

Kolhapur Divisional Office

Centre Point Complex, Station Road, Kolhapur - 416 001
 Tel.No.0231-2653587,9425031367(Shri A.K. Das),9372344055

(Mrs P.C.Bhurke) E-mail: os.kolhapur@licindia.com

REF : KDO/OS/02/2026-27

22/06/2026

RE: Tender for the purchase of Common Receipt & Single Notice for Multiple Policies for the period 01/07/2026 to 30/06/2027

With reference to above subject it has been decided to call for the Quotations from empanelled vendors for continuous stationery of Common Receipt and Single Notice for Multiple Policies to be supplied to us during the current financial year on the basis of rate contract. You are advised to go through the following terms and conditions carefully before submission of tender. We are enclosing herewith samples of these forms for your scrutiny. These samples are meant for rate assessment and are not indicative of quality or grammage of the paper to be supplied.

S. No.	Activity	Details
1	Tender No.	Tender No. OS/02 (Tender for the purchase of Common Receipt & Single Notice for Multiple Policies for the period 01/07/2026 to 30/06/2027)
2	EMD	Rs. 5000/- (Rs. five Thousand Only) by way of Demand Draft drawn on any Scheduled Bank payable at KOLHAPUR favoring Life Insurance Corporation of India or through NEFT. Not applicable to MSME / NSIC vendor with valid certificate.
3	Security Deposit	30000/- is to be deposited within 15 days of the date of acceptance letter.
4	Tender Fee and Documents	Tender forms will be issued on payment of Rs.236/- including GST in cash/DD on cash counter (non-refundable) from OS Department, LIC OF INDIA,KOLHAPUR DIVISION OFFICE, Centre Point Complex, Station Road, Kolhapur - 416 001 The tender document can be downloaded from www.licindia.in under "Tenders". Firms/Agencies/Companies having registration under NSIC/MSME will be eligible for exemption from tender fee.
5	Date of Sale of Tender Documents and Time	22.06.2026 from 10:15 AM to 06.07.2026 up to 05:30 PM (Excluding Saturday, Sunday and Public Holidays)
6	Contract Period	Contract period will be for one year and may be extended one more year on the same rates, terms and conditions for another one year on mutual consent.
7	Notice Period for Termination of Contract	One month if LIC intends to terminate the services. Three months if the vendor/service provider intends to terminate the contract.
8	Validity of Bid	90 days from the opening of tenders.
9	Address for Submission of Bid	MANAGER OS,2 ND FLOOR, LIC OF INDIA,KOLHAPUR DIVISION OFFICE, Centre Point Complex, Station Road, Kolhapur - 416 001

10	Last Date And Time Submission of Bids documents	Bidders fulfilling the eligibility conditions for Tender for the purchase of Common Receipt & Single Notice for Multiple Policies should submit sealed covers superscribed as Tender No. OS/02, dated 22.06.2026, " Tender for the purchase of Common Receipt & Single Notice for Multiple Policies " on or before 06.07.2026 up to 05:30 PM (last date of submission of tender). The Tenders/Quotations received late or / not in properly sealed cover / not conforming to the prescribed conditions/ not completed in all respect will be rejected and will not be considered. DD for EMD should be in separate envelope.
11	Bid Opening Date / Venue	The sealed covers will be opened by the Tender Opening Committee on 07/07/2026 at 11:00 AM. The concerned agency/firm may remain present at the time of opening of the tender at Conference Hall, 2 ND Floor, Centre Point Complex, Station Road, Kolhapur - 416 001 .
12	Contact Details	Ph. No. 0231-2653587 Email: os.kolhapur@licindia.com
13	Official Website (URL)	The tender document can be downloaded from the website www.licindia.in under "Tenders" section – " Tender for the purchase of Common Receipt & Single Notice for Multiple Policies – KOLHAPUR Division".

In case there is any change in the schedule, the same will be displayed on our website.

(Signature of vendor with seal)


Sr. Divisional Manager

KOLHAPUR Division





Kolhapur Divisional Office

Centre Point Complex, Station Road, Kolhapur - 416 001

os.kolhapur@licindia.com / 0231-2653587

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The terms and conditions for the supply are as follows: -

1. Your quotation should be correction free. Any kind of cutting/overwriting in the quotation will make it invalid.
2. **Security Deposit:** On scrutiny of the quotations Successful Tenders will be informed regarding the allotment of job. Since the yearly contract value is not fix hence the security deposit of Rs.30000/- by D.D. payable at kolhapur/cash is to be paid at our cash counter before receipt of our first order. The security deposit will be refunded after completion of contract period. No interest will be paid for the same.
3. **Quality:** The stationery should be fit for printing not only on Dot Matrix printers but line printers and line matrix printers of 1000 LPM speed also.
4. **Grammage:** Expected grammage of the form is **80 for Common Receipts and 70 for Single Notice for multiple policies**. The supply should adhere to this grammage. Vendor should use "A" grade paper for printing of stationary.
5. **Numbering:** All the sheets are to be serially numbered. The Common Receipts are to be numbered twice i.e. on the receipt & on its counterpart.
6. **Logo on blank stationary:** Blank stationary should be printed with a small logo of LIC with D.O. name and some other printed items such as unit name, transaction number, date etc (Please go through the specimen copy available with the tender document).
8. **Processing:** a) You are requested to quote paper brand and to confirm the type and grammage of the paper specified by us. If your paper is found to be lower in grammage or is not of the brand offered by you in your quotation and quality is inferior, the entire stock with us will be rejected and we shall not be liable for making any payment for such sub standard supply irrespective of the quantity used or damaged at our offices. Further the security deposit will be confiscated.
b) A line containing your name, Paper Manufacturing Company (West Coast) the name of the paper (Lucky Parchment) its grammage and the quantity printed with the year of printing, should invariably be printed in the margin of each form in small letters.
9. **Artwork:** The artwork for which the order is placed should reach us **within 7 days** from the date of the order for verification & the same after all corrections if any, should reach us within **next 7 days** for finalization which should be error free & without any mistakes, omissions, additions etc .If the above schedule is not observed the order will be liable for cancellation.
10. **Packing:**
 - a) Every bundle of 1000 sheets of papers should be wrapped up in water proof plastic or polythene bag. Your failure to meet this requirement will attract penalty.
 - b) One sample of the form is to be pasted on the side of the box.
 - c) The box should contain 4000 sheets of common receipts and 2000 sheet of Premium Notices.

