.
9. LIC will provide one electricity connection and sufficient space. Rest of all works shall be done by the vendor at their own cost including cartage unloading at site of work etc.
10. LIC reserves the right to terminate the contract at any time without assigning any reason or any notice. The penalty as deemed fit or forfeit part or whole of the earnest money if tenderer fails to work within the prescribed method or found not in accordance with the specification or not in the quality/quantity or there is any breach of the terms of the contract on the part of the tenderer. The earnest money will be forfeited, if the tenderer, after approval of the tender, fails to accept it.
11. LIC reserves the right to reject any tender or reject in entirety without assigning any reason.



12. That the vendor will be responsible for any loss/damage to the building or any injury to worker/s or occupants, damages to any equipment due to the negligence of your workers or otherwise while performing duties.
13. LIC does not bind itself to take any responsibility for any loss due to theft of any articles.
14. All tools & plants etc. required for work shall be arranged by the vendor at their cost and nothing shall be paid extra on above account.
15. You will furnish name & address with telephone numbers of your representative who should be remain in office during Office hours.
16. You will make payment of wages to your workers as per minimum wages Act of State/Central Govt. In force & in the event of any complaint received or any dispute referred to this office, LIC shall deduct such amount from your pending forthcoming bills & make the payment.
17. It shall be responsibility of the firm to provide uninterrupted service to LIC at no additional cost.
18. In case any dispute the decision of Senior Divisional Manager, LIC DO Udaipur shall final and binding.
19. The jurisdiction of the above contract shall be at Udaipur.
20. The lowest tendered whose tender is accepted have to deposit Rs 20000 (Rs Five Thousand only) towards Initial Security Deposit before taking over site of work, which will be refunded after contract period. Needless to add that initial security deposit will bear no interest. The said amount had to be deposited within 7 days from the date of receipt of award letter, failing which, tender would be cancelled.
21. Please fill your rates for photocopy, spiral binding & lamination work in Annexure-I keeping in view the market rates also. If it seems that your rates are much higher than market rates although your rates are L1, the tender may be rejected.

### **ACCEPTANCE OF THE TENDERER**

The terms and conditions enumerated in this tender form read by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)

(SEAL WITH COMPLETE ADDRESS)

# RATE PERFORMA FOR OUTSOURCE PHOTOCOPY WORK

## 1. Rates for work of photocopy & Scanning (INCLUSIVE OF ALL TAXES EXCEPT GST)

S.NO.	PARTICULARS	Weightage	Basic rate in rupees (without GST)with paper for each category.
1	Photocopy on A-4 Size paper single side(per page)	70	
2	Photocopy on A-4 Size paper both side(per page)	5	
3	Photocopy on Full scape / Legal Size paper single side(per page)	4	
4	Photocopy on Full scape / Legal Size paper both side(per page)	1	
5	Scanning rate (per page)	20	

Seal & Sign of bidding firm



**APPENDIX TO THE CONDITIONS OF CONTRACT**

**Tender for Photocopy, Spiral Binding and  
Lamination work through out sourcing**

**(1) Contract labour act**

Contractor to obtain labour licence before  
commencement of work if applicable.

**(2) Contract Period**  
year basis with mutual understanding

2 Years & can be extend for 2 year on year to

**(3) Approximate Tender value**

Rs FIVE Lacs

**(4) Payment**

Monthly charges will be paid only after  
providing satisfactory services for one complete  
month and bills will be settled within 30(Thirty)  
days of the submission after complying  
necessary requirements.

**(5) Validity**

Quoted rates shall be valid for two year from  
the date of installation by successful tenderer.

& can be extend for further 2 year on year to year basis with mutual understanding

**(SIGNATURE OF THE TENDERER)**



2. Machine Model No. And Make \_\_\_\_\_

3. Tender Fees details bank draft: \_\_\_\_\_  
\_\_\_\_\_

4. PAN No. \_\_\_\_\_ TIN No. \_\_\_\_\_

GST No. \_\_\_\_\_

The terms and conditions of the tender are acceptable to me/us.

Signature \_\_\_\_\_

Name & address with seal & Date \_\_\_\_\_  
\_\_\_\_\_

Phone(O) \_\_\_\_\_

(Mob.) \_\_\_\_\_