

अनुबंध | Contract



अनुबंध क्रमांक | Contract No: GEMC-511687758915319
अनुबंध तिथि | Contract Generated Date : 11-May-2026
बोली/आरए/पीबीपी संख्या | Bid/RA/PBP No.: [GEM/2026/B/7260400](#)
खरीद का माध्यम | Procurement Mode: BID/RA

संगठन विवरण Organisation Details प्ररूप Type : Central PSU मंत्रालय Ministry : Ministry of Finance विभाग Department : Department of Financial Services संगठन का नाम Organisation Name : LIC - Life Insurance Corporation of India कार्यालय क्षेत्र Office Zone : DELHI DO 3	खरीदार विवरण Buyer Details पद Designation : AO संपर्क नंबर Contact No. : 011-28855108- ईमेल आईडी Email ID : tribhuvan.dagar@licindia.com जीएसटीआईएन GSTIN : 07AAACL0582H1ZO पता Address : LIC of India, Jeevan Pravah Bldg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058, West Delhi, DELHI-110058, India
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वित्तीय स्वीकृति विवरण Financial Approval Detail आईएफडी सहमति IFD Concurrence : No प्रशासनिक अनुमोदन का पदनाम Designation of Administrative Approval : Sr.Divisional Manager वित्तीय अनुमोदन का पदनाम Designation of Financial Approval : Sr.Divisional Manager	भुगतान प्राधिकरण विवरण Paying Authority Details Role : PAO भुगतान का तरीका Payment Mode : Offline पद Designation : HGA ईमेल आईडी Email ID : buycon97.lic.delhi@gembuyer.in जीएसटीआईएन GSTIN : - पता Address : LIC of India, Jeevan Pravah Bldg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058, West Delhi, DELHI-110058, India
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परिष्ठी विवरण Consignee Details			
क्र.सं. S.No	परिष्ठी नाम & पता Consignee Name & Address	सेवा विवरण Service Description	मात्रा Quantity
1	संपर्क Contact : 011-28855108- ईमेल आईडी Email ID : tribhuvan.dagar@licindia.com जीएसटीआईएन GSTIN : 07AAACL0582H1ZO पता Address : LIC of India, Jeevan Pravah Bldg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058, West Delhi, DELHI-110058, India	Paper-based Printing Services - Printing with Material; Plain Computer Continuous Stationery with LIC Logo; Offset	4,000
		Paper-based Printing Services - Printing with Material; Plain Computer Continuous Stationery with interleaved carbon and LIC logo; Offset	300
		Paper-based Printing Services - Printing with Material; Plain Computer Continuous Stationery with LIC Logo; Offset	400
		Paper-based Printing Services - Printing with Material; Computer Continuous Stationery; Offset	100
		Paper-based Printing Services - Printing with Material; Computer Continuous Stationery; Offset	40

सेवा प्रदाता विवरण Service Provider Details	
जेम विक्रेता आईडी GeM Seller ID :	0BDE180000645117
कंपनी का नाम Company Name :	TRIVENI COMPUTER FORMS
संपर्क नंबर Contact No. :	08233394333
ईमेल आईडी Email ID :	trivenicomputerforms@gmail.com
पता Address :	KHASRA NO. 998,SALEMPUR RAJPUTAN,INDUSTRIAL AREA ROORKEE, Haridwar, UTTARAKHAND-247667, -
एमएसएमई पंजीकरण संख्या MSME Registration number :	UDYAM-UK-06-0001471
जीएसटीआईएन GSTIN:	05AAGFT8507P1ZM (R , (M)
एमएसई सामाजिक श्रेणी MSE Social Category :	General
एमएसई लिंग श्रेणी MSE Gender :	Male

*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा | GST / Tax invoice to be raised in the name of - Buyer

सेवा विवरण Service Details
सेवा प्रारंभ दिनांक (नवीनतम) Service Start Date (latest by): 18-May-2026 सेवा समाप्ति तिथि Service End Date : 17-May-2027
श्रेणी नाम Category Name : Paper-based Printing Services

बिलिंग चक्र Billing Cycle: monthly		
विवरण Description	Number of Copies	Price per page
Type of Printing	Printing with Material	
Category of Printing	Plain Computer Continuous Stationery with LIC Logo	
Mode of Printing	Offset	
Single/ Double Sided	Single Sided (One Sided)	
Colour of Printing	Single Color	

