



Divisional Office -I, Jeevan Prakash 25 KG Marg, New Delhi-110001  
Phone 28844118, 28844129

M/s .....

Dated: - 24.02.2026

.....  
.....  
.....  
.....

**REG: -TENDER FOR BACK SHEETS (ONLY FOR OUR EMPANELLED VENDORS)**

We are sending you the Annexure "B" of price bid along with the terms and conditions (Annexure "C"). You are requested to enclosed tender fees of Rs. 295.00 (Non refundable) by way of cash or demand draft payable at Delhi favoring LIC of India along with Earnest Money Deposit of Rs 4000.00 (Rs Four thousand only) (Refundable) by way of demand draft payable at Delhi favoring LIC of India along with the tender documents in a sealed envelope.

The last date for submission of request form is 11.03.2026 up to 15.30 PM. Tender shall open at 16:00 PM on 11.03.2026. 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**  
**TEL:01128844118, 011-28844129 email id:os.delhi-do1@licindia.com.**

<b><u>TENDER FOR SUPPLY OF BACK SHEETS</u></b> <b><u>(ONLY FOR OUR EMPANELLED VENDORS)</u></b>		
<b>S.NO.</b>	<b>ACTIVITY</b>	<b>DETAILS</b>
1	<b>Tender Date</b>	<b>24.02.2026</b>
2	<b>EMD</b>	<b>RS 4000 /- (RS four thousand only)</b> (refundable) by way of Demand Draft drawn on any Scheduled Bank payable at Delhi, DD Favouring LIC of India
3	<b>Tender Fee</b>	<b>295/- (Two Hundred Ninty fifty only)</b> (non-refundable) by way of Demand Draft payable at Delhi. DD favouring LIC of India or by cash at cash counter at above address.
4	<b>Address for submission of bid (to be put in Tender Box)</b>	Manager ( OS) Life Insurance Corporation of India, Divisional Office–I, 4 <sup>th</sup> floor, Jeevan Prakash,25,KG Marg,New Delhi- 110001
5	<b>Submission of Bids Date And Time</b>	Vendors should submit <b>sealed covers</b> superscribed as " <b>Tender for supply of “Back sheets”</b> and Name and address of Tenderer on or before <b>11.03.2026- 15.30 PM (last date of submission of tender)</b> .
		Sr Divisional Manager

SUPPLY OF BACK SHEETS

SN	Item	Specifications	Approximately Yearly Requirement(+ - 25%)	Quality	Packaging Required	Net Rate (in Rs.) per 1000 Backing sheets EXCLUDING GST	GST Rate%
7	F.No.- 4110 (Proposal Back Sheet)	12X10 Inches 80 GSM With black colour single side printing With one 1.5 Inches metal clip on the top left of the sheet	2 Lacs	Good Quality	Each Packet of 500 Backing Sheets		

**Note : Net Rate - (Inclusive of all taxes, transportation expenses and packaging charges etc but EXCLUDING GST)**

**TO AVOID WEAR & TEAR AND SMOOTH HANDLING SUPPLY SHOULD BE STRICTLY IN BUNCH AS MENTIONED ABOVE AND NEATLY WRAPPED FOR PROPER CARRYING AND TRANSPORTATION.**

Sample should compulsorily be attached with Financial bid. LI will be on the basis of Net Rate  
Place.....

Date.....

Vendor/Authorised Person

Signature of the

(Name & Seal of the Firm)

