



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

**NOTICE FOR OPEN TENDER FOR PRE-PRINTED COMPUTER CONTINUOUS STATIONERY
UNDER TWO BID SYSTEM**

S.No.		DETAILS
1	Tender Ref.& Date	OS/DO-3/Comp.Sty./Printed Sty. /Envelope. Dated 28/08/2017
2	EMD (Refundable)	Rs.70, 000 /- (Seventy Thousand Only) by way of Demand Draft /Pay Order in favour of "LIC of India" payable at New Delhi.
3	Tender Fee (Non-Refundable)	Rs. 100/- (One Hundred Only) by way of Demand Draft /Pay Order in favour of "LIC of India" payable at New Delhi.
4	Address for submission of bid (To be dropped in Tender Box)	The Manager (OS) Life Insurance Corporation of India, Delhi Divisional Office -3, 3 rd Floor, Jeevan Pravah Bldg., District Centre, Janakpuri, New Delhi-110058.
5	Papers to be submitted	Bidders to put the following documents inside a sealed cover envelope super scribed as "Technical Bid" (MARKED AS ENVELOPE NO.1) (i) Application Form- Annexure A (ii) Photocopies of documents mentioned in Application Form- Annexure A (iii) Form of Technical Bid- Annexure B (iv) Details of Clients of the Bidder- Annexure C (v) Eligibility Criteria for Bidders-Annexure-D (vi) Terms & Conditions of the Tender-Annexure-E (vii) Earnest Money Deposit (EMD) as mentioned at Sr.No.2 (viii) Tender Fee as mentioned at Sr. No.3 Bidders to put the following document inside a sealed cover envelope super scribed as "Financial Bid" (MARKED AS ENVELOPE NO.2) (i) Financial Bid- Annexure F
6	Submission of Bids (Date and Time)	Bidders fulfilling the Eligibility Criteria mentioned in Annexure-D of the tender for Pre-printed Computer Continuous Stationery should put together 2 separate sealed envelopes super scribed as " Technical Bid "(ENVELOPE NO.1) & " Financial Bid " (ENVELOPE NO.2) in a large sealed cover envelope (ENVELOPE NO.3) super scribed as " Tender for Pre-printed Computer Continuous Stationery " and submit by 02:30 PM on 19/09/2017 .
7	Technical Bid opening Date / Venue	The sealed covers having Technical Bids (ENVELOPE NO.1) will be opened by the Tender Opening Committee on 19/09/2017 at 03:30 PM in presence of the bidders or one of their representatives who wishes to attend at the Venue as mentioned above at S.No. 4 .
8	Financial Bid	The Financial Bid (ENVELOPE NO.2) will be opened on a later date which will be intimated separately to technically qualified bidders only.
9	Contact Details	Telephone No. 011-28855107/28855108 E mail id – os.delhi-do3@licindia.com
10	Official Website (URL)	www.licindia.in/Bottom-Links/Tenders

The Tender Document can be downloaded from our website www.licindia.in/Bottom-Links/Tenders

In case there is any change in the Schedule, Tender documents, it will be displayed on our web site.

Sr.Divisional Manager

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058

दूरभाष : 28855186, 28855187, 28855189; फैक्स : 28855181

APPLICATION FORM

Annexure- A

S.No.	Information sought	Information Provided
1.	Name of the bidder Firm/Company (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 Telephone No. Email id:	
5.	Address of Head Office (If different from above) and Telephone No.	
6.	Status of the Firm/Company- Proprietary/ Partnership / Private Limited Company / Public Limited Company	
7.	Names of the Partners/Directors	
8.	Name of the Chief Executive with his present address and Telephone Nos.	
9.	Name of Representative(s) with Designation who will be calling on us and attending to our jobs and his Contact Number.	
10.	Name of Bankers with address & Telephone Nos. Bank A/c No. IFSC Code (Please enclose a Cancelled Cheque leaf)	
11.	PAN No. of the Firm/Company (For Private Limited Company/ Public Limited Company) / Owner (For Proprietorship Firm) (Please enclose photocopy)	
12.	Labour Licence No. and validity under various sections of Labour Laws (Central Govt.) (Please enclose photocopy of Licence)	
13.	State the amount of income tax assessed for the last three financial years (Please enclose photocopies of Income Tax Returns for the Fin. Years 2013-14, 2014-15 and 2015-16)	2015-16: 2014-15: 2013-14:
14.	State the turn over of the Company for the last three financial years (Please enclose photocopies of the Balance Sheets & Revenue A/c for the Fin. Years 2013-14, 2014-15 and 2015-16)	2015-16: 2014-15: 2013-14:
15.	Details of stationery supplied to any office of LIC of India or any PSU/ Dept.of Central Govt. (Please enclose photocopies of the Work Orders or Performance Certificates)	
Signature with seal of the bidder Firm/Company		