Printing Content	Text + Pictorial	4,000	0.31
Paper Material	Computer Paper		
Standards of Paper	Conformity to Indian Standard IS 12766		
Size of the Paper (in cm)	229x305 MM		
Thickness of Paper in GSM	66-70 GSM		
Inserts	Not Required		
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO		
District	NA		
Zipcode	NA		
Number of languages of printing	Bilingual		
Language	Hindi and English		
Number of pages per Item	1000		

कुल राशि (रुत) | Total Amount (Formula) :
(Number of Copies*Price per page*Number of pages per Item)

ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)	1240000
कुल ऐडऑन मूल्य Total Addon Value(INR)	0
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)	1240000

कर द्विभाजन | Tax Bifurcation

विशिष्ट Particular	जीएसटी GST (18%)	जीएसटी उपकर 1 GST Cess 1 (0%)	जीएसटी पर इनपुट टैक्स क्रेडिट (आईटीसी) Input Tax Credit (ITC) on GST (100%)	जीएसटी उपकर पर आईटीसी 1 ITC on GST Cess 1 (100%)
Paper-based Printing Services	189152.54	0	189152.54	0

श्रेणी नाम | Category Name : Paper-based Printing Services

बिलिंग चक्र | Billing Cycle: monthly

विवरण Description	Number of Copies	Price per page
Type of Printing	300	0.76
Printing with Material		
Category of Printing		
Plain Computer Continuous Stationery with interleaved carbon and LIC logo		
Mode of Printing		
Offset		
Single/ Double Sided		
Single Sided (One Sided)		
Colour of Printing		
Single Color		
Printing Content		
Text + Pictorial		
Paper Material		
Computer Paper 1000 sheets with 500 interleaved Carbons per packet		
Standards of Paper		
Conformity to Indian Standard IS 12766		
Size of the Paper (in cm)		
229x305 MM		
Thickness of Paper in GSM		
66-70 GSM		
Inserts		
Not Required		
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)		
NO		
District		
NA		
Zipcode		
NA		
Number of languages of printing		
Bilingual		
Language		
Hindi and English		
Number of pages per Item		
500		

कुल राशि (रुत) | Total Amount (Formula) :
(Number of Copies*Price per page*Number of pages per Item)

ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)	114000
कुल ऐडऑन मूल्य Total Addon Value(INR)	0
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)	114000

कर द्विभाजन | Tax Bifurcation

विशिष्ट Particular	जीएसटी GST (18%)	जीएसटी उपकर 1 GST Cess 1 (0%)	जीएसटी पर इनपुट टैक्स क्रेडिट (आईटीसी) Input Tax Credit (ITC) on GST (100%)	जीएसटी उपकर पर आईटीसी 1 ITC on GST Cess 1 (100%)
Paper-based Printing Services	17389.83	0	17389.83	0

श्रेणी नाम | Category Name : Paper-based Printing Services

बिलिंग चक्र | Billing Cycle: monthly

	Number of	Price per
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विवरण Description		Copies	page	
Type of Printing	Printing with Material	400	0.5	
Category of Printing	Plain Computer Continuous Stationery with LIC Logo			
Mode of Printing	Offset			
Single/ Double Sided	Single Sided (One Sided)			
Colour of Printing	Single Color			
Printing Content	Text + Pictorial			
Paper Material	Computer Paper			
Standards of Paper	Conformity to Indian Standard IS 12766			
Size of the Paper (in cm)	381x305 MM			
Thickness of Paper in GSM	66-70 GSM			
Inserts	Not Required			
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO			
District	NA			
Zipcode	NA			
Number of languages of printing	Bilingual			
Language	Hindi and English			
Number of pages per Item	1000			
कुल राशि (सूत्र) Total Amount (Formula) : (Number of Copies*Price per page*Number of pages per Item)				
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)		200000		
कुल ऐडऑन मूल्य Total Addon Value(INR)		0		
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)		200000		
कर द्विभाजन Tax Bifurcation				
विवरण Particular	जीएसटी GST (18%)	जीएसटी उपकर 1 GST Cess 1 (0%)	जीएसटी पर इनपुट टैक्स क्रेडिट (आईटीसी) Input Tax Credit (ITC) on GST (100%)	जीएसटी उपकर पर आईटीसी 1 ITC on GST Cess 1 (100%)
Paper-based Printing Services	30508.47	0	30508.47	0
श्रेणी नाम Category Name : Paper-based Printing Services				
बिलिंग चक्र Billing Cycle: monthly				
विवरण Description		Number of Copies	Price per page	
Type of Printing	Printing with Material	100	0.51	
Category of Printing	Computer Continuous Stationery			
Mode of Printing	Offset			
Single/ Double Sided	Double Sided (Both Sided - Front and Back)			
Colour of Printing	Four Color			
Printing Content	Text + Pictorial			
Paper Material	Computer Paper			
Standards of Paper	Conformity to Indian Standard IS 12766			
Size of the Paper (in cm)	381x305 MM			
Thickness of Paper in GSM	66-70 GSM			
Inserts	Not Required			
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO			
District	NA			
Zipcode	NA			
Number of languages of printing	Bilingual			
Language	Hindi and English			
Number of pages per Item	2000			
कुल राशि (सूत्र) Total Amount (Formula) : (Number of Copies*Price per page*Number of pages per Item)				
ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)		102000		
कुल ऐडऑन मूल्य Total Addon Value(INR)		0		
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)		102000		
कर द्विभाजन Tax Bifurcation				