**DIVISIONAL OFFICE-I, JEEVAN PRAKASH, 25 KG MARG, NEWDELHI -110001,**

**Tel: 011-28844118, 011-28844129 email id:os.delhi-do1@licindia.com**

**Terms and conditions of the Tender**

1. The tender in the prescribed format (**Hard Copy only**) should be dropped in the tender box located at chamber of Manager(OS), LIC of India ,DO-I on or before the last date specified. No corrections are to be made in the terms quoted.
2. **Tender should be supported with the sample paper of paper mills for items which the firm intends to supply as per our specifications in Annexure F.**
3. **The rates to be quoted shall be on F.O.R basis, i.e. inclusive of Transportation expenses etc but exclusive of GST. The supplier has to ensure the delivery of material in good condition, duly packed at Corporation Store.**
4. **The paper quality has to be same Paper as mentioned in Financial Bid.**
5. **In work order supply each sheet will contain print line “ item name/vendor’s name/ month-year of work order/qty”**
6. **The rates shall be valid for one year from date of acceptance of the tender. The contract can be extended up to further one year on mutual understanding of both the parties with same rates and terms and conditions.**
7. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
8. After engaging the services of the firms, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and Corporation shall have the right to engage the services of any of other firms as it may deem fit. In this course if any financial loss/damage to reputation of corporation is caused, the firms shall be legally bound to make good the same in monetary term to be decided by LIC.
9. Mere submission of the application for tender does not confer the right of Selection.
10. The selection on tender would be without any liabilities from our side.
11. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
12. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Delhi and be subject to adjudication of competent Court in Delhi only.
13. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
14. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.
15. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
16. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
17. The vendor shall give the services during the period of contract as per the LIC’s requirements.
18. If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.

19. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, LIC, DELHI DIVISION-1 whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Delhi. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
20. The employees/agents of the Supplier shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
21. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources alongwith other incidental charges of any nature whatsoever incurred by the LIC.
22. It is clearly understood by the Supplier that the persons employed by the Supplier for providing services as mentioned herein, shall be the employees of the Supplier and not of "The LIC". The Supplier shall be liable to make payments to its said employees.
23. If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.
24. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.
25. **Supply of the items should be within 30 days of placing the order.**
26. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
27. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
28. **The successful Tenderer will have to deposit 5% of the accepted contracted value (amount for 14 months period) as security deposit irrespective of its registration status, if the contractual value exceeds RS 1 lacs and will remain with LIFE INSURANCE CORPORATION OF INDIA till two months after the completion of the contract period. EMD amount of the successful Tenderer can be converted into security deposit, if so desired by the tenderer. The security deposit should be deposited within 21 days of awarding of the contract in the form of DD/bank Guarantee. The security deposit will be refunded without any interest after completion of contract period**
29. **No Advance payment shall be made for purchasing items.**
30. **After the approval of proof of draft work order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of OS depts, upper ground floor, Jeevan Prakash, 25, KG Marg, New Delhi-110001 or any other place that may be specified by the corporation if so needed within the stipulated period as decided at the time of placing order but not more than 25 days from the date of order. Date failing which goods will be accepted with price reduced @ 0.5% per week (subject to maximum of 10% of the billed amount) from 31 day onward will be charged. Part of the week is considered as a full week.**
31. If any, material supplied falls below the contractual specifications with regard to the quantity and quality of paper, penalty clause (which will be decided by the competent authority on the merit of each case) would be invoked which is part and parcel of the conditions of the tender.

32. In case of any deviation from the specification in paper size/quality/brand/printing/binding/GSM/weight etc the order shall be liable for rejection at the sole discretion of competent authority. The competent authority may accept the order on proportionate recovery basis / quality issue at the sole discretion of competent authority.
33. If defects of any kind in printing or deviation from specification etc are detected and reported to supplier then suitable replacement is to be made or defect to be removed by supplier free of charge unless additional job is assigned which was not expected of him at the time of placing the orders. The quantity of orders may be increased or decreased at corporation's discretion.
34. LIC Logo should be printed on supplied envelope stationery. If variation in the GSM/Specification of paper is observed on receipt of consignment, the entire lot may be rejected besides imposition of penalty as stated in above paras at the discretion of competent authority.
35. **This shall be running contract with an option to increase or decrease the quantity of articles within range of +/- 25%. However we reserve the right not to give complete order as specified in the tender.**
36. **No extra Terms and Conditions of the vendor will be accepted. If any vendor gives his own Terms and Conditions his tender will be rejected without informing him.**
37. Overwriting/white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC.

We agree with all terms and conditions of the tender.

Tenderer's sign./ name and seal