



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA  
NAGPUR DIVISIONAL OFFICE,

NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.

Ph.Nos.0712- 2546444, 2546476, email id: [os.nagpur@licindia.com](mailto:os.nagpur@licindia.com)

**NOTICE INVITING TENDER QUOTATION FOR SUPPLY OF TABLE STATIONERY( Global Tender.)**

**TENDER NO. 02/2023-24 (Estimated Cost 5 Lakh approx. )**

LIC of India, Nagpur DO intends to invite quotations under TWO-BID system for SUPPLY OF, **TABLE STATIONERY**, in sealed envelope from Open market VENDORS, as the approved panel of Vendors is not existing. The quotations, meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. **For complete details and bid documents please log on to our website [www.licindia.in](http://www.licindia.in) and go to “Tenders” and click on the link “Tender for SUPPLY OF TABLE STATIONERY ,LIC, Nagpur Division”.** Application forms may be obtained from OS department of Divisional Office Nagpur of LIC of India at above mentioned address from 12/06/2023 till 26/06/2023 on all working days from 10 AM to 3.00 PM.

**Last date for submission of tender forms is 26/06/2023 (3PM)**

LIC of India reserves the right to accept or reject any or all offers/ Quotations in full/ part without assigning any reason whatsoever.

Sr. Divisional Manager



NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.  
Ph.Nos.0712- 2546444, 2546476, email id: os.nagpur@licindia.com

**TENDER NOTICE FOR SUPPLY OF TABLE STATIONERY**

S.NO	ACTIVITY	DETAILS
1	Tender No. / Date	Tender No. 02 and Date 12/06/2023
2	EMD	Rs. 10,000/- (Eight thousand Only) Refundable, by way of Demand Draft drawn on any Schedule Bank Payable at Nagpur Favoring Life Insurance Corporation of India. ( Estimated Cost 05 lakhs).It is not applicable to MSME/ NSIC Vendors with valid certificate
3	Tender Fee	250/- (Two Hundred Fifty only) + 18% GST i.e 45/-), non-refundable, by way of Demand Draft payable at Nagpur favoring Life Insurance Corporation of India. In case Tender papers are downloaded from the site of tender page, a Demand Draft of Rs. 295/- (Rs. Two Hundred Ninety five Only) is to be enclosed with Technical Bid. It is not applicable to MSME/ NSIC Vendors with valid certificate
4	Address for submission of bid (to be put in Tender Box)	OS Deptt. Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, S.V.Patel Marg, Station Road, Nagpur. 440001.
5	Submission of Bids Date And Time	Bidders fulfilling the eligibility conditions as per Technical Specifications mentioned in the tender should submit <b>separate sealed covers</b> superscripted as " <b>Technical Bid</b> " & " <b>Financial Bid</b> " put together in a large sealed cover Superscripted as Tender No.02,dated 12/06/2023 " <b>Tender for supply of TABLE STATIONERY</b> " and Name of Tenderer on or before 26/6/2023 up to 3.00PM (last date of submission of tender). Tender Application Forms may be obtained from OS Deptt. Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, Station Road, Nagpur. 440001 from 12/06/2023 to 26/06/2023 on all working days from 10 AM to 3 PM on payment of Rs. 250/- as tender fee + GST 18% 45/- by cash on cash counter , if applicable.
6	Technical Bid opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender Opening committee on 26/06/2023 at 04.00 P.M . The concerned agency/firm may send one representative at the time of opening of the Tender. Venue address as mentioned above at S.NO.4.
7	Contact Details	Ph.Nos.0712- 2546444, 2546476, email id: os.nagpur@licindia.com go to "Tenders" and click on the link " <b>TENDER FOR SUPPLY OF TABLE STATIONERY</b> , Nagpur.

**INSTRUCTIONS TO BIDDERS:** The sealed tender is invited for running contract under two bid system for supply of TABLE STATIONERY as per enclosed Annexure - A, B,C,D,E,F,.. The Bidders are advised to follow the following instructions.

As two bid systems are to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

(i) **Envelope No. 1: Technical Bid ( Samples/Certificate/EMD )** duly completed and signed each page should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "**Tender for TABLE STATIONERY " - 'Technical Bid'**. Firm's name and Address should be written on the envelope. The DD for tender fee/ EMD should be enclosed separately with the technical bid only.

