



SCO-3,4,5 HUDA SECTOR 1, DIVISIONAL OFFICE, ROHTAK - 124001
 Telephone Nos. (01262)228329, 228336 Fax No. (01262) 228300
 Email os.rohtak@licindia.com

**NOTICE OF OPEN TENDER FOR RATE CONTRACT FOR SUPPLY OF
 PRINTED STATIONERY**

Sr.No	Activity	Details
1	Tender Date	OS/DO-102/Printed Sty. Dated : 05.10.2018
2	EMD	15,000 /- (Fifteen Thousand only) (refundable-without interest) by way of Demand Draft drawn on any Scheduled Bank payable at Rohtak
3	Tender Fee	Fee 295/- (Two Hundred Ninety Five only) (Fee 250+45 GST) (non-refundable). Payable by way of cash at cash counter of Divisional Office, Rohtak/ Demand Draft favouring LIC OF INDIA drawn on any scheduled bank payable at ROHTAK
4	Address for submission of bid (To be put in Tender Box)	Manager (E&OS) Life Insurance Corporation of India, Divisional Office , SCO-3,4,5 Sector-1 ROHTAK-124001(HR)
5	Submission of Bids Date And Time	Bidders fulfilling the eligibility conditions of Pre-Printed Computer Continuous Stationary as per Technical Specifications mentioned in the separate sealed covers superscribed as " Technical Bid" & "Financial Bid" put together in a large sealed cover superscribed as "Tender for supply of Printed Stationery "Tender Ref:OS/DO-102/Printed Sty.,Name of Tenderer" by 26 th Oct' 2018 up to 03.00 PM
6	Technical Bid opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender opening committee on 29 th Oct' 2018 at 11:00 AM in the presence of bidders or one of their representatives who wishes to attend. Venue address as mentioned above at S.NO.4.
7	Financial Bid	The financial Bid will be opened on a later date which will be intimated separately to technically qualified bidders only.
8	Contact Details	MANAGER(OS) Telephone No. 01262-228329,228336 E mail id – os.rohtak@licindia.com
9	Official Website (URL)	http:// www.licindia.in /tender notice

This Tender Document consists of 25 (Twenty Five) pages.

The Tender Document can be downloaded from our website [http:// www.licindia.in \(tender notice\)](http://www.licindia.in(tender notice)) In case there is any change in the schedule or any correction the same will be displayed on our web site and no separate intimation will be given.

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.Sr. Divisional Manager



INSTRUCTIONSTO BIDDERS

The approximate value of this tender is Rs 15 Lakhs

The sealed tender is invited for rate contract under two bid system for the purchase of “Printed Stationery” as per enclosed Annexures – A, B, C, D, E, F & G the Bidders are advised to follow the following instructions:

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

- (i) Envelope No. 1: Technical Bid (Annexure – A, B, C, D, E & F) duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and superscribed as “Tender for Printed Stationery” - ‘Technical Bid’. Firm’s name and address should be written on the envelope. The DD / Bankers Cheque for tender fee and EMD should be enclosed separately with the technical bid only. Annexure – A should be supported with the specimen copies of the paper which the firm intends to supply as per our specifications.
- (ii) Envelope No. 2: Financial Bid (Annexure –G) duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and superscribed as “Tender for Printed Stationery” - ‘Financial Bid’. Firm’s name and address should be written on the envelope. Annexure-G should be duly filled with net rates on F.O.R. basis inclusive of all taxes and charges excluding GST, Rate of GST must be given separately for each item and rates inclusive of all taxes/duties including GST.
- (iii) Envelope No. 3: Both the Envelope No. 1 and 2, are to be put into this envelope. The envelope should be sealed properly with sealing wax and superscribed as “Tender for Printed Stationery”. The name of firm should be mentioned on the envelope.

Each page of all the Annexure – A, B, C, D, E, F & G should be duly signed and sealed. The sealed tender envelope should reach us on or before the stipulated date and time Addressed to

“The Chairman (Stores Committee),
LIC of India, Divisional Office,
SCO-3, 4, 5, Sector-1
ROHTAK-124001

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

Sr. Divisional Manager



APPLICATION FORM-TECHNICAL BID
PRINTED STATIONERY

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 Number.	
10	Name of Bankers with address & telephone nos. IFSC Code & A/c No	
11	PAN No. of the Firm(Please enclose photocopy)	
12	Labour License nos. and validity under various section of Labour laws(Central Govt.)Please enclose photocopy of certificate)	

13	Whether the firm is GST compliant. Please mention the GST registration number (copy to be enclosed)	
14	E.P.F. Registration No.(Please enclose photocopy of certificate)	
15	E.S.I. Registration No.(Please enclose photocopy of certificate)	
16	Date of obtaining ISO 9001:2008 certificate and its validity upto ----- (Please enclose photocopy of certificate)	
17	Details if registered with any other Government Authority	
18	State the latest Income Tax assessed year and amount of tax assessed (Copies of last 03 years, IT Return, Balance Sheets & Revenue A/c to be enclosed)	
19	Turnover for the last three financial years	2017-18 _____ 2016-17 _____ 2015-16 _____
20	Details of stationery supplied to any office of LIC of India and /or prestigious P.S.U.(Central),(Please enclose photocopy of certificate)	
21	Mention any other specialties of your Establishment	
22	Whether holding certificate under shops and establishment act(if yes renewed copy should be enclosed)	
23	Is the firm is registered under the factories act, Details of License No. (if yes renewed copy should be enclosed)	
24	Have you 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	
25 a)	Is your firm registered as MSME Attach certificate	
b)	Is your firm registered as NSIC Attach certificate	
26	Whether proprietor/owners of the firm belongs to SC/ST Please specify & submit proof.	

(Note: Please type this form or fill it legible 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, DO, SCO 3, 4, 5, Sector 1, Rohtak (HR) to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS AND DUTIES of Supplier 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 printing & supplying of PRINTED STATIONERY the ordered materials to L.I.C of India, Rohtak DO within the stipulated time as desired by LIC of India.

Place _____

Date _____..

Sign _____

With seal of firm/company

Note: The Corporation reserves the rights 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.

Details of Existing Clients

Annexure-B

(Separate page must be submitted for each Client)

Name of Company	
Address of the Company	
Name of the contact person	
Designation	
Landline No	
Mobile No.	
E-mail ID	

Details of services provided in last 2 years to the above mentioned company (Ref. no., date of work order etc. with photocopies 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:

Place _____

Date _____

Annexure-C

UNDERTAKING

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 _____ 2018

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

Place _____

Date _____

Annexure-D

ELIGIBILITY CRITERIA FOR BIDDERS

1. The firm /supplier should be in the profession for at least 3 years (copy of proof must be enclosed)
2. The firm /supplier should be on the approved panel of at least 3 reputed firms.
3. The firm/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 Rs. 30 Lakhs and above during any of the last three years and experience of having executed an order of one PSU/Govt. client worth Rs. 2 Lakhs and above for any one of the last three years.
5. The company should have a valid PAN Card No. issued by Income Tax Department.
6. Certificate of satisfactory completion of work/supply issued by concerned Department/authority/reputed firm must be attached as proof.
7. The firm/suppliers who have been black listed/removed earlier by any office of LIC of India need not apply.
8. 10% security deposit will be charged/deducted against bill where the total quantum of the order placed for specific vendor exceeds Rs 10 Lacks. Further this deposit shall not carry any interest.
9. If the Tenderer is registered under DGS&D/NSIC/MSME they have to clearly mention and submit a copy of supporting valid documents. In absence of any such documents tenderer shall be considered as not registered under DGS&D/NSIC/MSME

10. The firm should be GST compliant.

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

Place _____

Date _____

...

Sign _____.

