



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

संदर्भ / Ref :GDO/OS/STN/

दिनांक/ Date : 30.03.2026

To,

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**Re:- TENDER NO. 05/2026 RATE CONTRACT FOR PRINTING WORK LIKE PADS.**

We are required to floating TENDER NO. 05/2026 RATE CONTRACT FOR PRINTING WORK LIKE PADS,

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

SR NO	SIZE AND QUALITY OF PAPER	Printing charges with paper cost containing charges for gum pad with thick stow board at the back side. <i>Don't quoted rate for single pad</i> (EXCLUDING ALL TAXES) (1 Pad means binding of 100 forms)					
		Rate for 500 Pads		Rate for 200 Pads		Rate for 100 Pads	
		ONE SIDE Rs.	BOTH SIDE Rs.	ONE SIDE Rs.	BOTH SIDE Rs.	ONE SIDE Rs.	BOTH SIDE Rs.
1	1/2 B.P.11.5"X18 Creamwove Paper ,18"X23" 58GSM 7.7 KG						
2	1/4 B.P 11.5"X9" Creamwove Paper ,18"X23" 58GSM 7.7 KG						
3	1/6 B.P.7.5"X9"Creamwov e Paper , 18"X23" 58GSM 7.7 KG						
4	1/8 B.P5.7"X9" Creamwove Paper , 18"X23" 58GSM 7.7 KG						
5	1/2 F.C.17"X13.5" Creamwove Paper 17"x27" 58GSM 8.5 KG						
6	1/4F.C. 8.5"X13.5"						

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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	Creamwove Paper , 17"x27" " 58GSM 8.5 KG						
7	1/6 F.C. 8.5"X9" Creamwove Paper , 17"x27" 58GSM 8.5 KG						
8	1/8 F.C.8.5'X6.7" Creamwove Paper , 17"x27" " 58GSM 8.5 KG						
9	1/2 B.P.11.5"X18" Meplitho Paper 23"X36" 70 GSM 18.6 KGS						
10	1/4 B.P9"X11.5" Meplitho Paper 23"X36" 70 GSM 18.6 KGS						
11	1/6 B.P. 7.5"X9" Meplitho Paper 23"X36" 70 GSM 18.6 KGS						
12	1/8 B.P. 5.7"X9" Meplitho Paper 23"X36" 70 GSM 18.6 KGS						
13	1/2 F.C.13.5"X17" Meplitho Paper 17"X27" 70 GSM 10.3 KGS						
14	1/4 F.C.13.5"X8.5" Meplitho Paper 17"X27" 70 GSM 10.3 KGS						
15	1/6 F.C 8.5"X9" Meplitho Paper 17"X27" 70 GSM 10.3 KGS						
16	1/8 F.C 6.7"X8.5" Meplitho Paper 17"X27" 70 GSM 10.3 KGS						
17	1/4 F.C 10X15"						

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	Creamwove Paper 20X30" 70GSM 13.5 KG						
18	¼ F.C 13.5"X8.5" Creamwove Paper , 20X30" 70GSM 13.5 KG						
19	½ F.C.13.5"X17" Ledger Paper 17"X27" 80 GSM 11.9 KGS						
20	¼ F.C.13.5"X8.5" Ledger Paper 17"X27" 80 GSM 11.9 KGS						
21	A4 size Ledger paper 75 GSM (21cm x29.7cm)						

**Note: Rates to be quoted for above said printing of 500 Pads, 200 Pads, and 100 Pads, Pads only. Don't quoted rate for single pad**

In addition to above please quote your rate for each item when we required numbering , perforation, binding pakka canvas corner and patti inside as tat patti in our prescribed form only,

Rate per Pad ( Rs.)				
Particulars (size)	1/2 B.P	1/4 B.P	1/6 B.P	1/8 B.P
Pakka Binding charges with Numbering, Perforation as above per pads *				

### Terms and Conditions

Kindly submit your Tender in enclosed format and in a sealed cover for printing works subject to the terms and conditions given below accepted by you.

You must quote the rate for quantity of standard brand. If you don't quote the rate for some specific quantity we may ignore the same.

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 are requested to quote the rates in attached format only and send amount of Rs.118/- (Rs. One Hundred Eighteen only) towards Tender Fee including GST @18% (Non Refundable) by Banker's Cheque/ Demand Draft in favour of "LIC OF INDIA" payable at Gandhinagar" and deposit this amount at our office during cash hours on or before last date 23.04.2026. Cash hours: Monday to Thursday -10.00 a.m. to 04.30 p.m. & Friday- 10.00 a.m.to 04.45 p.m.

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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भारतीय जीवन बीमा निगम  
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You have to pay Earnest Money Deposit {EMD} Rs. 4000/- { Rs Four Thousand Only } by Demand Draft/ Banker's Cheque in favour of "LIC OF INDIA" payable at "GANDHINAGAR" and deposit this amount at our office during cash hours on or before last date. Earnest Money Deposit {EMD} will not carry any interest.

Though Micro and Small enterprises who have registered with the Director of Industries (DI)/ District Industries Centre (DIC) as manufacturing/service enterprises by filling Entrepreneurs memorandum (Part- II) are exempted from payment of tender fees and earnest money deposit, there is no exemption to them in respect of payment of security deposit/ Bank Guarantee.

If you are not interested to quote the rates for above inquiry, please send us a letter stating the reason for not quoting the rates.

If your rates are approved, you will have to deposit 10% of the value of the total order placed towards Security Deposit through Demand Draft or Banker's Cheque and the amount will be refunded (without any interest on that) after the job is over. The security Deposit may be either in the form of Bank Guarantee of Nationalized Bank only & should be valid up to the job is over. The Bank Guarantee will be released along with the payment

1. VALIDITY :- This rate **contract is valid up to 30.04.2027**
2. RATE :- Please quote Your rates EXCLUSIVE OF ALL TAXES.
3. When we required numbering, perforation, Binding Pakka Canvas Corner & Patti inside as tat patti Charges will be payable as per mentioned in tender form only.

Date of Opening of tender	24.04.2026 @ 12.30 hrs
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**You have to print the Brand Name/GSM of paper / Name of Printer/ Quantity /Date of print in PRESS NOTE**

Quotation should be **free from corrections, overwriting and erasers**, the rate quoted should be competitive, reasonable and exclusive of all taxes and delivery at our offices premises.

Rate will be paid pro-rata basis in case of the quantity below specified no. of pads in Tender.

1) The authenticated specimen of form is to be collected from our office duly approved by O.S. Department and to be return on completion of work.

2) The stock should be delivered between 11.00 a.m. to 4.00 p.m. in working day.

3) All goods are to be supplied strictly in accordance with the description specified / instructed by us, otherwise, it will be rejected by LIC without any dispute. No compromise will be made with the quality and quantity under any circumstances. The supplier will be liable to all risks and losses in transit and will be responsible to safe delivery of goods in good condition at the definite destination.

Supply of inferior quality / late supply or less quantity will be rejected / penalized by LIC without any dispute.

If the quotations are accepted, **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.**

If you don't supply above items within time limit the penalty will be as under.

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Office Services Department, . Divisional Office , "Jeevan Prakash", Sector-11, Gandhinagar- 382010  
फोन नंबर: Phone No:- 23223590,2322359, ईमेल: Email: [os.gandhinagar@licindia.com](mailto:os.gandhinagar@licindia.com)

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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.

**No payment will be made without submission of following documents. Requirement for payment:-**

( i ) Order Copy, ( ii ) Delivery Challan, ( iii ) Advance Stamped Receipt, ( iv ) Approved final proof, and ( v ) Two Copies of Invoices.

It is must for each & every printer to send the quotation in regards to above items otherwise it will viewed seriously. This rate contract will be remain in force up to validity mentioned above. 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 the end of contract. Otherwise we will delete your name from our approved penal. We will not entertain any excuse like price rise any Pandemic or Market situation etc; you will have to bind the rate approved under this rate contract , if this term is agreeable to you then send the quotation.

"Close liaison on day to day basis with our department will have to be maintained in carrying out the job. It should be your responsibility to ensure that the printing order is executed as per our specifications in the order. Any failure on your part in adhering to our specification and schedule leading inferior quality of printing, binding, delay in dispatch etc, shall attract financial compensation for damage caused to the image and goodwill of the Corporation in the market. Further, in such event such supply may be rejected at the suppliers cost and LIC may decide to delete/debar/blacklist the concerned vendors and the decision will be final and binding on all concerned"

**PACKING INSTRUCTION:** - We require packing containing 10 pads with necessary packing slips and marking showing names of items, packing strips with iron clips with containers, inside the containers materials should be packed with good quality of polythene bag.

If you agree with all above Terms and Conditions then please send us your quotation with duly signed copy of terms and condition along with pre contract integrity pact on your letter head in a sealed cover with paper sample super scribed "**TENDER NO. 05/2026 RATE CONTRACT FOR PRINTING WORK LIKE PADS** " and last date, Addressed To .Manager (OS), LIC OF INDIA, SECTOR -11, BEHIND TELEPHONE EXCHANGE, GANDHINAGAR. 382010. SO AS TO REACH US latest BY **23.04.2026 on or before 16.00 hrs**. on our above mentioned address. The corporation reserves the rights to accept or reject any / all quotations for part / full quantity without assigning any reason whatsoever.