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16.	Is the firm registered under the Factories Act? If so, please furnish License No. (Please enclose photocopy of the Licence)	
17.	Have your Firm/Company ever been blacklisted by LIC of India or any PSU/Govt./Semi Govt. /Quasi Govt. Departments in India as on date of submission of bid?	
18.	a) Is the Firm/Company is an MSE b) If so, whether it is registered with Director of Industries(DI)/District Industries Centre(DIC) as manufacturing/service enterprises and having acknowledgement of Entrepreneurs Memorandum (Part-II) or are registered with NSIC under single point vendor registration scheme. c) If registered, period of validity of such registration (Please enclose photocopy of the valid registration certificate)	
19.	Is the Firm owned by SC/ST entrepreneurs? If so, please enclose valid document.	

GST Details of Bidder Firm/Company

1	Name	
2	Address (Address as per registration with GST)	
3	City	
4	Postal Code	
5	Region / State (Complete State Name)	
6	GST ARN No.	
7	GSTIN Provisional ID No	
8	Type of Business (As per Registration with GST)	
9	Service Accounting Code / HSN Code	

I/We _____ request Life Insurance Corporation of India, Delhi DO-3, Jeevan Pravah Bldg., District Centre, Janakpuri, New Delhi-110058 to consider my/our bid. I/We agree to abide by all the ELIGIBILITY CRITERIA mentioned in Annexure- D and TERMS & CONDITIONS mentioned in Annexure- E of the tender and assure to render the services to the fullest satisfaction of LIC of India.

Signature of the bidder

Seal of the bidder Firm/Company

Place.....

Date.....

Note:

1. It is mandatory for the bidders to fill all the columns of the Application Form (Annexure-A). If any point in the Application Form does not pertain to the bidder, it should be filled as "Not Applicable". Applications incomplete in any respect or not supported by the requisite documents are liable to be summarily rejected.

2. The bidder must enclose the photocopies of all the certificates / documents mentioned in various points of the Application Form (Annexure-A).

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Details of Clients of the Bidder

(Separate Annexure-C has to be submitted by the bidder for each of its Clients to whom the bidder has supplied stationery during the last 3 years)

Name of the Company/Organization to which the bidder has supplied	
Address of the Company/Organization to which the bidder has supplied	
Name and Designation of the contact person in the Company/Organization to which the bidder has supplied	
Telephone No. of the Company/Organization to which the bidder has supplied	
E-mail ID of the Company/Organization to which the bidder has supplied	

Details of supplies made during the last 3 years to the above mentioned Company/Organization:

Period of the Supply to the above mentioned Company/Organization	From – To-
Amount of the Work Order executed during the above mentioned period	Rs.

Please enclose photocopies of the Work Orders/Bills/Invoices/Performance Certificate as a proof for the supplies made to the above mentioned Company/Organization.

Signature of the bidder

Seal of the bidder Firm/Company

Place.....

Date.....

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TENDER FOR PRE-PRINTED COMPUTER CONTINUOUS STATIONERY

ELIGIBILITY CRITERIA FOR BIDDERS

1. The bidder Firm/Company should have registration with state/local authorities for undertaking the profession and the bidder Firm/Company must submit photocopies of the proof in support of the same.
2. **Minimum average annual turn over** of the bidder Firm/Company should be **Rs. 50 lakhs** during the last three Financial Years (2013-14, 2014-15 & 2015-16)
3. The Firm/Company (in case of Private Limited Company/ Public Limited Company) / Proprietor (in case of Proprietorship Company) should have a valid PAN Card No. issued by Income Tax Department.
4. The bidder Firm/Company must have made supplies to any Public Sector Undertaking/Department of State or Central Govt. / Reputed Public Ltd. Companies during any of the last 3 Financial Years (2013-14, 2014-15 & 2015-16). The bidder Firm/Company must submit photocopies of the **Work Orders/ Bills/Invoices/Performance Certificates** as proof in support of the same.
5. Any Firm/Company which has been black listed/removed earlier by any office of LIC of India will not be eligible.
6. **The Firm/Company must 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 LIC of India, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of LIC of India 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 LIC of India in selection of tender will be final and binding on me/us. All the information furnished by me/us in the tender 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/s of LIC of India including inspection of the quality of any or all items of the tender.

