



भारतीय जीवन बीमा निगम

LIFE INSURANCE CORPORATION OF INDIA

मण्डल कार्यालय : तृतीय तल, एल.आई.सी. बिल्डिंग, मगरपारा, बिलासपुर ; (छत्तीसगढ़)– 495001

Divisional Office : 3rd Floor, LIC Building, Magar Para, Bilaspur (CG) 495001

Ref/LIC/BDO/Tender-1/ 2016-2017/Envelope & Dockets

Dated- 03.05.2016

Tender for Purchase of Preprinted Policy Dispatch & Other Envelopes & Policy Dockets

Life Insurance Corporation of India, Divisional Office, Bilaspur (C.G.) intends to purchase Preprinted Policy dispatch Envelopes, other Envelopes & Policy Dockets **as per our specifications in Annexure 'D' & 'E'** for our office from manufacturers.

The prospective bidders may collect the tender documents from the office at the above address. Tender documents will be issued from **03.05.2016 to 23.05.2016** between 11.00 AM to 3.30 PM on week days and between 11.00 AM to 1.00 PM on Saturdays (excluding Holidays and Sundays).

The Tender Document can be downloaded from our website **http:// www.licindia.in/tender_notice**.

Tender fee of Rs 250/- per tender (non refundable) is required to be deposited in cash/DD at our cash counter in F&A department and copy of receipt should be produced and submitted before issue of tender. Tender received by post should contain tender fee in form of DD. **The last date of submission of filled in tenders in the tender box is 24.05.2016 up to 11.00 AM at our office "OS Department" third floor LIC of India, Divisional Office, Bilaspur.**

The tender application must be accompanied by EMD (Earnest Money Deposit) of Rs. 10000/- (Ten Thousand only) by DD/Banker's Cheque in favour of LIC of India payable at Bilaspur. EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of tender. Tender without EMD & Tender Fees will be subject to rejection. In case firm is registered as MSME at DI/DIC/NSIC then for exemption of EMD & Tender Fee proper and latest valid certificates should be submitted.

No Brokers/Intermediaries shall be entertained. The Sr. Divisional Manager, Divisional office, Bilaspur reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

Envelope should contain-

a/ (E M D) of Rs. 10000/- by DD/Banker's Cheque in favour of LIC of India payable at Bilaspur.

b/ Tender fee of Rs 250/- (non refundable) is required to be deposited through DD, **if not** deposited in cash at our counter.

c/ Please furnish Copy of acknowledgment of Enterprises Memorandum (Part II) issued by DI/DIC or Single Point Registration of NSIC issued to you for being MSME unit for claiming exemption from Tender Fee & EMD.

d/ Duly Complete Annexure "A", "B", "C"

e/ Duly complete Annexure "D" & "E" for quoting rates..

f/ Duly accepted Terms & Conditions.

g/ Any other vital information if any.

The envelope should be sealed properly with sealing wax and shall be submitted ,addressing "The Chairman Store Committee, Third floor, LIC of India, Divisional Office, New LIC Building, Magar Para Bilaspur (C.G.) 495001 and should be super scribed as **"Tender for Purchase of Preprinted Policy Dispatch Envelopes & Policy Dockets Due Date 24.05.2016 11.00 AM"**.

Sr Divisional Manager



भारतीय जीवन बीमा निगम

LIFE INSURANCE CORPORATION OF INDIA

मण्डल कार्यालय : तृतीय तल, एल.आई.सी. बिल्डिंग, मगरपारा, बिलासपुर ; (छत्तीसगढ़)– 495001

Divisional Office : 3rd Floor, LIC Building, Magar Para, Bilaspur (CG) 495001

Terms & Conditions:

- 1-The tender should be sent so as to reach this office **ON OR BEFORE THE DATE & TIME SPECIFIED**. Tender received after that will be rejected.
- 2-Earnest Money Deposit (E.M.D.) will be forfeited in case the tenderer refuses to execute the Order, either full or part, if placed at the quoted rates. In that event LIC may decide/debar/blacklist the concerned Supplier and the decisions will be final and binding on all concerned
- 3-Price quoted should be inclusive of all Taxes (Sale tax/VAT/Octroi/Excise), and other charges including Packing, delivery, transportation and unloading charges. T.D.S. shall be deducted as per IT rules.
- 4-Quotations must be given, as per prescribed format as mentioned in Annexures duly sealed and signed by proprietor/Director/Manager of the firm and should be either TYPE WRITTEN or must be IN INK and should NOT Be with any hedging conditions or overwritten. If the rates are overwritten or not legible ,the quotations will be subject to rejection.
- 5-Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within its right award tendered job in part to one of the tenderer and remaining job to another tenderer.
- 6-All deliveries must be made on the basis of F.O.R Divisional Office, LIC of India, Divisional Office Bilapur at third floor “Stationery Department” or as per our instructions within the jurisdiction of Bilaspur Division free of charge. If the delivery is not made to place mentioned above, the amount paid for shifting the goods from the place of delivery to stationery department will be deducted from the bill amount
- 7-If after the supply of materials, it is discovered that materials supplied are not according to the specification accepted, **SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER’S COST** and they will have to supply materials exactly according to the specification and in the event of non-compliance with the condition, Corporation will be at liberty to take such action as it deems fit.
- 8-Time limit for supply of stationery would be 45 **days** from the date of receipt of purchase order or date of approval of art work. Whichever is later .If supply is done within 46 days to 60 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 1 % penalty will be imposed on bill amount. If supply is made after 61 days to 75 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 2 % penalty will be imposed on bill amount and after 75 days from the date of receipt of purchase order or date of approval of art work 3 % penalty will be imposed on bill amount. Apart from Financial Penalty Corporation reserves the right to impose any other Penalty which include Cancellation of order, Termination of Contract or Blacklisting of the firm etc as deemed fit by our competent authority.



भारतीय जीवन बीमा निगम

LIFE INSURANCE CORPORATION OF INDIA

मण्डल कार्यालय : तृतीय तल, एल.आई.सी. बिल्डिंग, मगरपारा, बिलासपुर ; (छत्तीसगढ़)– 495001

Divisional Office : 3rd Floor, LIC Building, Magar Para, Bilaspur (CG) 495001

9-Expected gram maje(GSM) of the stationery is indicated in the chart enclosed separately for each item. GSM quality should be necessarily according to the tender .Deviation of 4% +/- may be ignored,but penalty as the competent authority thinks fit will be imposed in case of variation of GSM between 4% to 6%. Quantum will be decided by the Corporation and will be binding on the vendor. In case of variation 7% or more than 7% of GSM ,entire stock will be returned & payment will not be made.

10-Packing- Size of packing box should match to the size of the contained stationery so that it does not get damaged in transportation. Labels should printed and pasted on each cartoon/box displaying name of vendor,particular of item and quantity. All type of Envelopes should be packed in polythene paper and further packed in 5 ply corrugated carton with tape. Stationery without carton will not be accepted.

11-NO ALTERATIONS IN QUANTITY OR QUALITY of the items indented will be accepted and the period of execution and no enhancement in the rate of article shall be accepted unless previously ratified by the Corporation in writing.

12-Any tender not in compliance with given terms and conditions will be liable for rejection. 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.

13-Tender shall be valid for the period of One Year but Corporation reserves the right for any alteration in period of the tender which will be strictly binding on the suppliers.

14- Payments will be made through NEFT,only after the complete and successful supply of order and on duly verification of quality of goods supplied with the quality/brand/company mentioned in tender .No advance or adhoc payments will be made.

15-The Corporation reserves the right to cancel the contract/annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/annual rate contract but in case of breach of the terms of the contract/annual rate contract may be terminated forthwith.

16-If it is found that the vendor is incompetent to complete the job even after the submission of consecutive proofs or is unable to follow the instructions given,the order may be withdrawn from such a vendor and he will be intimated of cancellation of order without any damage or compensation.

17- If at any point of time the Vendor is blacklisted from any of Offices of Corporation then this contract will be terminated immediately.



भारतीय जीवन बीमा निगम

LIFE INSURANCE CORPORATION OF INDIA

मण्डल कार्यालय : तृतीय तल, एल.आई.सी. बिल्डिंग, मगरपारा, बिलासपुर ; (छत्तीसगढ़)– 495001

Divisional Office : 3rd Floor, LIC Building, Magar Para, Bilaspur (CG) 495001

18-Any dispute arising out of this acceptance shall be referred to for “Arbitration” to The Sr. Divisional Manager, L.I.C. of India, Divisional Office, Bilaspur and his decision shall be binding on the Firm/Vendor/Manufacturer. The Firm/Vendor/Manufacturer shall not raise any question of the competence of the Sr. Divisional Manager to act as sole arbitrator. The competent authority reserves all the rights to accept and/or reject any tender without assigning reasons thereof. Any dispute arising out of or relating to this tender shall be deemed to have arisen in BILASPUR and shall be under adjudication a court in BILASPUR.

19- The tender notice is also available at our official website: www.licindia.in/tender_notice.

Sr. Divisional Manager

We agree with all terms and conditions of the tender.

Tenderer Sign. / Name and Seal