विवरण Particular	जीएसटी GST (18%)	जीएसटी उपकर 1 GST Cess 1 (0%)	जीएसटी पर इनपुट टैक्स क्रेडिट (आईटीसी) Input Tax Credit (ITC) on GST (100%)	जीएसटी उपकर पर आईटीसी 1 ITC on GST Cess 1 (100%)
Paper-based Printing Services	15559.32	0	15559.32	0

श्रेणी नाम | Category Name : Paper-based Printing Services

बिलिंग चक्र | Billing Cycle: monthly

विवरण Description	Number of Copies	Price per page
Type of Printing	40	0.52
Printing with Material		
Category of Printing		
Computer Continuous Stationery		
Mode of Printing		
Offset		
Single/ Double Sided		
Double Sided (Both Sided - Front and Back)		
Colour of Printing		
Single Color		
Printing Content		
Text + Pictorial		
Paper Material		
Computer Paper		
Standards of Paper	40	0.52
Conformity to Indian Standard IS 12766		
Size of the Paper (in cm)		
381x305 MM		
Thickness of Paper in GSM		
66-70 GSM		
Inserts		
Not Required		
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)		
NO		
District		
NA		
Zipcode		
NA		
Number of languages of printing		
Bilingual		
Language		
Hindi and English		
Number of pages per Item		
2000		

कुल राशि (सूत्र) | Total Amount (Formula) :
(Number of Copies*Price per page*Number of pages per Item)

ऐडऑन के बिना कुल मूल्य Total Value without Addons(INR)	41600
कुल ऐडऑन मूल्य Total Addon Value(INR)	0
ऐडऑन सहित कुल मूल्य Total Value Including Addons(INR)	41600

कर विभाजन | Tax Bifurcation

विवरण Particular	जीएसटी GST (18%)	जीएसटी उपकर 1 GST Cess 1 (0%)	जीएसटी पर इनपुट टैक्स क्रेडिट (आईटीसी) Input Tax Credit (ITC) on GST (100%)	जीएसटी उपकर पर आईटीसी 1 ITC on GST Cess 1 (100%)
Paper-based Printing Services	6345.76	0	6345.76	0

अनुबंध की राशि | Amount of Contract

सभी शुल्क और करों सहित कुल अनुबंध मूल्य Total Contract Value Including All Duties and Taxes(INR)	1697600
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एसएलए विवरण | SLA Details

Special Terms and Conditions

for

Paper-Based Printing Service

1. Agreement Overview

This Agreement represents a Special Terms and Conditions (STC) and Service Level Agreement ("SLA" or "Agreement") between the Buyer and Printing Service provider. The purpose of this Agreement is to facilitate the implementation of Paper-Based Printing Services for the use of the Buyer or any other designated person/ representative of the Buyer. This Agreement outlines the Scope of Work, Buyer's Obligations, Special Terms and Conditions related to service delivery, and payment of services for mutual understanding of the Stakeholders. The Agreement remains valid till the completion of Services or end of contractual duration (whichever is earlier) unless either superseded by a revised Agreement mutually endorsed by the Stakeholders or terminated by either of the parties thereof.

The Services contracts placed through GeM shall be governed by the following set of Terms and Conditions:

- General terms and conditions for Services (GTC).
- Service Specific STC of the Services contracts shall include the Service Level Agreement (SLA) for the Service.
- BID / Reverse Auction specific ATC.

The above terms and conditions are in reverse order of precedence i.e., ATC supersedes Service specific STC which supersedes GTC, whenever there are any conflicting provisions. The above set of terms and conditions along with the Scope of Work and Service Level Agreement as enumerated in the document shall be construed to be part of the Agreement between Buyer and Service Provider.

2. Objectives and Goals

The objective of this Agreement is to ensure that all the commitments and obligations are in place to ensure consistent delivery of services to Buyer by Service Provider. The goals of this Agreement are to:

1. Provide clear reference to service ownership, accountability, roles, and responsibilities of both parties.
2. Present a clear, concise, and measurable description of services offered to the Buyer.
3. Establish terms and conditions for all the involved stakeholders, it also includes the actions to be taken in case of failure to comply with the conditions specified.
4. To ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons.

The Agreement will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same. The Agreement can also be revised/ modified on mutual consent of the stakeholders.

3. Parties to the Agreement

The main stakeholders associated with this agreement are below-

1. **Buyer:** The buyer is responsible to provide clear instructions, approvals, and timely payments for the services availed.
2. **Service Provider:** The service provider is responsible to provide all the required services in a timely manner. The service provider may also include the seller, any authorized agents, assignees, successors, and nominees as described in the Agreement.

The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses service level/ penalties in case of non-adherence to the defined terms and conditions. It is assumed that all stakeholders have read and understood the same before signing the document.

4. Scope of Services

Paper-based Printing Service shall be provided end-to-end by the Service Provider along-with cost-effective solutions and services to print a wide variety of books, booklets, brochures, forms, envelopes, cards, note cards, flyers, posters, letterheads, forms, business cards, Diary, Planner, Desk Calendar, Wall Calendar, Poster Calendar, Bill Books and any other paper-based printing demand along with a complete customizing package.

The scope of the service requires the Vendor to provide Paper-based Printing Services to the Buyer as per the specifications stipulated by the Buyer.

4.1. Service Details and Standards

1. All the printed orders should be of the desired quantity. Any shortfall in numbers will attract a Deductions.
2. The order should be aligned to the specifications chosen by the buyer. The quality of the material should not deviate from what is chosen by the buyer.

4.2. Defined Timelines

1. Since timely delivery is the biggest essence of the contract, the Service Provider shall ensure that the order should be delivered as and when mentioned by the buyer. Any kind of delay in the delivery of printed orders shall attract deductions..

4.3. Service Assumptions

1. The Service Provider shall not transfer or assign or sublet any part of the service once agreed or any share or interest here in any manner or degree directly or indirectly to any person, firm, or corporation whatsoever.
2. The Service Provider at his/ her own cost will arrange all the equipment(s), materials (in case of printing with the material), and other things/ services, etc. necessary for printing depending on the type of printing (with or without material).

5. Terms & Conditions

5.1. Buyer's Obligations

1. The Buyer Department may choose to provide a specimen in the form of a hard or soft copy indicating the rough layout of tables/graphs/text matters/Photographs of Installations etc. to give an idea in general. This is, however, not to be treated as a sample.
2. The buyer will rigorously verify the materials (content etc) provided for printing for authenticity, clearness, and legibility, before handing them over to the service provider.
3. In case of printing only type of Service, Buyer should provide the required material to Service Provider well on time, to avoid the delay in the start of Printing Service.
4. Price Variation Clause: "It is advisable to include Price Variation Clause in the long-term contracts to take care of the increase/decrease in prices of various ingredients which majorly affect the overall price of the service. Buyers are therefore advised to include the Price Variation Clause (PVC) in the bid document through ATC for long-term contracts. The additional payment, if any, on account of PVC can be done offline till such time online functionality is developed on GeM."

5.2. Service Provider's Obligations

1. The service provider shall ensure the level of service delivered is of the highest professional standard and shall ensure full compliance with the terms and conditions of the contract.
2. The Service Provider shall conduct printing activities and deliver printed material in accordance with the conditions of the Agreement at the time and place and in the manner as specified by the Buyer.
3. The Service Provider shall print, bind, and deliver the work in clear and legible type, form and style and with other fit and proper material in a good and workmanlike manner, and by the process specified, and where a sample is supplied, in accordance therewith.
4. The awarded Service Provider shall deliver 3 (three) hard copies of the initial edited version of the compendium along with a soft copy in Word/PDF or any other preferred format for approval (stage one).
5. The Service Provider shall whenever called upon to do so, give full particulars, and information with regard to any work in hand and shall also permit an official deputed by the Buyer to inspect his printing premises at all required times. The Service Provider shall give assistance and information as may be required by him/ her in connection with any contract or contracts.
6. Page Design should be given by Service Provider based on the Buyer's requirement. The service provider shall provide a sample copy with the final page design to the Buyer before proceeding with the printing of the complete assignment. The service provider should clearly work as per detailed layout design, font size, style, color, alignment, spacing, pagination, etc.

