

NOTICE FOR OPEN TENDER FOR PRE-PRINTED COMPUTER CONTINUOUS STATIONERY

S.NO.	ACTIVITY	DETAILS
1	Tender Date	OS/DO-3/Comp. Cont. Sty. Dated 01/01/2016
2	EMD	60,000 /- (Sixty Thousand only) (refundable) by way of Demand Draft drawn on any Scheduled Bank payable at New Delhi.
3	Tender Fee	100/- (One Hundred fifty only) (non-refundable) by way of Demand Draft payable at New Delhi.
4	Address for submission Of bid (To be put in Tender Box)	Manager (E&OS) Life Insurance Corporation of India, Delhi Divisional Office -3, Jeevan Pravah Tower, District Centre, Janak Puri, New Delhi-110058.
5	Submission of Bids Date And Time	Bidders fulfilling the eligibility conditions for Pre-printed Computer Continuous Stationery should put together 2 separate sealed covers envelopes superscribed as " Technical Bid" & "Financial Bid" in a large sealed cover envelope superscribed as " Tender for supply of for Pre-printed Computer Continuous Stationery " Tender Ref: OS/DO-3/Pre-Printed Computer Continuous Stationery " by 15 th January 2016 at 02:00 PM.
6	Technical Bid opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender opening committee on 15 th January 2016 at 03:00 PM in the presence of bidders or one of the 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	Name : Sh. M.P.Singh/ Sh.Vineesh Chhabra Telephone No. 011-28855107/28855108 E mail id – os.delhi-do3@licindia.com
9	Official Website (URL)	http:// www.licindia.in/tender_notice

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, the same will be displayed on our web site.

Manager (E&OS)

दिल्ली मण्डल कार्यालय -3, संपदा एवं कार्यालय सेवा विभाग "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058
दूरभाष : 28855107, 28855108, फैक्स : 28855181

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 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 Lwas(Central Govt.)Please enclose photocopy of certificate)	
13.	Service Tax Registration No.(Please enclose photocopy of certificate)	
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	2014-15..... 2013-14..... 2012-13.....

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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 your 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	

(Note: Please type this form of 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 meal and signature and attach it to the form)

I/We_____request, Life Insurance Corporation of India, Delhi DO-3, Jeevan Pravah, Delhi-58, to consider our bid. We agree to abide by all the ELIGIBILITY CRITETRIA AND OTHER TERMS AND CONDITIONS AND DUTIES of Supplier and assure to render the services to the fullest satisfaction of the Corporation.

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.

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Details of Existing Clients - TECHNICAL BID

(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)

Place.....

Date.....

Sign.....

With seal of firm/company

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. 50 lacs and above during any of the last three years and experience of having executed an order of one PSU/Govt. client worth Rs. 10 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 should not apply.

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

Terms and conditions of the tender

1. Both the Envelope No.-1(Technical Bid) and No.-2(Financial Bid) are to be put into the Envelope No.-3. The envelope should be sealed properly with sealing wax and super scribed as “Tender for Pre Printed Computer Continuous Stationery” (2015-16). The name of firm should be mentioned on the envelope.
2. The rates to be quoted in **Annexure – C** shall be on F.O.R. basis, i.e. inclusive all taxes, VAT , transportation expenses and packaging charges etc and it has to be for paper quality Maplitho white A Grade Mill with good brightness. The rates shall be valid up to the next tender **or 12 months** whichever is earlier. However the contract may be renewed further at mutually agreed rates / charges and keeping other terms & conditions unchanged, depending upon satisfactory services rendered by the printer/supplier and requirement of the office.
3. 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.
4. 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 will be terminated immediately 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 financial loss/damage to reputation of Corporation is caused, the firms shall be legally bound to make good the same in monetary terms to be decided by LIC of India.
5. Mere submission of the application for tender does not confer the right of Selection.
6. The selection on tender will be without any liabilities from our side.
7. 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.
8. 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.
9. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
10. 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.
11. The vendor shall ensure that all persons employed by him dealing with Corporation shall be efficient, skilled, honest and conversant with the nature of work.
12. The vendor only shall be responsible for all injuries and accidents to persons, employed by him.

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भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

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

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

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

16. The vendor shall give the services during the period of contract as per the LIC's requirements.

17. 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.

18. 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 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.

19. The vendor shall at all time indemnify and keep indemnified the 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.

20. 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.

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 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.

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 LIC of India. The supplier shall be liable to make payments to its said employees.

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23. 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.

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

25. 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.

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

27. Successful tenderers will have to provide Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds amount of Rs. 10 Lacs) in the form of Demand Draft/ Bankers Cheque/Bank Guarantees through Scheduled Banks. The deposit shall not carry any interest.

28. No advance payment shall be made for purchasing items.

29. Work 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, Delhi Divisional Office-3, Upper Ground Floor, Jeevan Pravah Tower, District Centre, Janak Puri, New Delhi-110058 or any other place that may be specified by the Corporation if so needed within the stipulated period of 20 days failing which penalty clause will be imposed as below:

Period within which supply is received	% of Penalty
Upto 20 Days	NIL
21 to 30 Days	1%
31 to 45 Days	2%
46 to 60 Days	3%
61 Days onwards	5%

30. 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.

31. Serial No. and LIC logo should be printed on every sheet of supplied papers. If variations in the GSM/Specifications of paper are observed on receipt of consignment, the entire lot will be rejected besides imposition of penalty as stated in above paras.



32. Overwriting /Alterations/ White-inking of any word/figure in the Tender Application Forms unless duly authenticated by the tenderer is/are liable to be rejected at the discretion of LIC of India.

33. “In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, Insurance Regulatory and Development Authority of India (IRDA), 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) Ordinance, 2014, 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.”

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

We agree with all terms and conditions of the tender.

Tenderer Sign. / Name and Seal

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