Signature of the bidder

Seal of the bidder Firm/Company

Place.....

Date.....

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058

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Terms and Conditions of the Tender

Annexure-E

1. The bidder has to put the following documents duly completed with signature and seal of the Firm/Company inside a sealed cover envelope super scribed as **“Technical Bid” (MARKED AS ENVELOPE NO.1)**
 - (i) Application Form- Annexure A
 - (ii) Photocopies of documents mentioned in Application Form- Annexure A
 - (iii) Form of Technical Bid- Annexure B
 - (iv) Details of Clients of the Bidder- Annexure C
 - (v) Eligibility Criteria for Bidders-Annexure-D
 - (vi) Terms & Conditions of the Tender-Annexure-E
 - (vii) Earnest Money Deposit (EMD)
 - (viii) Tender Fee
2. The bidder has to put the following duly filled in with signature and seal of the Firm/Company inside a sealed cover envelope super scribed as **“Financial Bid” (MARKED AS ENVELOPE NO.2)**
 - (i) Financial Bid- Annexure F
3. The bidder has to put both the **Envelope No.-1(Technical Bid)** and **Envelope No.-2(Financial Bid)** inside a large sealed cover **Envelope No.-3**. The Annexures/documents to be kept in Envelope No.-1 and Envelope No-2 are mentioned above. **Envelope No.3** should be sealed properly and super scribed as **“Tender for Pre-printed Computer Continuous Stationery”**. The name of the bidder Firm/Company should be mentioned on the envelope.
4. Envelope No.3 containing Envelope No.1 (Technical Bid) and Envelope No.2 (Financial Bid) will be dropped in the **Tender Box** kept in the Office of the Manager (OS), LIC of India, Delhi DO-3, Jeevan Pravah Bldg., District Centre, Janakpuri, New Delhi-110058 on or before the due date and time mentioned in the Notice for Tender.
5. Overwriting /Alterations/ White-inking of any word or figure in the Tender Application Forms unless duly authenticated by the bidder is liable to be rejected at the sole discretion of LIC of India.
6. The contract shall be a rate contract and **the rates to be quoted in the Financial Bid (Annexure – F) shall be inclusive of Packaging, Labour, Transportation and any other expenses etc. but excluding GST as applicable for delivery of the material at the stores of LIC of India, Delhi Divisional Office-3, Upper Ground Floor, Jeevan Pravah Bldg., District Centre, Janakpuri, New Delhi-110058 or at any other place that may be specified by LIC of India and it has to be for paper quality as mentioned in Technical/Financial Bid.**

The rates shall be valid for **1 year from the date of Letter of Acceptance**. However, the contract may be renewed further upto 1 year on mutual consent at the same rates and keeping other terms & conditions unchanged, depending upon satisfactory services rendered by the printer/supplier and requirement of the office and at the sole discretion of the Competent Authority.
7. **Bids incomplete in any respect or not supported by the requisite documents are liable to be summarily rejected.**
8. Mere submission of the application for tender by any bidder does not confer the right of selection.
9. **Any tender not complying wholly with these terms and conditions shall be liable for rejection.**
10. LIC of India reserves the right to accept any tender in full or part. This does not necessarily mean that the lowest tender will be accepted.

Signature with seal of the bidder Firm/Company

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11. LIC of India reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which LIC of India shall neither be liable nor will it be obligatory to inform the applicant the grounds of any such action.

12. The selection of tender will be without any liabilities from our side.

13. **Successful bidders will have to provide Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds an amount of Rs. 10 Lacs) in the form of Demand Draft/ Bankers Cheque through Scheduled Banks. The Security Deposit shall not carry any interest. The Earnest Money deposited by the successful bidders will be adjusted towards Security Deposit. Further, in case of failure on the part of the successful bidders to deposit Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds amount of Rs. 10 Lacs), LIC of India will be at liberty to deduct the amount of Security Deposit for the entire contracted value from any further payments due to the vendors.**

14. The EMD of the unsuccessful bidders will be refunded without any interest after finalization of the tender.

15. The payments will be made only through NEFT to the extent of execution of work order and no advance payment shall be made by LIC of India for purchasing the items mentioned in the tender.