6. Payment Terms & Conditions

6.1 Payment shall be made once the service provider submits the invoice online on GeM along with other relevant documents and after generation of service delivery acceptance certificates (SDAC) by consignee for the submitted invoice

6.2 All deductions (If applicable) will be accounted/deducted during SDAC generation before making the payments. Payment will be made through bank transfer only in no circumstance cash/ cheque payment will be made.

7. Deductions and Liquidity Damages

Breach of SLA is defined as performance lower than requisite performance in this Agreement. The following conditions shall specify breach of contract and the Buyer shall have the right to immediately terminate the Agreement.

1. Cumulative penalties reach 10% of the Contract Value; and
2. Subcontracting or outsourcing of the contract/ Agreement, in part or whole.

Penalties shall be levied on the Service Provider, for the violation of the Service Level Agreement as mentioned below:

#	Nature of Default	Description of default	Deductions
Defective/Damaged Goods			
1	a. Defect/Damage of up to 25% of the order (by volume)	Any kind of damage/destruction of printed material and/or Damage of product during logistics, or defect in the product such as low quality of material/printing, error in content, printing not according to buyer's specifications: Improper logo/pictures/color shades/improper binding/finishing, etc.	i. 2% of the contract value
	b. Defect/Damage from 25%-50% of the order (by volume)		ii. 3% of the contract value
	c. Defect/Damage of more than 50% of the order.		iii. 4% of the contract value or option to terminate the contract.
2	Delay in Delivery	Delay in delivery of the order or order not received at the desired location on time, as specified.	0.5% per week. Cumulative every week.
Non-supply of complete order (Shortfall)			
3	a. Up to 25% of the order	The quantity of order supplied is less than ordered.	a. 3% of the contract value
	b. from 25% - 50% of the order		b. 5% of the contract value
	c. more than 50% of the order		c. 7% of the contract value or option to terminate the contract

The maximum cumulative deductions on all the occasions put together shall not exceed 10% of the contract value and exceeding the limit is liable for cancellation of the Agreement.

8. Amendment of contract

During the service delivery period, some conditions may occur when the Buyer and/ or Service Provider may require amending the Agreement, some of such conditions may be as followed-

8.1 Amendment of the Contract after the event of Force Majeure: In case of occurrence of any exceptional event/ circumstance which has affected either party directly to perform the agreed services, the agreement can be amended. However, the cause, evidence, and nature of such effect shall be notified to the other party.

8.2 Amendment in statutory variations : All statutory variations leading to an increase in the cost of the contract will be debited to the buyer accounts.

8.3 Amendment of the Contract as per both parties' consent: Amendment of the Contract shall be done as per mutual consent of both the parties; no party shall be made liable to pay/ get any compensation for agreement amendment. However, the variation put together shall not reduce or exceed 25% of the contract value.

9. Termination of Contract

The Agreement shall come to an end either on completion of the Contract Period or shall be terminated for the following reasons:

9.1 Mutual consent: The contract may be terminated based on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any deductions or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including the notice period.

9.2 Breach of contractual obligations: Any incidents considered as a breach of contract will result in immediate termination of services. The Buyer shall have the right to terminate the Contract effective immediately by giving written notice to the Service Provider if, the Service Provider breaches a material provision of this Contract where that breach is not capable of remedy; or if the Service Provider breaches any provision of this Contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so.

9.3 Breach of SLAs: The contract may also be terminated if i) the cumulative penalties rise to 10% of the contract value ii) repeated breach of any SLA beyond 3 instances as per buyer discretion.

However, termination of this Contract shall not affect any accrued rights or remedies of either party.

