



Ref. OS/P&S/Stationery Items - 2026

26th May 2026

Limited Tender

"This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected approved vendors of the processing Procuring Office/Department's registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may apply for registration with procuring Office/Department as per procedure

Re: **Annual Contract for supply of Stationery & Book items .**
Enquiry No. Stores/OS/P&S/01-05/2026

Kindly send your minimum quotation for the supply of Stationery & Book Items as per the particulars given below:.

Sr. No.	Item	Approx. Quantity Nos.	Rates per unit (without GST)
1	Ordinary Ball Pen – Blue (Brand : Cello Winner)	5000	
2	Ordinary Ball Pen – Black (Brand : Cello Winner)	1500	
3	Ordinary Ball Pen – Red (Brand : Cello Winner)	1000	
4	Pilot Hi-Tecpoint 05 pens – Blue (Luxor Company)	200	
5	Pilot Hi-Tecpoint 05 pens – Black (Luxor Company)	100	
6	Pilot Hi-Tecpoint 05 pens – Red (Luxor Company)	50	
7	Pilot Hi-Tecpoint 05 pens – Green (Luxor Company)	50	
8	White Board Writing Marker Pens – Reynolds Brand in Red/Blue/Black/Green Colour	200	
9	Marker pen for writing on CD/DVD -Brand – Camlin – Black & Blue Colour	100	
10	Faber-Castell Text liner product code -154805 (Highlighter)	400	
11	Luxor Brand- Sign Pen (sketch pen) - Red/Blue/Black/Green colour	300	
12	Marker pen permanent (Camlin)	150	
13	Pierre Cardin Golden Eye exclusive roller pen	500	
14	Cello Paper soft Ball pens	1000	
15	Binder Clips (Size – 32mm) (Vikram)	200 Pkt.	
16	Binder Clips (Size - 25mm) (Vikram)	200 Pkt.	
17	Binder Clips (Size - 19mm) (Vikram)	200 Pkt.	
18	Binder Clips (Size - 15mm) (Vikram)	200 Pkt.	
19	Drawing Fixing Pins (Box of 50 Nos.) Brand : Vikrant Classic Colour Push Pin	100 Boxes	
20	Gem Clip 35 mm Brand : Vikram	1000 Pkt	
21	Envelope opener 9mm (cutter) Mahavir Brand)	50 Nos	

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22	Assorted Office Pins - Bright Nickel Electroplated. (Box of 90gms.- Vikram Brand)	50 Boxes	
23	Poker 7" with wooden handle. Non-rusting pointer, good quality.	25Nos	
24	Scissor (Medium) Stainless Steel – Munix by Kangaroo SL 1150 128mm	250 Nos.	
25	Tag Red (12" long – Strong good quality Packet of 100 (Sample required)	1000Nos	
26	Stapler Big Brand Original Kangaroo HD-45	200 Nos.	
27	Stapler Small Brand Original Kangaroo No. 10	900 Nos.	
28	Stapler Pins Big (Pkt. Of 1000 Pins.) (Kangaroo Original No. 24/6 – 1m Brand)	500 Pkt	
29	Stapler Pins Small – (Pkt. Of 1000 Pins.) (Kangaroo Original No. 10 – 1m Brand)	1000 Pkt	
30	Stamp Pad Big (Kores Brand) 95 x 159 mm	50 Nos.	
31	Stamp Pad Medium (Kores Brand) 70 x 111 mm	50 Nos.	
32	Glue Stick Kores brand) 15 gms.	500 Nos.	
33	Punching Machine (Medium) Kangaroo – DP-280	200 Nos.	
34	Pin Cushion (Magnetic) Omega Brand	50 Nos.	
35	Gum Paste big 150 ml. Camel Brand	100 Nos.	
36	Gum Paste Big 700 ml Camel Brand	50 Nos	
37	Thick Twine plastic wires – Good Quality (200 gram pkt.) (Submit sample)	500 pkts.	
38	Elastic Nylon Rubber Bands - 4" Size (Pkts. of 500 gms in polythene bag) Leera Brand)	75 pkts.	
39	Correction Fluid Pens - Reynold	150 Nos.	
40	Foot Rule (12") Plastic Omega Brand	200 Nos.	
41	Pencil Sharpner (Natraj)	500 Nos	
42	Pencil Eraser (Natraj Plasto 621)	500 Nos.	
43	Pencil (Natraj Brand) (Box of 10 pencil)	2000 Nos.	
44	Cello tape – small ½ inch 10 meter wonder brand	500 Nos.	
45	Brown Tape 2" for packing 60 meter wonder brand)	300 Nos.	
46	Yellow Post-It Pad 3/3 JB-9 brand	300 Nos.	
47	Post-It pad 1/3 colour JB-9 brand	700 Nos.	
48	Sponge Pot	300 Nos.	
49	Kraft Paper for packing: size – 44" x 29" (Ream of 480 sheets.)	70 GSM paper of A grade mill	5 reams (2400 nos)
50	One Quire Note Book – F/s (Quire of 96 pages) (Size – 8.5" x 13.5")	200 Nos.	