(ii) **Envelope No. 2: Financial Bid (Annexure -F)** duly completed and signed each page should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "**Tender for supply of TABLE STATIONERY " - 'Financial Bid'**. Firm's name and address should be written on the envelope. Annexure-F should be duly filled with **net rates inclusive of all taxes and charges excluding GST**

(iii) **Envelope No. 3: Both the Envelope No. 1 and 2 as mentioned above,** are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as **Tender No.02 of 2023-24 "Tender for supply of TABLE STATIONERY "**. The name of firm should be mentioned on the envelope.

**Each page of all the Annexures - and other papers should be duly signed and sealed.**

The sealed tender envelope should reach us on or before **26/06/2023 at 3 PM** addressed to

The tender received after the stipulated time and date will not be entertained.

**The Manager (OS), OS Deptt.  
LIC of India, Nagpur Divisional Office,  
National Insurance Building, SV Patel Marg, Station Road,  
Nagpur. -440001**

**LIC of India reserves the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.**

**Sr. Divisional Manager**



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**APPLICATION FORM**

**TECHNICAL BID**

**Annexure-A**

S.No.	Information sought	Information Provided
1	Name of the Firm (In Block Letters)	
2	Date of Establishment / Incorporation	
3	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4	Correspondence address and telephone no. with email id	
5	Address of Head Office (If separate) and Telephone no.	
6	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/ Directors	
8	Name of Chief Executive with his present address and Telephone nos.	
9	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
9A.	Details of Demand Draft payable at Nagpur to be enclosed if the forms downloaded from web site.	
10	Name of Bankers with address & telephone nos. IFSC Code & A/C No.(Please attach Photo copy of bank pass book or Cancelled	

	<b>cheque of the Firm)</b>	
11	PAN No. of the Firm (Please enclose photocopy)	
12	Whether the firm has enough capacity for storing required raw materials needed.	
13	Details if registered with any other Government Authority as a supplier or printers.	
14	State the latest Income tax assessed year and the amount of tax assessed (Copies of last 03 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
15	Turnover for the last three financial years 2021-22 2020-21 ..... 2019-20.....	
16	Details of experience of running contract in any office of LIC of India and /or prestigious P.S.U.s. (Central), (Please fill Annexure-B).	
17	Mention any other specialties of your Establishment	
18	Whether holding certificate under shops and establishment act,(If applicable, duly renewed copy should be Enclosed.)	
19	Have your firm ever been blacklisted by LIC of India or PSU/BFSI organization/ Govt. / Semi Govt./ Quasi Govt. departments in India as on date of submission of bid or any order has been terminated or cancelled any time give details.	

**(Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)**

I/We \_\_\_\_\_ request Life Insurance Corporation of India, Nagpur Divisional Office to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of the tender and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable of supplying ordered materials by L.I.C of India, Divisional Office Nagpur.440001 within the stipulated time as desired by LIC of India.

Dated at .....this.....day .....2023

Signature with Seal

Name:

Designation:

**Note: The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.**



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Annexure-B

**Details of Existing Clients:**

(Separate page must be submitted for each Client)

Name of the Client	
Address of the Client	
Name, designation of contact person with telephone no. and e-mail ID	
Name:	
Designation:	
Landline No.:	
Cell No. :	
Email ID:	
Details of material supplied in last 3 years (Ref. No, date of work order with photo copy of same) ( Please attach attested copies of Purchase Orders executed or certificate from customer)	

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

Date.....



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Annexure-C

UNDERTAKING

Ref: OS/TENDER/ TABLE STATIONERY

We hereby confirm that we have not been blacklisted by LIC or PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:





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**Annexure- D**

**ELIGIBILITY CRITERIA & OTHER CONDITIONS**

1. The firm/Agency/Company should be having the experience of SUPPLY OF **TABLE STATIONERY** as mentioned in Annexure-F, OR in similar nature for at least 3 years (copy of proof must be enclosed)
2. The firm/Agency/Company /supplier should be on the approved panel of at least 3 reputed firms.
3. **The firm/Agency/Company /supplier should have registration with state and local authorities for undertaking the profession (copies of proof to be enclosed)**
4. Minimum annual turnover of the company should be **Rs20 Lakh** during **last three years certified by Chartered Accountant** and experience of having executed an order of one PSU/ Govt. /reputed pvt firm/company.
5. The company should have a valid PAN Card no. issued by Income tax department and GST registration No. if applicable
6. Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm or purchase order/ delivery memo etc. must be attached as proof.
7. **If the contracted amount exceeds Rs. 1 lakhs for a period of contract (01 Year) the tenderer (including MSME/NSIC registered vendors) have to deposit 3 % Performance security deposit on the basis of tender awarded value. Performance Security deposit will not carry any interest and same will be refunded to the concern printer/vender only after completion of contract.**
8. As per Central Government implementation of public Procurement Policy for Micro and Small Enterprises under 2012, the Tenderer is registered under DGS&D/ NSIC registered vendor / dealer / printer will be exempted from EMD/ tender fee on production/submission of certificate / documents. This exemption is valid only upto validity period of certificate as per Government regulations. In absence of any such document, tenderer shall be considered as not Registered under DGS&D/ NSIC.

**Declaration:**

I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all losses caused to LIC of India in the process. I/we agree that the decision of the corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/we have no objection if inspection of my/our premises/ workshop, shop, etc is done by the official of the corporation including inspection of the quality of any or all items of the tender.

Sign.....  
With seal of firm/company

Name & designation.....

Place..... date.....



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**Annexure-E**

**Terms and conditions of the Tender no. 02/2023-24 Table Stny.**

1. The tender in the prescribed format (**Hard Copy only**) to be submitted in Inward section of OS Deptt LIC of India Nagpur DO on or before the last date specified. No corrections are to be made in the terms quoted.
2. . **Technical bid envelop should be supported with the sample paper of all categories, i.e. 58 GSM of Ballarpur/ TNPL/ Andhra/ JK /Century Maplitho paper, for the all above items which the firm intends to supply as per our specifications mentioned in Annexure –F which is certified by concerned mill/authentic dealer and vendor’s seal and signature. It is mandatory to attach three samples where ever required, for above papers which the firm intend to supply. The variation of 5% in GSM of sample paper may be considered.**
3. .**The rates to be quoted in Annexure-F shall be on F.O.R basis, i.e. inclusive of Labour Charges and Transportation expenses and taxes. GST will be extra. The supplier has to ensure the delivery of material in good condition, duly packed at corporation store.**  
**The paper quality has to be “A” grade paper of Ballarpur/paper mills as mentioned in Financial Bid Annexure F.**  
**In work order supply each sheet will contain print line “item name/vendor’s name/ month-year of work order/qty”**
4. **The vendors/suppliers/printers who have been black listed/removed earlier by any office of LIC/ PSU/Govt. authorities, need not apply. If the firms order has been cancelled or terminated for quality reasons may not apply.**
5. **E.M.D. will not carry interest. However, EMD shall be refunded to those Vendors/Dealersto whom the Tender / Quotation is not awarded. And EMD will be refunded to the Vendor / Dealer after the completion of contract to whom it is awarded with out interest.**
6. **If the contracted amount exceeds Rs. 1 lakhs for a period of contract , the tenderer (including MSME/NSIC registered vendors) have to deposit 03% Performance security deposit on the basis of order value. Performance Security**

**deposit will not carry any interest and same will be refunded to the concern printer/vender only after completion of contract.**

- 7. The rates shall be valid for one year from the date the tender is awarded .The extension for period/quantity of this approved rates may be applicable for next one year, on mutual consent of both parties.**
- 8. The Corporation reserves the right to accept any quotation, this does not necessarily mean that the lowest quotation will be accepted.**
- 9. After engaging the services of the firm, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and the Corporation shall have the right to engage the services of any of other firm as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firm shall be legally bound to make good the same in monetary term to be decided by LIC. Corporation reserves right to cancel order at any time and need not assign any reason for that action.**
- 10. Life Insurance Corporation of India reserves its right to reject, accept or cancel fully or partly the process of tendering.**
- 11. Selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.**
- 12. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Nagpur and be subject to adjudication of competent Court in Nagpur only.**
- 13. Any tender not complying wholly with these terms and conditions shall be liable for rejection.**
- 14. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.**
- 15. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its Employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.**
- 16. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.**
- 17. The vendor shall give the services during the period of contract as per the LIC's requirements.**
- 18. If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.**
  
- 19. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, Life Insurance Corporation of India, Divisional Office Nagpur. Whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Nagpur. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.**
- 20. The employees/agents of the Supplier shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.**

21. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.
22. It is clearly understood by the Supplier that the persons employed by the Supplier for providing services as mentioned herein, shall be the employees of the Supplier and not of "The LIC". The Supplier shall be liable to make payments to its said employees.
23. If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time **Corporation reserve the right to forfeit the outstanding Bills/EMD/ performance Security Deposit**, further agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.
24. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.
25. **Supply of the items should be within 30 days from the date of purchase order.**
26. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
27. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
28. **The Vendor will have to deposit 03% of Contract Value as Performance Security Deposit within 10 days from the date of rate agreement. If the Vendor does not deposit Performance Security Deposit within stipulated period the Corporation will have right to deduct it from bills of the vendors.**
29. **No Advance payment shall be made for purchasing items and full payment will be made on completion of full order.**
30. After the approval of proof of art work order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of Stationery Deptt. LIC of India, National Insurance Building, Ground Floor, Station Road, Nagpur. 440001 or any other place that may be specified by the corporation if so needed.
31. Penalty as deemed fit by Corporation shall be imposed in case the stores supplied falls below the contractual specification with regard to the quality, quantity and time schedule of delivery of the stores. The minimum quantity of penalty shall however be as under and shall be recovered from Bills/ performance Security deposit.
  - A) Quantity/ Size : Minimum 10% of the order value for each i.e quantity or size
  - B) Quality - Minimum 10% of the order value.
  - C) Time Schedule : 1% per day penalty will be imposed after expiry of 30 days from date of purchase order subject to maximum 30%, **if any material fall and delay in supply in material beyond 60 days may attract following action such as forfeiture of outstanding Bill/Security deposit and blacklisting/removal from panel deemed fit by competent authority.**
32. In case of any deviation from the specification in paper size/quality/brand/printing/binding/GSM/ weight etc the order shall be liable for rejection or acceptance with appropriate penalties at the sole discretion of competent authority of LIC of India..
33. If defects of any kind in printing or deviation from specification etc are detected and reported to supplier then suitable replacement is to be made or defect to be removed by

supplier free of charge unless additional job is assigned which was not expected of him at the time of placing the orders. The quantity of orders may be increased or decreased at corporation's discretion.

34. If variation in the GSM/Specification of paper and items is observed on receipt of consignment, the entire lot may be rejected besides imposition of penalty as stated in above paras at the discretion of competent authority of LIC of India..
35. **This shall be running contract with an option to increase or decrease the quantity of articles within range of +/- 25%. However we reserve the right not to give complete order or may give for part quantity as per our requirement, as specified in the tender or we may place repeat order Mly/Bi-Mly/Qly/Hly in the same month inspite of purchase frequency mentioned in office exigencies in certain order.**
36. **No extra Terms and Conditions of the vendor will be accepted at any time. If any vendor gives his own Terms and Conditions his tender may be rejected without informing him. No request of any nature in respect of deviation in timing, quality or quantity of supply will be entertained.**
37. **Art work / proof (first/subsequent) if any, be submitted within 10 days from date of handover of data to vendors for which data will be provided as per LIC's format and any request otherwise will not be entertained, failing which the purchase order will be placed with out further waiting . NO CDR FILE will be provided.**
38. **Delivery Memo must state clearly 1.Paper, 2.Make & 3.GSM./ BRAND**
39. The tender notice is also available at our official website: [www.licindia.in](http://www.licindia.in). Overwriting/white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC.
40. **Mere submission of the Tender application does not confirm the right of selection.**
41. Provision for procurement from MSME as per LIC of India (Store) code 1959 are applicable.

#### **THE INSURANCE LAWS (AMENDMENT) ACT, 2015**

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.

2. In terms of provisions of Section 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

We agree with all terms and conditions of the tender.

Tenderer's sign./ name and seal

Sr. Divisional Manager



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ANNEXURE-F TENDER No. 02/ 2023-24 FOR TABLE STATIONERY

Rates to be quoted for per ream/ kg, per items etc.inclusive of all charges , all taxes but GST extra

Item No.	Description of Items	Specifications (Quality,Make & Size)	Quantity	Rates to be quoted inclusive of all charges , all taxes but GST extra
1	Ballarpur Copy Power A4 size	Bilt A4 Copy Power, Size 21cm x 29.7 cm, 75 GSM, Ream of 500 usable sheets	Yly 800 ream Quarterly200 Reams approx.or otherwise	Sample not required
2	Bound Register	380 ruled pages of legal size ledger sheets/folios of superior quality with canvas binding,  As per our sample	Yearly 25nos. approx.	Sample not required
3	Bound Register	284 ruled pages of legal size ledger sheet/ folios of superior quality with canvas binding  As per our sample	Yearly 25nos Approx..	Sample not required
4	Bound Register	188 ruled pages of legal size ledger sheets/folios of superior	Yearly 25nos. approx.	Sample not required