With seal of firm/company



SCO-3,4,5 HUDA SECTOR I DIVISIONAL OFFICE, ROHTAK - 124001
Telephone Nos. (01262)228329, 228336 Fax No. (01262) 228300
Email os.rohtak@licindia.com

Annexure-E

Terms and Conditionsof the Tender

1. The tender in the prescribed format (**Hard Copy only**) should be dropped in the tender box located at chamber of Manager(OS),LIC of India ,DO-Rohtak on or before the last date specified. No corrections are to be made in the terms quoted.
2. The rates to be quoted in Annexure – G shall be on F.O.R. basis, i.e. inclusive of all taxes and charges, transportation expenses, packaging charges excluding GST, Rate of GST must be given separately for each item and rates inclusive of all taxes/duties and charges, transportation expenses, packaging charges including GST and it has to be for paper quality TNPL/Ballarpur/Century/Maplitho/ A Grade Mill or equivalent quality (white) with good brightness.
Samples must be attached, without samples quotation may be rejected.
The supplier has to ensure the delivery of material in good condition, duly packed at Corporation store.
3. **The rates shall be valid for one year from date of acceptance of the tender or next tender whichever is earlier. The contract can be extended up to further one year on mutual understanding of both the parties with same rates and terms and conditions.**
4. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
5. After engaging the services of the firms, 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 corporation shall have the right to engage the services of any of other firms as it may deem fit. In this course if any financially loss/damage to reputation of corporation is caused, the firms shall be legally bound to make good the same in monetary term to be decided by LIC.
6. Mere submission of the application for tender does not confer the right of Selection.
7. The selection on tender would be without any liabilities from our side.
8. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender 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.
9. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Rohtak and be subject to adjudication of competent Court in Rohtak only.
10. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
11. 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.

12. In the event of any loss/damage being caused to LIC of India on account of the negligence of the vendors' or its employees, the vendor shall make good the loss sustained by LIC of India either by replacement of the material/equipment or payment of compensation.
13. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
14. The vendor shall give the services during the period of contract as per the LIC's requirements.
15. If the vendor commits breach of any of the terms and conditions hereof and/or fails/neglects to carry out any instructions issued to him by the LIC of India from time to time, it shall be open and lawful for LIC of India to terminate this agreement forthwith without assigning any reason and LIC of India 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.
16. 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, LIC of India Divisional Office Rohtak whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Rohtak.
17. The employees/agents of the supplier shall never be considered to enjoy any right to enter the premises of LIC of India by virtue of this agreement or otherwise at any time except with the prior permission of the LIC of India.
18. 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 of India shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC of India, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC of India.
19. 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 LIC of India. The supplier shall be liable to make payments to its said employees.
20. If vendor commits breach of any covenant or any clause of this agreement, the LIC of India 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, the agreement shall forthwith stand terminated and the vendor shall be liable to the LIC of India for losses or damages on account of such breach.
21. 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 arrangements for the benefits of creditors, the other party shall have the right to immediately terminate this agreement.
22. 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.
23. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
24. 10% security deposit will be charged /deducted against bills submitted where the total quantum of the orders placed for specific vendor exceeds Rs.10 Lakhs. No interest is payable on this deposit at the time of refund.
25. No advance payment shall be made for purchasing items.

26. In case of printing jobs where approval of Art work is required ,period of supply will be determined from the date of approval of the Art work .Art work will be submitted by the Supplier/Vendor within 15 days from the date of placement of order. In the event of delayed submission of Art work for approval to us , vendor/supplier will be levied penalty of 1% of the total amount of the bill.

27. After the approval of Pre-printed computer continuous stationery and proof of draft work , the order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of LIC of India, Divisional Office,S.C.O.-3,4,5 , SECTOR-1,HUDA,Rohtak-124001 or any other place that may be specified by the Corporation if so needed within the stipulated period of 25 days failing which penalty clause will be imposed as below:

Period within which supply is received	% of penalty
Up to 25 days	Nil
26 to 35 Days	2%
36 to 45 Days	4%
46 to 50 Days	6%
51 Days Onwards	8% or Order may be Cancelled also

For short supply penalty will be as below:

Up to 5 percent - Nil

More than 5 percent to 10 percent - 1 Percent of cost of short supply.

More than 10 percent to 20 percent - 2 Percent of cost of short supply.

More than 20 percent to 30 percent- 3 Percent of cost of short supply.

More than 30 percent - Order may be cancelled

28. If at any time, material supplied falls below the contractual specifications with regard to the quantity and quality of paper, penalty clause (which will be decided by the competent authority on the merit of each case) will be invoked which is part and parcel of the conditions of the tender.
- 29 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 at the sole discretion of competent authority.
- 30 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.
- 31 Serial No. and LIC logo should be printed on every sheet of supplied papers. .
If variation in the GSM/Specification of paper 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.
- 32 Tenderer can check the samples of items at our above cited address during office hours.
33. **No extra Terms and Conditions of the vendor will be accepted. If any vendor gives his own Terms and Conditions his tender will be rejected without informing him.**
34. **If any significant change takes place in industry, government regulations, taxation rules etc, the terms of contract can be re-negotiated with mutual consent of both the parties.**
35. **The competent authority reserves the right to relax any of above conditions.**
36. **The responsibility to arrange the E-Way bill for supply of the required items ,will Be of the Vendor.**
37. **The stationery will be printed bilingually/as per our specifications.**

38. Bidders should put full signatures on all pages of the quotation and sample paper along with seal of the firm. Rate must be covered with cello tape.
- 39. Tender not in compliance with the above terms & conditions will be rejected.**
40. In case of any change/correction in the tender conditions, then corrigendum will be uploaded on our site (www.licindia.in) under the head “Tenders”. No separate Advertisement for any change in the tender conditions will be placed in Newspapers. In view of this bidders are advised to visit our site regularly.
41. The tender notice is also available at our official website :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.

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 .

We agree with all terms and conditions of the tender.

Tenderer's sign./ name and seal

Sr. Divisional Manager

Annexure- F

Details regarding GST Registration

Constituents/Customer/Vendor Details	
Name	
Address(As per registration with GST)	
City	
Postal Code	
Region/State(Complete State Name)	
PAN Number	
GST ARN Number	
GSTIN Provisional ID No.:	
Type of Business(As per registration with GST)	
Contact Person	
Phone Number:	
Mobile Number:	
Email ID:	
Service Accounting Code/HSN Code	

Signature of vendor with official seal

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 14 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-1	Rate/Pad - 100 Leaves		
Sr. No	Size in Inches	GSM	Form Category /Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
1	8"X6.5"	60	4401-R	Single Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
2	8"X6.5"	60	K-72, K-275	Single Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
			3124-B, 3130	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					Above 200 Pads			
3	7.5"X6.5"	60	5198	Single Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
			400	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
4	9.5"X7.5"	60	3788	Single Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
			3773	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
5	10.5"X7.5"	60	3264	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 15 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-2	Rate/Pad - 100 Leaves		
Sr.No	Size in Inches	GSM	Form Category /Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
6	11"X8.5"	60	3807	Single Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
			3260/5096, K-155, 3785, 3784, 3783-R	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
7	12.5"X7.5"	60	Claim Form A, LIC003 To 12	Single Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
			680,3750,K-144, LIC002	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
8	11"X17"	60	700, 720, 3510/5074, IRDA Annex, 3816 440-1A	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					Above 200 Pads			
9	12"X8"	70	3815-A	Single Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
			3786-A, 3801	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
10	13.5"X8"	70	3756, 4901,4901 A	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 16 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-3	Rate/Pad - 100 Leaves		
Sr.No	Size in Inches	GSM	Form Category /Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
11	11"X17"	70	5196-5200	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
12	11.5"X9"	80	MP-181, 3251	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 To 499 Pads			
13	11"X17"	80	Form Misc	Both Side	500 & Above			
					Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
14	12.5"X7.5"	70	RTK 01	Single Side	200 To 499 Pads			
					500 & Above			
					Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
				Both Side	100 To 199 Pads			
					200 To 499 Pads			
					500 & Above			
					Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 To 499 Pads			
					500 & Above			
15	20"X30"/6	70	LIC-03-001	Both Side	Up to 20 Pads			
					21 To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 and above			
16	12.8"X8.1"	60	New PF Loan Form	Both Sides Single Folder	Up to 5 Pads			
					6 To 10 Pads			
					11 To 20 Pads			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 17 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-4	Rate Per 1000 Forms		
Sr.No	Size in Inches	GSM	Form Category /Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
17	(18"X23")/2 (4 Pages)	80	FOLDER LOOSE FORM	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
18	(18"X23")/2 X 1.5 (6 Pages)	80	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
19	(18"X23")/2 X 2 (8 Pages)	80	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
20	(18"X23")/2 X 2.5 (10 Pages)	80	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
21	(18"X23")/2 X 3 (12 Pages)	80	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
22	(18"X23")/2 X 3.5 (14 Pages)	80	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
23	(18"X23")/2 X 4 (16 Pages)	80	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
24	(18"X23")/4	80	FOLDER LOOSE FORM	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
25	(18"X23")/4	70	FOLDER LOOSE FORM	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 18 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-5	Rate Per 1000 Forms		
Sr.No	Size in Inches	GSM	Form Category /Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
26	(18"X23")/2 (4 Pages)	70	FOLDER LOOSE FORM	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
27	(18"X23")/2 X 1.5 (6 Pages)	70	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
28	(18"X23")/2 X 2 (8 Pages)	70	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
29	(18"X23")/2 X 2.5 (10 Pages)	70	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
30	(18"X23")/2 X 3 (12 Pages)	70	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
31	(18"X23")/2 X 3.5 (14 Pages)	70	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
32	(18"X23")/2 X 4 (16 Pages)	70	FOLDER WITH PASTING/ STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
33	6.5"X11.6" (12 PAGES BOOKLET)	70	FOLDER WITH CENTER STICHING	Both Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			
34	(18"X23")/4	70	FOLDER LOOSE FORM	Single Side	Up to 9999			
					10000 To 19999			
					20000 To 49999			
					50000 & Above			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 19 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-6	Rate Per Register		
Sr.No	Size in Inches	GSM	Form Category /Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
35	17X27/2	70	Register Quantity 15	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
36	17X27/4	70	Register Quantity 15	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
37	17X27/8	70	Register Quantity 15	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
38	18X22/2	70	Register Quantity 15	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 20 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-7	Rate Per Register		
Sr.No	Size in Inches	GSM	Form Category / Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
39	17X27/2	70	Register Quantity 15	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
40	17X27/4	70	Register Quantity 15	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
41	17X27/8	70	Register Quantity 15	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
42	18X22/2	70	Register Quantity 15	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 21 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-8	Rate Per Register		
Sr. No	Size in Inches	GSM	Form Category /Pads	Printin g	Quantity	Exclu. GST	GST Rate	Inclu. GST
43	18X22/4	70	Register Quantity 15	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
44	18X22/6	70	Register Quantity 15	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
45	20X30/2	70	Register Quantity 15	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
46	20X30/4	70	Register Quantity 15	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 22 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-9	Rate Per Register		
Sr. No	Size in Inches	GSM	Form Category / Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
47	18X22/4	70	Register Quantity 15	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
48	18X22/6	70	Register Quantity 15	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
49	20X30/2	70	Register Quantity 15	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
50	20X30/4	70	Register Quantity 15	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 23 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-10	Rate Per Register		
Sr. No	Size in Inches	GSM	Form Category /Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
51	20X30/6	70	Register Quantity 15	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides	50 Leaves			
					100 Leaves			
					200 Leaves			
52	20X30/6	70	Register Quantity 15	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 16 To 49	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
			Register Quantity 50 & Above	Both Sides With Numbering	50 Leaves			
					100 Leaves			
					200 Leaves			
						Rate per Pad		
53	18X22/4	70	(Medical Pad) 50 Sheets (with perforation) Plus 5 Sheets Kacha Binding With Sr.No. & Book No. on all pages	Both Side	Up To 49 Pads			
					50 To 99 Pads			
					100 To 199 Pads			
					200 To 499 Pads			
					500 To 999 Pads			
					1000 & Above			
						Rate Per Book		
54	16X26/8 OR 7.25X6	60	(F.N.3318-Med.Diary) 52 Pages Book Plus 2 Cover Pages with center pinning with numbering (Title & Inside Pages)	Both Side	Up to 49 Books			
					100 Books			
					200 Books			
					500 Books			
					1000 Books			
					2000 Books			
						Rate Per Set		
55	18X22/4 & 16X26/8 OR 7.25X6	70 & 60	Med. Pad Plus Med.Diary Specification as per Sr.No. 53 & 54 (Above)	Both Side	50 Set			
					100 Set			
					200 Set			
					500 Set			
					1000 Set			
					NOTE: ONE SET MEANS ONE PAD (MED.PAD) PLUS ONE BOOK (MED.DIARY)			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 24 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-11	Rate/ Pad-100 Leaves		
Sr. No	Size in Inches	GSM	Form Category /Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
56	Letter Pads with one side gatta n.32 & front thick paper	70	1 By 4 210MMX297MM	Offset Screen Print Bilingual 3 colors Single Side Printing	1 To 10 Pads			
					11 To 20 Pads			
					21 to 50 Pads			
					50 & Above			
57	Letter Pads with one side gatta n.32 & front thick paper	70	1 By 4 210MMX297MM	Offset Screen Print Bilingual 4 colors Single Side Printing	1 To 10 Pads			
					11 To 20 Pads			
					21 to 50 Pads			
					50 & Above			
58	Letter Pads with one side gatta n.32 & front thick paper	70	1By 4 195MMX227MM	Offset Screen Print Bilingual 3 colors Single Side Printing	1 To 10 Pads			
					11 To 20 Pads			
					21 to 50 Pads			
					50 & Above			
59	Letter Pads with one side gatta n.32 & front thick paper	70	1By 4 195MMX227MM	Offset Screen Print Bilingual 4 colors Single Side Printing	1 To 10 Pads			
					11 To 20 Pads			
					21 to 50 Pads			
					50 & Above			
60	Letter Pads with one side gatta n.32 & front thick paper	70	1By 4 195MMX227MM	Offset Screen Print Bilingual 1 color Single Side Printing	1 To 10 Pads			
					11 To 20 Pads			
					21 to 50 Pads			
					50 & Above			
61	DO Letter Heads	105	1 By 4	Offset Screen Print Bilingual 3 colors Single side Printing	1 To 10 Pads			
					11 To 20 Pads			
					21 to 50 Pads			
					50 & Above			
62	DO Letter Heads	105	1 By 6	Offset Screen Print Bilingual 3 colors Single side Printing	1 To 10 Pads			
					11 To 20 Pads			
					21 to 50 Pads			
					50 & Above			
63	DO Letter Heads	90	1 By 4	Offset Screen Print Bilingual 3 colors Single side Printing	1 To 10 Pads			
					11 To 20 Pads			
					21 to 50 Pads			
					50 & Above			
64	DO Letter Heads	90	1 By 6	Offset Screen Print Bilingual 3 colors Single side Printing	1 To 10 Pads			
					11 To 20 Pads			
					21 to 50 Pads			
					50 & Above			