10. Calculation Formula

Total Contract Value will be calculated as:

Total Contract Value = n * r * q, Where

n = No. of Pages per Item

r = Rate per Page

q = Quantity (No. of items)

Cost of Add-ons (if selected by the buyer in bid) will be added to the above values. Calculation of Add-Ons will be as per the below formula:

Add-Ons Value = (r1 + r2 + r3 + r4.....)*q

where r1, r2, r3, r4, etc. are the rates quoted by the service provider for all individual Add-On services,

and q = Quantity (No. of items)

तकनीकी-वाणिज्यिक स्पष्टीकरण | Techno-Commercial Clarification : [Click here to download](#)

अतिरिक्त आवश्यक डेटा/दस्तावेज़: खरीदार | Additional Required Data/Document(s) : Buyer

1. Sample image of desired product : [click here](#)
2. Additional customization details : [click here](#)

अतिरिक्त डेटा/दस्तावेज़ : विक्रेता | Additional Data/Document(s) : Seller

1. Lease/ Agreement/ Rent Receipts (in Case Of Rented Space) To Be Uploaded : [click here](#)
2. Debarment / Blacklisting By Any Govt./psu/ulb/parastatal Organization In Last X Years : [click here](#)
3. Additional Doc 1 (Requested in ATC) : [click here](#)
4. Certificate (Requested in ATC) : [click here](#)

ईपीबीजी विवरण | ePBG Detail

सलाहकार बैंक Advisory Bank :	IDBI Bank
ईपीबीजी प्रतिशत (%) ePBG Percentage(%):	5.00
बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा The bidder shall furnish ePBG as applicable as per bid's terms and conditions	

आरसीएम/एफसीएम के संबंध में सामान्य खंड | General Clauses w.r.t RCM/FCM

1. Where ever RCM is applicable, for sellers (Regular GST registered seller who opted out of FCM as per notifications of GST like GTA , unregistered seller), Buyer have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this contract. Seller will invoice buyer with Zero GST and GST cess.
2. For Registered sellers as per FCM, rates will be inclusive of prescribed rate of GST and GST cess. ITC available to buyer as shown in the bid document have been applied while evaluating the bids. Seller has liability of paying the GST and GST cess to the govt and same will be charged from buyer while invoice.
3. For Registered sellers who opted for RCM while quoting for specified category under section 9(3) like GTA rates will be exclusive of GST and GST cess. GST and GST cess as indicated by the buyer in the bid document payment of GST and GST Cess will be the liability of buyer.
4. For Unregistered sellers Liability of payment of GST and GST cess is in Buyers scope. GST and GST cess as indicated by the buyer in the bid document will be the liability of buyer . Unregistered seller will invoice buyer with zero GST and Zero GST cess.
5. For sellers under Composition Scheme: There is no liability of payment of GST and GST cess in Buyers cope. Seller will invoice Zero GST and GST cess in the invoice to buyer.

नियम और शर्तें | Terms and Conditions

1. General Terms and Conditions-

- 1.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable
- 1.3 All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

2. Buyer Added Bid Specific Terms and Conditions-

2.1 Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2.2 Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Manager (OS)
LIC of India, Delhi DO-3
Upper Ground Floor, "Jeevan Pravah Building"
District Centre-Janakpuri
New Delhi-110058

2.3 Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

2.4 Forms of EMD and PBG:

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

LIC of India
payable at
New Delhi

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2.5 Forms of EMD and PBG:

Bidders can also submit the EMD with Banker's Cheque in favour of

LIC of India

payable at
New Delhi

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2.6 Forms of EMD and PBG:

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

LIC of India
payable at
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

2.7 Buyer Added Bid Specific ATC:

Buyer Added text based ATC clauses

(1) Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regard.

(2) After award of contract, successful bidder shall submit the artwork for approval and will get it approved within the lead period of 7 days.

(3) In case of GSM below the mentioned acceptable range, proportionate recovery or rejection of items shall be decided at the sole discretion of the Competent Authority depending upon merits of each case.

(4) In terms of provisions of Section 33(3) and 33(4) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer", to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of the Insurance Laws (Amendment) Act 2015, who may examine on oath any Manager, Managing Director or other Officer of the service provider or contractor where the services are outsourced by LIC of India."

