

TENDER NOTICE FOR PRINTING OF CLUB MEMBER AGENTS STATIONERY FOR THE MEMBERSHIP YEAR 2019-2020

Sealed tenders are invited (under Two Bid System) as per the instructions and Terms and Conditions mentioned in Annexure A for the printing of Stationery of the Club Member Agents for the Membership Year 2019-20 of all Branches under Divisional Office, LIC, Tirunelveli.

1. SPECIFICATION OF JOB

Stationery as per the description given in Table 2 are to be printed. There are 7 groups of Club Member Agents – mentioned in Table 1. The Stationery are to be printed for each Member for all these 6 group of club members as per the specification mentioned in Table 2.

TABLE 1

CLUB	Corporate Club	Galaxy Club	Chairman's Club	Zonal Manager's Club	Divisional Manager's Club	Branch Manager's Club	Distinguished Agents Club
		12	195	155	307	161	75

TABLE 2

Specification	Number of Agents	Visiting Card	Envelope	Envelope	Letter Heads	Letter Heads
1.Size		9.2 X 5.4 cm	9" X 4"	6" X 3.5"	210 X 297 mm	145 X 227 mm
2.Paper Quality		Art Card 350 GSM	80 GSM A Grade Mill	80 GSM A Grade Mill	105 GSM Executive Bond	105 GSM Executive Bond
3.Type Font: Bilingual – English Hindi		Helvetica Devanagari	Helvetica Devanagari	Helvetica Devanagari	Helvetica Devanagari	Helvetica Devanagari
4.Printing Process		Screen Printing	Screen/ Offset	Screen/ Offset	Offset/Screen	Offset/Screen
Type of Member						
Corporate Club						
Galaxy Club	12	500	250	750	250	750
Chairman's	195	250	250	750	250	750

Club						
Type of Member	Number of Agents	Visiting Card	Envelope	Envelope	Letter Heads	Letter Heads
		9.2 X 5.4 cm	9" X 4"	6" X 3.5"	210 X 297 mm	145 X 227 mm
Zonal Manager's Club	155	200	250	500	250	500
Divisional Manager's Club	307	150	250	250	250	250
Branch Manager's Club	161	100	150	150	150	150
Distinguished Agents Club	75	100	100	100	100	100
Design		As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog
Use of Logo in English and Hindi		As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog
Use of Emblem		Emblem of LIC & respective Club is must and MDRT for the respective members	Emblem of LIC & respective Club is must and MDRT for the respective members	Emblem of LIC & respective Club is must and MDRT for the respective members	Emblem of LIC & respective Club is must and MDRT for the respective members	Emblem of LIC & respective Club is must and MDRT for the respective members
Printing Side		Both Side	Single Side	Single Side	Single Side	Single Side

Colour: Club Emblem as per colour of respective Club: Corporate – Gold Foil; Galaxy – Magenta; CM – Red; ZM – Corporate Blue; DM – Green; BM – Orange; Distinguished – Yellow. All other matters like Name, Address, Telephone nos in Corporate Blue. Logos, LIC Emblems etc. as per Corporate Identity Program.

2. GENERAL ELIGIBILITY

- A) The firm should have experience of at least 3 years of printing jobs
- B) It should not be black listed or removed from the panel of LIC or any other PSU.
- C) The Turnover of the firm should be at least Rs.40 Lakhs in the financial year 2018-19.
- D) The firm must have carried out minimum one order of printing amounting to Rs.10 lakhs during the last one year.

3. TENDER FORMS

Tender forms are available at Sales Department, LIC of India, Divisional Office, Tirunelveli or can be downloaded from our website www.licindia.in/tenders from 17.12.2019 to 31.12.2019 till the close of office hours.

4. TIME SCHEDULE OF THE TENDER

- 1) Date of Issue of Tender Form: From 17.12.2019 to 31.12.2019 3.30 pm**
- 2) Last date & time of submission of Tender: 02.01.2020 3.30 pm.**
- 3) Date of Opening of Technical Bid: 06.01.2020 3.30 pm in the presence of bidders or their authorised representatives.**
- 4) Date of Opening of Financial Bid: To be conveyed later on.**

5. TENDER FEE

Non-refundable Tender Fee of Rs.100 (Rupees One hundred only) payable by Cash/Demand Draft payable at Tirunelveli to be remitted to Divisional Office Cash Counter during Cash hours, i.e., from 10 AM to 3.45 PM on working days.

6. EARNEST MONEY DEPOSIT

Earnest Money Deposit of Rs.25,000/- (Rupees Twenty Five thousand only) payable by Demand Draft in favour of "Life Insurance Corporation of India" payable at Tirunelveli to be submitted along with the Technical and Financial Bid in a separate envelope. The same would be refundable without interest to those vendors who fail to get the order.

Any Corrigendum regarding modification/addition in the Tender Specification or in Terms and Conditions of the Tender shall only be uploaded or published on our official website: www.licindia.in/tenders. Hence all interested bidders are advised to visit our above website regularly for latest information regarding the above tender till the last date of Bid submission.

The Sr. Divisional Manager reserves the right to accept or reject any/all tenders without any reason whatsoever.

Date: 13.12.2019

SR. DIVISIONAL MANAGER

ANNEXURE A

Instructions and Terms and Conditions of Tender for printing of Stationery for Club Member Agents for the Year 2019-20

Read carefully and sign with seal at the end as a token of having understood the Terms and Conditions and agreeing to them.

I. INFORMATION

1. Tenders shall be submitted to the Marketing Manager, LIC of India, Divisional Office, Tirunelveli, 627002 in sealed envelope clearly mentioning that "Tender for printing of Stationery for Club Member Agents", **containing 3 sealed envelopes** clearly mentioned 1) **TECHNICAL BID** (Annexure B with Annexure A) 2) **FINANCIAL BID** (Annexure C) and 3) Envelope containing Demand Draft towards **Earnest Money Deposit and Tender Fee**.
2. The Tender forms should be properly filled in along with Name, Address, Telephone nos, email ID, signature and rubber stamp of the authorized person and should be in sealed cover/envelope as per Sl. 1 above.
3. Tenders should be submitted on or before last date of submission i.e. **02.01.2019 3.30 pm**. Tenders received after the last date will not be entertained.
4. Technical Bid is liable to be rejected if the rate is quoted or any indication is given thereof.
5. Each and every page should be signed by the authorized person of the firm with seal.
6. Size and specification of the Club stationery will be as per Corporate Identity program Part – 5 and it will be part of the tender (The program has been appended).
7. Quantity/strength of the Club Member agents as mentioned above may vary +/- 25%. Actual quantity/strength of the club member agents will be communicated by us at the time of final order.
8. One original paper sample of each type of items as quoted stating clearly thereon full specifications like Make/Name of the paper mill, size, GSM, quality and item/form number should be submitted with quotation.

II. CONDITIONS

1. The successful bidder has to deposit 10% of the tender value as Security Deposit before the work starts and it will be refunded (without interest) after the work is successfully completed for all the Branches of the Division.
2. No deviation from the Common Identity Programme norms such as size, quality and colour and printing on any count would be accepted and in case of deviation, action against the firm including forfeiting of the Security Deposit and action of black listing would be taken and payment will also not be made.
3. Branch Office will provide their printing particulars i.e. Name, address, mobile number etc. and the proofs will be checked by us.

4. Delivery of the printed stationery is to be made to the concerned Branch in a separate pack under proper acknowledgement within 60 days from the date of work order. No extra carriage and freight charges will be paid for delivery.
5. Rates quoted shall be inclusive of GST and all other taxes, if any. No subsequent increment of rate or imposition of any other conditions from the part of the vendor would be accepted.
6. The tender shall be approved to one vendor on the basis of the total amount of all the seven categories (Corporate, Galaxy, CM, ZM, DM, BM and DA) quoting the lowest rate.
7. After supply of goods to the concerned agents, if it is found that the material supplied is not according to the approved samples and specifications the same will be rejected and no payment will be made for the rejected goods. The rejected material has to be substituted by supplying fresh materials as per specified standards within the mutually agreed time.
8. No advance or part payment will be made.
9. On submission of bill along with acknowledgement of delivery signed by the concerned agents and being fully satisfied about completion of the work confirming about quality, quantity and design of printed materials as mentioned in Common Identity Programme. Payment will be made by the concerned Branch offices. TDS, penalty and any other deduction if any, will be deducted as per rules.
10. Rates quoted by the vendor shall be valid for a period of ONE YEAR only. Tender period can be extended for one more year with the prior permission of the competent authority and mutual consent. At the same time, competent authority may shorten the tender period during extraordinary circumstances.
11. If the work is not completed within the specific time schedule of 60 days, penalty will be imposed as under:
 - Within 1 week: 2% of the bill amount pertaining to the outstanding job
 - Within 2 weeks: 3% of the bill amount pertaining to the outstanding job
 - Within 3 weeks: 4% of the bill amount pertaining to the outstanding job
 - After 3 weeks: 5% of the bill amount pertaining to the outstanding job
12. Sr. Divisional Manager is the competent authority to amend or add any conditions or cancel tender fully or partially.
13. For any clarification/dispute regarding the tender form, SDM would be the final authority.
14. In case of any dispute regarding tender, it will be decided under the jurisdiction of Court under Tirunelveli.
15. No Brokers/Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

DATE: 13.12.2019

SR. DIVISIONAL MANAGER

I/We have read carefully all paras given above in Annexure A and have understood the conditions given therein. I/We fully agree to all the Terms and Conditions as laid therein.

DATE:

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Signature of the Authorized Personnel of the firm with Seal

Annexure – B

TECHNICAL BID

TO BE SUBMITTED IN ENVELOPE – 1

SI No	Description	Remarks			
1	Name of the Firms / Agency :				
2	Status of the Firm (Individual/Sole Proprietorship/Partnership/ Pvt Ltd Co/Public Ltd Co				
3	Local Address at Tirunelveli				
	Phone No.				
	E - Mail ID				
4	Name of the contact person.				
	Phone No.				
5	If the head office is other than in 3 above, give full address and contact no.				
6	No. of Employees				
7	EPF & ESI Regn. No. (If any) Enclose photo copy				
8	PAN Card (Enclose photo copy).				
9	TAN No. (Enclose photo copy).				
10	GST No. (Enclose photo copy)				
11	TURNOVER OF THE FIRM FOR THE LAST 3 YEARS (Enclose the Balance Sheet and PL Statement)	2016-17: 2017-18: 2018-19:			
12	State the latest Income Tax assessed year (Enclose copies of last 3 years ITRs)				
13	Details of Jobs executed in the last 12 months – Attach separate sheet if required (Enclose copies of work orders)	Name of the Firm	Order Date	Quantity of Order	Amount of Order
14	If your Firm already empaneled/enlisted in LIC, give full details (Enclose letter of	Name of Office	Date of Enlistment	Enlistment valid up to	

	empanelment/enlistment)			
15	Payment Details of Tender Fee of Rs.100			
16	Details of Earnest Money Deposit			
17	Bank Account Details	Name of the Bank:		
		IFS Code:		
		Account No:		
		Type of Account:		

NOTE: Please type this form or fill it up legibly. If space provided is insufficient, please type or write your replies on a separate sheet giving appropriate question no. duly authenticating the same with seal and signature and attach it to the form. All required documents shall be self-attested with seal and signature. All original certificates/documents should be submitted for verification if required by LIC of India.

I/Werequest the LIC of India, Divisional Office, Tirunelveli to consider our bid. I/We agree to abide by all the eligibility criteria and other terms and conditions and scope of services prescribed in the addendum and promise to render the services to the best satisfaction of the LIC of India.

DECLARATION

I/We have read the instructions appended to the form and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Corporation, on the basis of the information given by me/us can be treated as invalid by the Corporation and I/We will be solely responsible for the consequences.

I/We agree that the decision of the Corporation in selection of the vendor would be final and binding on me/us.

I/We agree that I/We have no objection if enquiries are made about the work performance by the Corporation.

Date:

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Signature with Seal and Name of the Firm

FINANCIAL BID

TO BE SUBMITTED IN ENVELOPE – 2

FILL ONLY THE SHADED PORTION AND SIGN WITH SEAL

1. Name of the Firm (In Block Letters)	
2. Local Address at Tirunelveli and email id	
3. Name of the Contact Person and his Contact No.	

Paper quality, size, printing process, type font, design, colour, use of logo and emblem, printing side of the printed materials (visiting cards, envelopes and letter head) are as mentioned in the Tender Notice and as per Corporate Identity Program

CLUB	Total Number to be supplied in One Set of Stationery					No. of Sets	Rate per Set (Rs.)	GST (Rs.)	Total Rate per Set (Rs.)
	Visiting Card	Envelopes		Letter Heads					
	9.2 X 5.4 cm	9” X 4”	6” X 3.5”	210 X 297 mm	145 X 227 mm				
Corporate	1000	500	1000	500	1000				
Galaxy	500	250	750	250	750	12			
Chairman's	250	250	750	250	750	195			
Zonal Manager's	200	250	500	250	500	155			
Divisional Manager's	150	250	250	250	250	307			
Branch Manager's	100	150	150	150	150	161			
Distinguished Agents	100	100	100	100	100	75			
TOTAL									

CONDITIONS:

1. No extra charge will be paid over the rate mentioned above
2. Instructions and conditions (Annexure A) will also be part of the tender

Date:

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Signature, Name and Seal of the Firm