	L.I.C OF INDIA DIVISIONAL OFFICE ROHTAK				Annexure-G	Page 25 of 25		
	Financial Bid (Draft Tender) Printed Stationery				Page-12	Rate Per 100		
Sr. No	Size in Inches	GSM	Form Category /Pads	Printing	Quantity	Exclu. GST	GST Rate	Inclu. GST
65	9X4	80	Envelops White	Offset Screen Print Bilingual 3 colors Single side Printing	200			
					201 To 500			
					501 To 1000			
					1000 & Above			
66	10X4.5	80	Envelops White	Offset Screen Print Bilingual 3 colors Single side Printing	200			
					201 To 500			
					501 To 1000			
					1000 & Above			
67	9.2CM X5.4C M	300	Visiting Cards	Offset Screen Print Bilingual 3 colors Both side Printing	100			
					200			
					300			
					500			
68	9.2CM X5.4C M	300	Visiting Cards	Offset Screen Print Bilingual Multi colors Both side Printing	100			
					200			
					300			
					500			
69	Nach Booklets : As per specimen to be provided. Booklet containing 25 forms/leaves with cover - Dimensions: 8 inches X 3.66 inches with 2 inches perforation i.e. Total Dimension will be 10 inches X3.66 inches. Paper thickness: 80 GSM (Minimum) Forms to be printed on white background -single side, Cover both side printing.					Rate per Booklet		
					100 To 200			
					201 To 300			
					301 To 500			
					501 To 1000			
					1001 to 2000			
					Above 2000			

I/WE AGREE WITH ALL TERMS AND CONDITIONS OF TENDER

SIGNATURE OF VENDOR WITH SEAL