(5)

Additional Specifications & Delivery Schedule

Sr. No.	Item	Additional Specifications	Total Qty.	Delivery Schedule (In no. of days from service start date)		
				Quantity	Delivery to start after	Delivery to be completed by
1	Plain Computer Continuous Stationery with LIC logo (9x12x1) Size-229x305 MM	(1) Printing- In printing, only name & logo is to be printed on single side of sheet (2) Numbering-Each sheet must have distinctive continuous number starting from 1 to 4000000 printed on right side bottom (3) Printline is to be printed having GeM Bid No, Vendor's name, Lot No./Qty/Month & year	4000 (Copies or Packets) Each packet containing 1000 sheets	Lot-1-1000 Packets Lot-2-1000 Packets Lot-3-1000 Packets Lot-4-1000 Packets	0 90 210 330	30 120 240 360
2	Plain Computer Continuous Stationery with Carbon & LIC logo (9x12x2) Size-229x305 MM	(1) Printing- In printing, only name & logo is to be printed on single side of sheet (2) Numbering-Each sheet interleaved with carbon must have distinctive continuous number starting from 1 to 150000 printed on right side bottom (3) Printline is to be printed having GeM Bid No, Vendor's name, Lot No./Qty/Month & year (4) 2 Parts-Unit folds of 500 (1000 sheets with 500 carbons)	300 (Copies or Packets) Each packet containing 2 Parts-500 unit folds {1000 sheets (500+500) in interleaved with 500 carbons}	Lot-1-100 Packets Lot-2-100 Packets Lot-3-100 Packets	90 210 330	120 240 360
3	Plain Computer Continuous Stationery with LIC logo (15x12x1) Size-381x305 MM	(1) Printing- In printing, only name & logo is to be printed on single side of sheet (2) Numbering-Each sheet must have distinctive continuous number starting from 1 to 400000 printed on right side bottom (3) Printline is to be printed having GeM Bid No, Vendor's name, Lot No./Qty/Month & year	400 (Copies or Packets) Each packet containing 1000 sheets	Lot-1-100 Packets Lot-2-100 Packets Lot-3-100 Packets Lot-4-100 Packets	0 90 210	30 120 240

4	Computer Continuous Stationery Size-381x305 MM	(1) Numbering-Each sheet must have distinctive continuous number starting from 1 to 100000 printed on right side bottom (2) 1 vertical perforation required in the middle splitting the sheet into 2 parts (3) 4 colors printing on both side of sheet (4) In a packet of 1000 sheets, no of pages has been taken as 2000 due to both side printing. (5) Printline is to be printed having GeM Bid No, Vendor's name, Lot No./Qty/Month & year	100 (Copies or Packets) Each packet containing 1000 sheets or (2000 pages due to both side printing)	ts Lot-1- 50 Packets Lot-2- 50 Packets	330 90 210	360 120 240
5	Computer Continuous Stationery Size-381x305 MM	(1) Numbering-Each sheet must have distinctive continuous number starting from 1 to 40000 printed on right side bottom (2) 1 vertical perforation required in the middle splitting the sheet into 2 parts (3) Single color printing on both side of sheet (4) In a packet of 1000 sheets, no of pages has been taken as 2000 due to both side printing. (5) Printline is to be printed having GeM Bid No, Vendor's name, Lot No./Qty/Month & year	40 (Copies or Packets) Each packet containing 1000 sheets (2000 pages due to both side printing)	Single lot	90	120
<p>Note: Size of paper are mentioned in MM</p> <p>For single side printing a sheet of specified size is counted as single page and in case of both side printing the same sheet of specified size will be counted as 2 pages (Front & Back). The rates are to be quoted accordingly and will include all costs including packing as mentioned below.</p> <p>Packets will required to be packed in Brown paper</p>						

(6) Please ensure to upload-

A) Documentary evidence in the form of certified audited Trading & Profit & Loss A/C, Balance Sheets or a certificate from the Chartered Accountant /Cost Accountant indicating the turnover details for FY 2022-23, 2023-24, 2024-25 in support of minimum average annual financial turnover criteria.

B) Copies of relevant contracts/work orders related to same or similar type of services to any Central/State Govt. Organization/PSU during each of the FY 2023-24, 2024-25 in support of Past experience criteria.

(C) Duly completed Integrity Pact (Uploaded in Bid document)

(D) EMD/Documents for exemption, if any as per Bid document.

C) Any other document required as per bid.

Note:

1. Service Providers are required to raise invoices online as per the contract terms on GeM portal. Timely invoice submission is mandatory for compliances, smooth payment processing, and will also contribute to improving their ratings.

2. The Excess settlement has been enabled for this contract. The service provider can claim additional charges, if applicable, in the invoice. Any additional charges must be supported with documentary evidence.

नोट: यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है।

Note: This is system generated file. No signature is required.