  
Sr. DIVISIONAL MANAGER  
 

कार्यालय सेवा विभाग. मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010  
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**"TENDER NO. 05/2026 - RATE CONTRACT FOR PRINTING WORK LIKE PADS "**

**Last date and time for submission of tender 23.04.2026 on or before 16.00 hrs**

## Tender form

**Re:- TENDER NO. 05/2026 RATE CONTRACT FOR PRINTING WORK LIKE PADS**

**TENDER FEES RS. 118.00 (RS.ONE EIGHTEEN ONLY) EARNEST MONEY DEPOSIT  
Rs. 4000/- (RS. FOUR THOUSAND ONLY) :: TENDER FEE AND EMD ONLY BY DD /  
BANKER'S CHEQUE ONLY**

SR NO	SIZE AND QUALITY OF PAPER	Printing charges with paper cost containing charges for gum pad with thick stow board at the back side. (EXCLUDING ALL TAXES) (1 Pad means binding of 100 forms)					
		Rate for 500 Pads		Rate for 200 Pads		Rate for 100 Pads	
		ONE SIDE Rs.	BOTH SIDE Rs.	ONE SIDE Rs.	BOTH SIDE Rs.	ONE SIDE Rs.	BOTH SIDE Rs.
1	1/2 B.P.11.5"X18 Creamwove Paper ,18"X23" 58GSM 7.7 KG						
2	1/4 B.P 11.5"X9" Creamwove Paper ,18"X23" 58GSM 7.7 KG						
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6	1/4 F.C. 8.5"X13.5" Creamwove Paper , 17"x27" " 58GSM 8.5 KG						
7	1/6 F.C. 8.5"X9" Creamwove Paper , 17"x27" 58GSM 8.5 KG						
8	1/8 F.C.8.5'X6.7" Creamwove Paper , 17"x27" " 58GSM 8.5 KG						
9	1/2 B.P.11.5"X18" Meplitho						

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	Paper 23"X36" 70 GSM 18.6 KGS						
10	¼ B.P9"X11.5" Meplitho Paper 23"X36" 70 GSM 18.6 KGS						
11	1/6 B.P. 7.5"X9" Meplitho Paper 23"X36" 70 GSM 18.6 KGS						
12	1/8B.P. 5.7"X9" Meplitho Paper 23"X36" 70 GSM 18.6 KGS						
13	½ F.C.13.5"X17" Meplitho Paper 17"X27" 70 GSM 10.3 KGS						
14	¼ F.C.13.5"X8.5" Meplitho Paper 17"X27" 70 GSM 10.3 KGS						
15	1/6 F.C 8.5"X9" Meplitho Paper 17"X27" 70 GSM 10.3 KGS						
16	1/8 F.C 6.7"X8.5" Meplitho Paper 17"X27" 70 GSM 10.3 KGS						
17	¼ F.C 10X15" Creamwove Paper 20X30" 70GSM 13.5 KG						
18	¼ F.C 13.5"X8.5" Creamwove Paper , 20X30" 70GSM 13.5 KG						
19	½ F.C.13.5"X17" Ledger Paper 17"X27" 80 GSM 11.9 KGS						
20	¼ F.C.13.5"X8.5" Ledger Paper 17"X27" 80 GSM 11.9 KGS						
21	A4 size Ledger paper 75 GSM (21cm x29.7cm)						

**Note: Rates to be quoted for above said printing of 500 Pads, 200 Pads, and 100 Pads only.  
Don't quoted rate for single pad**

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In addition to above please quote your rate for each item when we required numbering , perforation, binding pakka canvas corner and patti inside as tat patti in our prescribed form only,

Rate per Pad ( Rs.)	1/2 B.P	1/4 B.P	1/6 B.P	1/8 B.P
Particulars (size)				
Pakka Binding charges with Numbering, Perforation as above per pads *				

Quotation should be free from corrections, overwriting and using erasers and reach us latest by 23.04.2026 on or before 16.00 hrs

Date: -----  
Place: -----

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LIFE INSURANCE CORPORATION OF INDIA

आवेदन पत्र हमारे कार्यालय सील बंद लिफाफे में जमा करो और  
जिस पर लिखा हो |

Tender No : 05/2026

Rate for contract of : Printing Work Like Pads

जमा करने की अंतिम तिथि 23/04/2026 अपराह्न 16.00 बजे  
तक

To,  
मैनेजर (कार्यालयीन सेवा विभाग)  
भारतीय जीवन बीमा निगम,  
गांधीनगर डिवीजन, सेक्टर-11,  
बी. एस. एन. एल. कार्यालय के पीछे  
गांधीनगर, (गुजरात) पिन- 382010,  
फोन नंबर: Phone No:- 23223592  
ईमेल: Email: os.gandhinagar@licindia.com