- d) The serial numbers (From - To) of the sheets should be mentioned prominently on the box.
- e) The size of the Packing Box should match to the size of the aforesaid Stationery.
- f) Labels to be printed and pasted on each cartoon showing name of the printer, name of the form & quantity.

Note: Please note that Adhesive Tape should not be used anywhere in the bundle of 1000 sheets.

11. Delivery: Delivery is to be given at Stationary room of Divisional Office at Second floor.

12. Time Limit: The limit for supply of the stationery would be **21 days** from the date of finalization of the art work by us conveyed to you.

13. Rates: Rates should be valid for above mentioned tender period. Rates should be quoted on the basis of F.O.R.(Freight on Road) and door delivery at our offices. This includes all taxes and expenses such as GST and other taxes, packing and forwarding charges, transport, door delivery charges and unloading charges etc. Nothing extra will be paid.

14. Inspection: On receipt of the stationery the quantity of the forms will be checked by Divisional Office & Branch Offices. Quality will be verified only during the usage in course of daily work and hence we have a right to demand for replacement of defective stationery or claim for costs therefore whenever the defect/s is located.

15. Payment: On the receipt of the entire supply of stationery to respective units, payment will be made within 15 days, provided supplied stationery conforms to our norms as mentioned above. Two copies of the bill are to be submitted for the settlement of the bill.

16. Rejection: In case the delivery of the stationery is not given in the stipulated time limit or if the stationery is otherwise found to be unacceptable / damaged, the same will have to be replaced immediately or the entire supply is liable to be rejected. In such cases, the total "Security Deposit" will be confiscated. The purchase order is also liable to be cancelled and no further correspondence will be entertained once the order is cancelled

17. Penalties: A penalty@1 % of the cost of the stationery per week (maximum 6 % of cost of stationery) will be imposed if the delivery/ies are delayed beyond 21 days after the submission of final art work. In case, defective supply of stationery is accepted by us, an appropriate penalty as decided by us will also be imposed besides other penalties, if any at the discretion of Sr. Divisional Manager.

The Sr. Divisional Manager is the competent authority to reduce or waive the penalty depending on the merits of the case. If supply is delayed for more than three weeks from expiry of 21 days, we may refuse to accept the delivery.

18. Rights: The Competent Authority reserves the right to accept or to reject any quotation without assigning any reason.

19. The Competent Court in the Kolhapur city shall alone have jurisdiction in respect of all claims and / matters pertaining to this order or arising out of in connection with this contract.

20. EXTENSION- ON THE BASIS OF QUALITY OF SERVICE AND GOODS PROVIDED, EXTENSION OF ONE YEAR WILL

BE GRANTED AFTER COMPLETION OF ORIGINAL TENDER PERIOD. ONE YEAR EXTENSION WILL BE APPLICABLE

ONLY TWICE. EXTENSION OF CONTRACT WILL BE DEPENDING UPON ACCEPTANCE OF BOTH PARTIES. EXTENSION OF

CONTRACT IS SOLELY DEPEND UPON ACCEPTANCE OF COMPETENT AUTHORITY OF LIC.

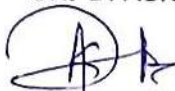
You are requested to send your quotation in our enclosed format only in a sealed envelope super scribed with "Quotation for Common Receipts Stationery" and addressed to the MANAGER (OS) as under so as to reach us by 06.07.2026 up to 05.30 p.m. Quotation otherwise than in prescribed format and received after this date is not likely to be considered. Quotations will be opened on 07.07.2026 at 11.00 a.m.

Quotation for Common Receipts Stationery

The Manager (OS),
LIC of India, Kolhapur Divisional Office,
Centre Point Complex , Station Road,
KOLHAPUR-416001 (MAHARASHTRA),
Phone No-0231 - 2653587 / Poonam Bhurke (AAO/OS) - 9372344055

Thanking you,

Encl: Prescribed format.


SR. DIVISIONAL MANAGER

AAO/OS

RATE QUOTATION FORMAT.

S. N.	Description	Paper Brand	GSM	Remark	Quantity	Quote your Rate Per Thousand Rs. (Including all taxes and charges.)
1	Common Receipt As per Specimen.	TNPL	80	10 x 6 Both side perforation and Proper perforation between Main and counterpart.	Up to 5 Lakh	
					500001 to 700000	
					700001 to 1000000	
2	Single Notice for multiple policies As per specimen	TNPL White Cream wove	70	Both side printing single colours Inland size. 29.2cmx20.2 cm. (11.5x8x1 inches) Perforation: to suit continuous printing on ICL LP 720/1130 Sprocket Punch on both Side.	Up to 1 Lakh	
					100001 to 200000	
					200001 to 300000	

Name, Address, Seal and Sign of the vendor.