16. Income Tax at source will be deducted from the payment made to the vendors as per the Income Tax Rules applicable from time to time.

17. **Penalty Clause:** Work order will be placed in parts depending upon the requirements during the contract period. The material will be delivered at the stores of LIC of India, Delhi Divisional Office-3, Upper Ground Floor, Jeevan Pravah Bldg., District Centre, Janakpuri, New Delhi-110058 or at any other place that may be specified by LIC of India, 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 from the date of order/Approval of final art work whichever is later	% of Penalty
Up to 25 Days	NIL
26 to 30 Days	1%
31 to 35 Days	2%
36 to 40 Days	3%
41 to 50 Days	5%
51 Days onwards	7%

18. It will be mandatory for the successful bidder to get the artwork approved within a reasonable time but not exceeding 10 days from the date of order. However, in office exigency, the successful bidder will be required to get the artwork approved within a maximum period of 7 days from the date of order.

19. If at any time, material supplied falls below the contractual specifications with regard to the quantity of paper, quality of the paper/carbon, GSM/Specifications and printing quality, penalty (which will be decided by the Sr. Divisional Manager, LIC of India, Delhi DO-3 on the merit of each case) will be invoked or the entire lot may be rejected besides imposition of penalty which is part and parcel of the terms and conditions of the tender.

20. **Serial No. and LIC logo should be printed on every sheet of supplied paper.** Quantity mentioned against the items in the relevant annexure is just an approximation and may vary to any extent.

21. 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.

22. The vendor shall give the services during the period of contract as per requirements of LIC of India.

Signature with seal of the bidder Firm/Company

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23. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.

24. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, LIC of India shall be entitled to procure services from other sources and the vendor shall be liable to pay to LIC of India, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by LIC of India forthwith.

25. After engaging the services of the bidder Firm/Company if it is found that the services are not rendered to the satisfaction of LIC of India, the services will be terminated immediately and LIC of India shall have the right to engage the services of any other Firm/Company as it may deem fit. If any financial loss/damage to the reputation of LIC of India is caused during the contract period, the bidder Firm/Company shall be legally bound to make good the same in monetary terms to be decided by LIC of India.

26. 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 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 thereof 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.

27. If the vendor commits breach of any covenant or any clause of this agreement, 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 LIC of India for losses or damages on account of such breach.

28. It should be clearly understood by the vendor that the persons employed by the vendor for providing services as mentioned herein, shall be the employees of the vendor and not of LIC of India. The vendor shall be liable to make payments to its said employees.

29. The vendor only shall be responsible for all injuries and accidents to persons employed by him.

30. The vendor shall at all time indemnify and keep indemnified LIC of India against any/all claims of/by its employees in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the act of any worker or other personnel of the vendor or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of the vendor or not, who provided the said services under this agreement.

31. The vendor shall ensure that all persons employed by him dealing with LIC of India shall be efficient, skilled, honest and conversant with the nature of work.

32. The vendor only shall be responsible for the conduct and behavior of his employees. If any employee of the vendor is found misbehaving with the employees of LIC of India, the vendor shall take necessary and appropriate action immediately to the satisfaction of LIC of India.

33. In the event of any loss/damage caused to LIC of India on account of the negligence of the employees of the vendor, the vendor shall make good the loss sustained by LIC of India either by replacement of the material/equipment or payment of compensation.

34. The employees of the vendor 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 LIC of India.

Signature with seal of the bidder Firm/Company

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058

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35. 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, Delhi Division-3, Jeevan Pravah Bldg., District Centre, Janakpuri, New Delhi-110058 whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Delhi. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

36. 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 benefits of creditors, the other party shall have the right to immediately terminate this agreement.

37. 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.

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

39. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Delhi and be subject to adjudication of competent Court in Delhi only.

Sr.Divisional Manager

I/We agree to abide by all terms and conditions of the tender.

Signature of the bidder

Seal of the bidder Firm / Company

Place:

Date: