

<b>Brief Description of Procurement</b>	<b>Tender for “Centralized Printing of Policy Bonds &amp; Dispatch for LIC of India”</b>
<b>Bid Reference</b>	<b>Ref: LIC/CO/NBR/TENDER/CPPB/2026-27/01</b>
<b>Date and Time of Pre-Bid Meeting</b>	22.05.2026 (Friday) at 11.30 Hrs.
<b>Venue of Pre-Bid Meeting</b>	6 <sup>th</sup> Floor Conference Hall, LIC of India, Central Office, Yogakshema, Jeevan Bima Marg, Mumbai, Maharashtra – 400021.

The following officials of LIC of India were present in the pre-bid meeting:

1. Sri S.A.Sinha – Chief(NB&R)
2. Sri Ananda Chatterjee - Chief (NB&R)
3. Smt.Rose Jacob Kanjirathingal- Secretary (NB&R)
4. Smt. Seema Vishwanathan - Deputy Secretary (NB&R)
5. Sri Raghavendra Mishra– Assistant Secretary(NB&R)
6. Smt. Bhagyashree Thukrul – Administrative Officer (NB&R)
7. Sri. Aman Verma-Assitant Administrative Officer (NB&R)

**The Prospective Bidders’ following representatives attended the pre-bid meeting:**

#	Name of the Organization	Names of the Representatives	
1	M/s Seshaasai Technologies Ltd	Sri.Venkat Sandhi	Sri Mukul Chugh
2	Utility Form (P)Ltd	Sri.Joseph Verghese	
3	M/s Manipal Payment and Identity Solutions Ltd	Sri.Rohit Bangera	Sri.K V A Nirmalji
4	Mega Calibre Enterprises (P)Ltd	Sri.Sachin Kambli	Sri.Bhramadath Nair
5	Friends Color Images (P) Ltd	Sri.Rishabh Tyagi	Sri.Rajat Bhasin
6	Writer Business Services (P)Ltd	Sri Shailesh Tandekar	Sri Rohit Gupta

Proceedings of the pre-bid meeting is as follows:

- At the outset, Deputy Secretary, LIC CO/NB&R made a briefing about the purpose of the pre-bid meeting. Thereafter the prospective bidders were requested to briefly introduce themselves. After the introduction, the common queries raised through mail were responded to and the prospective bidders were also given an opportunity to raise any further queries.

Following queries were addressed:

Sr. No	Tender Doc Ref Page No	Tender Doc Ref Section	Response
1	12	Clause 1 (A) confidentiality cum Non Disclosure Agreement (NDA) : Stamp Paper State & Notarization Requirement.	Stamp Paper of Vendor home state is allowed.
2	12	Clause 1 (B) Pre-Contract Integrity Pact (IP)	To be submitted before opening of Technical bid. The document can be sent through Courier. Acknowledgement of receipt will be sent through e-mail.
3	14 17	Clause: 2.2.3 Digital Communications (Communication through e-mails). Clause: 2.4 (o) Digital Communications	All Communications with LIC (IT department ad NB Department) eg. Data files, reverse csv, daily e-mail communication regarding print files, Template related, complaint related, any other communication related to printing and dispatch of Policy bonds.
4	14	Clause:2.2.2 Dispatch of Policy Bonds	Dispatch through Speed Post Services of India Post Only.
5	18	Clause : 2.5.3.1.a Conversion of Policy Schedule [pdf] to bilingual word document [docs]	Technical Details will be shared at respective stages of Tender Processing.
6	19	Clause: 2.5.3.6 Installation of Digital Rights Management [DRM] solution at Vendor's site and data movement through DRM application only.	Technical Details will be shared at respective stages of Tender Processing.
7	22	Clause: 2.7.13 Turn Around time(TAT) Point 20	Please be guided by the Tender Document.
8	25-30	Clause :3 - Minimum Eligibility Criteria	For Better competition Minimum Eligibility Criteria has been drafted. Please be guided by the Tender Document.
9	30	Clause: 3 Sr. No: 28 Minimum CRISIL Score	Please be guided by the Tender Document.
10	31	Clause:3.1 Consortiums or Sub-contractors	Please be guided by the Tender Document.
11	37	Clause: 4.3 Earnest Money Deposit [EMD]/ Bid Security	To be paid online by NEFT/Net Banking etc. Please be guided by the Tender Document.
12	44	Clause 5 Point 7)b All Annexure & Documents	Date & time slot of physical document submission will be informed via mail.
13	64	Clause 6.11,(ii) Point 6 Award of work to multiple Bidders.	As approved by Competent Authority.
14	73-79	Clause: 8.9 Penalties	Please be guided by the Tender Document.

The prospective bidders were further informed that for any queries regarding the tender they must be guided by the Tender Document. Meeting ended with thanking the attendees for their participation.