		quality with canvas binding, As per our sample		
5	Box File/Lever File/Index File	Superior quality with printing of name, emblem of LIC etc. as per our sample/instructions As per our sample	Yly600 Half yearly 300 nos. approx. or otherwise	Sample not required
6	Computer File 10" x 12" (Width x Height)	Superior quality plastic file with printing of name, emblem of LIC etc. as per our sample/instructions. As per our sample	Yearly 300 nos. approx.Hly 150 or otherwise	Branded Sample not required
7	Computer File 15" x 12" (Width x Height)	Superior quality plastic file with printing of name, emblem of LIC etc. as per our sample/instructions. As per our sample	Yly 300 no.s Hly 150 or otherwise	Branded Sample not required
8	Conference File/Flat File	Superior quality with printing of name, emblem of LIC etc. as per our sample / instructions, As per our sample	Yly 8000 Quarterly 2000 nos.approx.or otherwise	Sample not required
9	Conference Pad	24 folios of 60 GSM Ballarpur Maplitho ruled paper with perforation inside the pad of 13½ cm x 22 cm size  <b>Cover Page</b> : Art Paper of Sky Blue Colour with printing of name, emblem of LIC etc. as per our sample/instructions, As per our sample	Min.1000 max. as per requirement. or otherwise	Sample not required
10	Four Flap File	Superior quality (cloth binding) with printing of name, emblem of LIC etc. as per our sample / instructions.	Yly 600 Half yearly 300 nos. approx.or otherwise	Sample not required



		As per our sample		
11	Gum Bottle Camel 150 ml.	Camel 150 ml.	Yly 300 Qly.75 bottles approx.or otherwise	Standard Sample not required
12	Gum Bottle Camel 700 ml.	Camel 700 ml.	Yearly 120 Hly60 bottleapprox.  Or otherwise	Standard Sample not required
13	Register	92 ruled pages of 160 mm x 240 mm size of 58 GSM of Ballarpur Maplitho paper inside the register  <b>Cover page</b> : Card Board with side cloth binding and printing of name, emblem of LIC etc. as per our sample/instructions,  As per our sample	Yearly 500 nos. approx.or otherwise	2 sets of paper sample be enclosed with initial and seal of dealer and vendor
14	Register	188 ruled pages of 160 mm x 240 mm size of 58 GSM of Ballarpur Maplitho paper inside the register  <b>Cover page</b> : Card Board with side cloth binding and printing of name, emblem of LIC etc. as per our sample/instructions,  As per our sample	Yearly 600 nos. approx.or otherwise	2 sets of paper sample be enclosed with initial and seal of dealer and vendor
15	Register	284 ruled pages of 160 mm x 240 mm size of 58 GSM of Ballarpur Maplitho paper inside the register  <b>Cover page</b> : Card Board with side cloth binding and printing of name, emblem of LIC etc. as per our sample/instructions,  As per our sample	Yearly 400 nos. approx.or otherwise	2 sets of paper sample be enclosed with initial and seal of dealer and vendor

16	Rubber Band	Superior quality of 4" and small size for currency note in 500 grams packing	Yly 200 Kg Quarterly 50 kg. approx.or otherwise	Standard/Branded sample not required
17	Ruled Paper of 8½" x 13½" size	58 GSM Ballarpur Maplitho paper of 8½" x 13½" size (Ream of 500 sheets)	Yly 20 reams Half yearly 10 reams approx.	2 sets of paper sample be enclosed with initial and seal of dealer and vendor
18	Ruled Paper of 17" x 13½" size	58 GSM Ballarpur Maplitho paper of 17" x 13½" size (Ream of 500 sheets)	Yly 20 reams Half yearly 10 reams approx.	2 sets of paper sample be enclosed with initial and seal of dealer and vendor
19	Two Flap Folder	Superior quality of 15" x 9½" size with printing of name, emblem of LIC etc. as per our sample / instructions,  As per our sample	Yearly 500 nos. approx.	Sample not required
20	White Sticker (Adhesive)	Superior quality 2" x 7",  As per our sample	Min. 10,000 max, as per our requirement	Standard, branded, sample not required

**Vendor has to enclose sample of paper he intends to supply as mentioned in Annexure F. Vendor has to supply which "A" Grade quality of paper of above mentioned branded / standard items .**

**For any query or clarification contact Stationery Section, OS Deptt Nagpur during office hours.**

**We accept the above specifications & assure to supply the same.**

**SIGN. OF TENDERER/ AUTHORISED PERSON WITH SEAL**

**Sr. Divisional Manager**