



Dated: - 13.02.2026

M/s. _____

Reg: - TENDER FOR TABLE STATIONERY

We are sending you the Annexure "A" of price bid along with the TERMS AND CONDITIONS (Ann "B"). The tender documents will send to us in a Sealed Envelope. The last date for submission of tender is 27.02.2026 up to 15:30 HRS. Tender shall be open at 16:00 HRS on 27.02.2026.

Also we are sending this tender to you by mail as well as by Speed Post.

Our address is as under.

LIC OF INDIA, O.S.Deptt
Jeevan Prakash Building,
4 th Floor,25 KG Marg,
New Delhi-110001

Manager (OS)/DM



Divisional office-I, Jeevan Prakash,25,KG Marg New Delhi- 110001 ,
Phone 28844118,28844129 email id os.delhi-do1@licindia.com

LIMITED TENDER FOR SUPPLY OF TABLE STATIONERY (FROM OUR EMPANELLED VENDORS)		
S.NO.	ACTIVITY	DETAILS
1	Tender Date & Tender Amount	13.02.2026 & Tender Amt. Rs.400,000/- (tentative)
2	EMD	Rs. 8000/- (RS Eight thousand Only) (refundable) by way of Demand Draft drawn on any Scheduled Bank payable at Delhi, DD Favouing LIC of India
3	Tender Fee	295/- inclusive of GST @ 18% (Two Hundred ninety fifty only) (non-refundable) by way of Demand Draft payable at Delhi, favouing LIC of India or by cash at cash counter at above address
4	Address for submission of bid (to be put in Tender Box)	Manager (OS) Life Insurance Corporation of India, Divisional Office-I, 4 th floor, Jeevan Prakash,25,KG Marg,New Delhi- 110001
5	Submission of Bids Date And Time	Vendors should submit Sealed Covers super scribed as " Tender for supply of Table Stationery " and Name & address of Tenderer on or before 27.02.2026 15:30 hours (last date of submission of tender).
Sr Divisional Manager		



Annexure - B

DIVISIONAL OFFICE-1,JEEVAN PRAKASH,25 KG MARG NEW DELHI PHONE-28844118, 28844129

TERMS AND CONDITIONS FOR TENDER FOR PURCHASE OF TABLE STATIONERY

1. The quoted rates should be inclusive of all charges but exclusive of GST and should be covered with transparent cello tape.
2. Rates approved by our competent authority will be valid for one year from the date of issuing of acceptance letter. The Tender may be extended for further one year upon mutual consent of both the parties on same rates and terms & conditions.
3. **The items shall be delivered at our office at Divisional Office-1 Jeevan Prakash, 4th floor, 25 KG Marg, New Delhi -110001 within the stipulated period of 30 days of placing the order failing which penalty will be imposed by competent authority @ 0.5 % for every week delay with the maximum of 10 % of the bill. We reserve the right to cancel the order in part or full and purchase the same from open market and any difference in price will be recovered from the defaulter supplier.**
4. The price shall remain firm and binding without any escalation whatsoever till the satisfactory completion of the order. **No advance shall be made for services.**
5. **5% Security Deposit will have to be deposited by the successful vendors before first order where the total contracted amount under this tender for specific vendor exceeds 1 lac. No interest is payable on this at the time of refund.**
6. The item should exactly confirm to the **Quality/make/Brand** given by you in the quotation, otherwise we shall return the same to you. Carriage, freight will also be borne by you. Defective material if supplied shall be replaced by you immediately free of cost.
7. We are not bound to accept the lowest rates and are at our liberty to reject any or all tenders/quotations without assigning any reasons thereof and further reserve the rights to accept the whole or part of the tender/quotation and our decision shall be final and binding.
8. Firms having ready to give services shall be preferred. Please do not submit your rates in case you are not in a position to deliver the services according to our specifications and time schedule. Quotation with overwriting or cutting, without signatures is liable to be rejected. Hence the given rates should be preferably type written or very neatly hand written and covered with transparent cello tape.
9. **Earnest money of Rs.8000/- will have to be deposited by the vendor along with Tender application in form of demand draft or banker's cheque favoring LIC of India, payable at Delhi. Tender fees of Rs.250/- + GST @18% (Total Rs.295/- inclusive of GST) cash or demand draft in favor of L I C of India should also be deposited along with the tender application.**
10. In the event of any dispute the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the SR Divisional Manager, Delhi DO-1 whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Delhi. The provisions of Arbitration and Conciliation Act 1996, shall apply to the arbitration.

THE ABOVE TERMS AND CONDITIONS ARE ACCEPTABLE TO US.