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	Paper – 60 GSM White Cream wove Paper of A Grade Mill with ruling Label – LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover		
51	Two Quire Note Book – F/s (Quire of 96 pages) (Size – 8.5" x 13.5") Paper – 60 GSM White Cream wove paper of A Grade Mill with ruling Label – LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	200 Nos.	
52	Three Quire Note Book – F/s (Quire of 96 pages) (Size – 8.5" x 13.5") Paper – 60 GSM White Cream wove paper of A Grade Mill with ruling Label – LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	200 Nos.	
53	Four Quire Note Book – F/s (Quire of 96 pages) (Size – 8.5" x 13.5") Paper – 60 GSM White Cream wove paper of A Grade Mill with ruling Label – LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	200 Nos.	
54	Two Quire Note Book – F/s Ledger Paper (Quire of 96 pages) (Size – 8.5" x 13.5") Paper – 95 GSM Ledger paper with ruling Label – LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	200 Nos.	
55	Four Quire Note Book – F/s Ledger Paper (Quire of 96 pages) (Size – 8.5" x 13.5") Paper – 95 GSM Ledger paper with ruling Label – LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	200 nos.	
56	Conference Pads [Size : 8.75" (Length) x 5.25" (Breadth)] Pages 25 Sheet in each pad (i.e. 50 pages) Perforation : to be done on top at a distance of 0.75 Spiral : side spiral binding. Design for cover page to be done by the supplier. Ruling : As per our specimen on both sides. Binding : A Strip of rexine is to be struck on top to hold the paper strongly Paper : Front and back cover – 300 GSM Super white Indian Art Paper of A Grade Mill Inside Pages – 80 GSM White super sunshine paper of A Grade Mill	4000	

Handwritten initials and a signature mark.

	Printing : By screen printing process in bilingual on front of the pad in four colour and LIC's emblem in 4 colour to be printed on each page front and back .		
57	Four Flap Folders (Corporate blue colour) Size : 14" X 10" with full flap & 5" strong tape running horizontally & vertically through 32 oz cardboard	1000	
58	Two Flap Folders (Corporate blue colour) Size : 14" X 10" with 3" flap & " strong tape running horizontally through 32 oz cardboard	2000	
59	Index File (Box File) – Size : 13.5" x 11" x 3" with LIC name emblem and logo slip pasted as per our Corporate Identity Programme. Quality : 36oz Strawboard with perfect new Kangaroo Button clip	2000	
60	Office Spring Files (Spring File) – Size : 14" x 22" – open & 14" x 11" – closed. Printing of LIC name, emblem and logo as per Corporate identity programme. Paper : 31 kg Sirpur paper, assorted colours with superior quality (chromium spring clip of 9" + Attached patti on page) with 3 side printing in single colour	7000	
61	XEROX PAPER TRIDENT F/S (75 GSM)	100	
62	XEROX PAPER TRIDENT A3	50	

Taxes : If applicable kindly mention separately in percentage, also GST if any.

Your rates will be applicable for a period of one year. It may be noted that we will order any amount of quantity at any time during the period of the contract. You will have to deliver the items as and when the piecemeal order is placed by us within 1 or 2 days from the date of order. Please note that the quantity mentioned is our approximate requirement and likely to increase or decrease.

If the rates quoted by you are approved by us, we will place order with you for supply of the above for a period of one year. During this period you shall not seek nor shall we agree to any increase in the rates, except to the extent of any additional Statutory Levy. At the end of the said period, the contract may be reviewed; either continued with or without amendments on a mutually agreed basis for next 12 months or may be discontinued. Notwithstanding what is stated herein above, if circumstances warrant, the Corporation reserves to itself the right to terminate this contract even during its currency.

This enquiry is further subject to the Terms and Conditions as mentioned below.