(SIGNATURE OF THE VENDOR WITH OFFICIAL SEAL)

LIFE INSURANCE CORPORATION OF INDIA

ANNEXURE "A"

S.N O	DESCRIPTION OF ITEMS	MAKE	UNITS	Qty Reqd 25% + -	RATES INCLUSIVE OF ALL CHARGES EXCLUDING GST
1	ALL PINS	BELL	EACH PKT	20	
2	A4 SIZE COPIER PAPER (70 GSM)	CENTURY	EACH	500	
3	BINDER CLIP BIG 32 MM	SDI	DOZEN	10	
4	BINDER CLIP BIG 19 MM	SDI	144 PER BOX	5	
5	CALCULATOR M1-12D	CASIO	EACH	20	
6	CELLO TAPE BIG 1"	WONDER	EACH	100	
7	CELLO TAPE BROWN (BIG) 2"	WONDER	EACH	100	
8	CELLO TAPE (SMALL) ADHESIVE 12X 9 MTS	PREMIER	EACH	100	
9	CONFERENCE PAD 1/8 SIZE (20 SHEETS)	GOOD QUALITY	EACH	5000	
10	REYNOLDS CORRECTION PEN	REYNOLDS	EACH	30	
11	DAMPER (DELUXE)	STAR	EACH	100	
12	DUSTER (TABLE)24"X24"	GOOD QUALITY	DOZEN	50	
13	ENVELOPES CLOTH 8"X10"	GOOD QUALITY	EACH	500	
14	ENVELOPES CLOTH 16"X12"	GOOD QUALITY	EACH	1500	
15	ENVELOPES CLOTH 10"X12"	GOOD QUALITY	EACH	500	
16	ENVELOPES (LAMINATED) 10"X12"	GOOD QUALITY	EACH	1500	
17	ENVELOPES (LAMINATED) 10"X14"	GOOD QUALITY	EACH	500	
18	ENVELOPES (LAMINATED) 16"X12"	GOOD QUALITY	EACH	1000	
19	ENVELOPES (LAMINATED) 17"X14"	GOOD QUALITY	EACH	500	
20	FILE 4 FLAP	GOOD QUALITY	EACH	250	
21	FILE ERA	GOOD QUALITY	EACH	100	
22	FILE SPRING COBRA(WITH LIC LOGO) 22X28/26 KG	GOOD QUALITY	EACH	2000	
23	FOLDER PLASTIC F/S WITH PRINTING(ONE SIDE)	BLOSSOM NO 125	EACH	3000	
24	FOLDER PLASTIC L TRANSPARENT SHAPE WITH PRINTING(ONE SIDE)	SUN 10	EACH	3000	
25	FOOT RULE 12"	DOMS	EACH	30	
26	GEM CLIP 26 MM	GOOD QUALITY	EACH PKT	25	
27	GLUE STIC 15 GM	FEVICOL	EACH	150	

28	GUM BOTTLE 150 ML	CAMEL	EACH	10	
29	MARKER PEN (Permanent)	REYNOLDS	EACH	150	
30	MARKER PEN (CD/DVD/OHP)	LUXOR	EACH	50	
31	MARKER PEN (WHITE BOARD)	LUXOR	EACH	50	
32	NOTE BOOK SPIRAL 1/6 40 SHEETS	NEELGAGAN	EACH	200	
33	NOTE BOOK SPIRAL 1/8 40 SHEETS	NEELGAGAN	EACH	200	
34	OFFICE KNIFE (CUTTER)	KEBICA	EACH	30	
35	PASTE IT PAD 3"x 3"	ODDY	EACH PKT	40	
36	PEN BALL JETTER REYNOLDS	REYNOLDS	EACH	250	
37	UNOMAX ULTRON NEO 2X	UNOMAX	EACH	3000	
38	PEN HIGHLIGHTER	LUXOR	EACH	80	
39	PEN UNIBALL (UNIBALL- <i>i</i>) FINE UB-157	UNIBALL	EACH	400	
40	PENCIL CELL AA	EVEREADY	EACH	200	
41	PENCIL CELL AAA	EVEREADY	EACH	100	
42	PENCIL LEAD	DOMS	EACH	150	
43	PENCIL SHARPER	DOMS	EACH	50	
44	PENCIL ERASER	DOMS	EACH	50	
45	PIN CUSHION	KEBICA	EACH	20	
46	PLASTIC WATER JUG 2 LT	(FLORA)	EACH	30	
47	POKER (PLASTIC HANDLE)	KEBICA	EACH	20	
48	PUNCHING MACHINE BIG(DP-600)	KANGAROO	EACH	10	
49	PUNCHING MACHINE SMALL (NO-280)	KANGAROO	EACH	25	
50	PUSH PINS DAMROO SHAPE MULTI COLOR	GOOD QUALITY	BOX OF 50	20	
51	REGISTER LONG BOOK (144 PAGES) RULED	NEELGAGAN	EACH	125	
52	REGISTER LONG BOOK (192 PAGES) RULED	NEELGAGAN	EACH	100	
53	REGISTER LONG BOOK (288 PAGES) RULED	NEELGAGAN	EACH	50	
54	RUBBER BAND 500 GM BIG SIZE (NYLON)	NEO	PER PKT	30	
55	SCISSORS SL-1183 (210 mm)	MUNIX	EACH	15	
56	SELF STICK REPOSITIONABLE NOTES(25X75)	ODDY (3 COLOUR)	EACH	150	
57	STAMP PAD SMALL	SUPREME	EACH	20	
58	STAMP PAD BIG	SUPREME	EACH	10	
59	STAPLER MACHINE SMALL NO 10	KANGAROO	EACH	50	
60	STAPLER MACHINE BIG HD 45	KANGAROO	EACH	15	

61	STAPLER PINS BIG NO 24/6	KANGAROO	EACH PKT	40	
62	STAPLER PINS SMALL NO 10	KANGAROO	EACH PKT	200	
63	TAG BIG 18" GREEN	SUPERIOR QUALITY	EACH BUNCH	20	
64	WASTE PAPER BASKET PLAIN	GOOD QUALITY	EACH	30	

Seal of the Company

Authorized Signatory