My
Signature

Quotation to be sent in a sealed cover bearing your name, address, and above reference and addressed it to:

The Secretary (OS),
L.I.C. Of India, Yogakshema,
Central Office, O.S. Dept.
4th Floor, (west wing)
Jeevan Bima Marg,
MUMBAI – 400 021
Ph 66598416/66598422

Quotation should reach us on or before **15/06/2026 up to 2.30 pm.**

Yours faithfully,


Secretary (OS)





TERMS AND CONDITIONS OF THE TENDER

1. The tender should be dispatched so as to reach this office on or before the due date specified.
2. Each page of the offer should be signed by the tenderer.
3. Quotations should be sent in a sealed cover superscribed with the reference number of tender enquiry and due date of opening.
4. Please note that your offer should be kept open for minimum 30 days from the due date.
5. Please note the description, **BRAND** and specification of Stores carefully and your offer should be in according with the same. If you quote any stores with deviations in specifications, the same may please be clearly mentioned in your tender; otherwise it will be deemed that you have quoted for the specified stores of specific brand.
6. Wherever detailed **SPECIFICATION//BRAND** are not given for the stores, it will be presumed that the material of highest quality is offered, in such cases, **the tenderer should send a sample for approval alongwith the tender.**
7. All samples including the samples of paper should bear clearly the specifications like make, quality, size, weight, etc on the sample itself and should be certified by the tenderer by his signature and affixing his office seal.
8. Offers subject to conditions, 'like subject to prior sale', 'subject to availability of stores' or with similar conditional offer, will be subject to rejection on technical ground. Please note that any conditional offer will be termed as technically disqualified.
9. All deliveries must be made as per our instructions either at our Offices or at our godown free of any charge.
10. No alterations either in quantity or quality of the items indented or in the period of execution or enhancement in the rate of articles shall be allowed, unless previously ratified by the Corporation in writing.
11. If after the supply is delivered, it is discovered that the materials supplied do not conform to the specifications, such supply may be rejected at the suppliers cost who will have to supply the materials exactly according to specifications and in the event of non-compliance with this condition, the Corporation shall be at liberty to take such action as it may decide to be warranted, in addition to reimbursing the Corporation of such additional cost as may be incurred by it in replenishing it with supplies from other sources. Further, in that event Corporation reserves the right to blacklist the supplier.
12. In case of failure to deliver the goods on or before the specified dates/s, the Corporation shall be at liberty to purchase the goods or such part thereof as it may decided, from any other supplier and the supplier at default shall be liable to make good any loss or damage that the Corporation may suffer due to such purchases as shall be called upon to pay to the Corporation, liquidated damages as provided under Clause 13, herein

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under. In addition, the Corporation also reserves the right to blacklist the Vendor for not executing the allotted job and for causing damage to the image and goodwill of the Corporation.

13. If the Supplier fails to comply with the provisions of Clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion or in case the Supplier fails to comply with the provisions of any other Clause, it shall pay to the Corporation, liquidated damages at the rate of ½% of the outstanding order value for every week or part thereof of delay (subject to a maximum of 7½ % of the total order value). Such sum will be construed as and taken as liquidated damages and not as penalty, and the Corporation shall be at liberty to deduct such sums from any monies due to the Printer/Suppliers under these presents or may otherwise recover the same separately.
14. The Bidder will have to remit 2% of the total estimated value as Earnest Money Deposit, i.e Rs 10000/- in the form of DD in favour of LIC of India payable at Mumbai to be submitted before Bid End date. Vendors claiming exemption of EMD are required to submit proof for the same. MSME vendors are eligible for availing themselves of benefits under the Public Procurement Policy.
15. Successful bidder will have to submit security deposit to the extent of 5% of total order value within 15 days from the date of placing order. The Security Deposit will be released after settlement of the final bill upon conclusion of the contract.
16. The Corporation also reserves the right to blacklist the printer / supplier in case of failure to undertake the job, after placing the order at the quoted rate.
17. No advance payment will be made till the order is fully executed except that the Corporation may, in a particular case stipulate that payments will be against partial deliveries, in which case such partial payments will be made.
18. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the headquarters of the Corporation's Office placing the order and shall be subject to adjudication by a Court in that City.
19. Stores rejected after the receipt will have to be taken by the suppliers at their risk and cost.
20. The Corporation reserves the right to reject any offer in part or full without assigning any reason. In the event of our accepting a part of any item of your offer, quoted rate for the full quantity shall be considered as valid unless specifically stated to the contrary in your offer.
21. Any tender not in compliance with the above terms and conditions and the specifications sheet will be liable to be rejected.

 