Divisional Office, 19 M.G. Road, Indore (M.P.) – 0731- 2528083, 2520901, 2526163

Tender for Supply of Printed Stationery
(Tender No 02/2021-22)

I N D E X

Notice Inviting Tender for supply of Printed Stationery

Life Insurance Corporation of India, DO Indore intends to invite tenders under TWO-BID system for supply of Printed Stationery. For Complete details and bid documents please log on to our website www.licindia.in/tenders

Last date for submission of tender forms is 16.08.2021 (5.00 PM)

LIC of India reserves the right to accept or reject any or all offers/ Quotations in full/ part without assigning any reason whatsoever. In case there is any change in the schedule or any corrections, the same will be displayed on our website.

Sr. Divisional Manager

NOTICE FOR OPEN TENDER FOR PRINTED (FORMS/ REGISTERS) STATIONERY

Sr. No.	ACTIVITY	DETAILS
1	Tender Date	OS/INDORE/OPEN TENDER/ **02/2021-22** PRINTED STATIONERY dated – 03/08/2021
2	Bid Declaration Undertaking	The Bidder has to furning a bid declaration as per **Annexure – H** in lieu of EMD.
3	Tender Fee	295/- (Rs. Two hundred Ninety Fifty only) (non- rfundable) by way of Demand Draft payable at INDORE favouring LIC of India or by Cash at Cash Counter of LIC DO Indore (during cash hours) latest by **16.08.2021** up to **4.00** P.M.
4	Address for Submission of bid (To be put in Tender Box)	Manager (OS) Life Insurance Corporation of India, 19, M.G. ROAD. INDORE (M.P.) 452001
5	Submission of Bids Date and time	Bidders fulfilling the eligibility conditions for Printed Stationery should put together 2 separate sealed covers envelopes superscribed as "(1) Technical Bid" & (2) "Financial Bid" . Both these enevelopes to be kept in a large sealed cover envelope number 3 superscribed as **"Tender for supply of - Printed Stationery** **"Tender Ref: OS/INDORE/Tender No 02 "** on or before : 16.08.2021 by 05.00 PM.
6	Technical Bid opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender opening committee on **17.08.2021** at **12.00 noon** . The concerened Agency/Firm may send one representative at the time of opening of the Tender. 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	Telephone No. 0731- 2520901,2526660 **E mail id – os.indore@licindia.com**
9	Official Website (URL)	http:// www.licindia.in/tenders

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

In case there is any change in the schedule, the same will be displayed on our web site only. LIC Of India reserve the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.

Sr. Divisional Manager

Instruction to Bidders:

The sealed tender is invited for running contract under "Two – Bid" system for supply of Printed Stationery as per enclosed Annexure – A, B, C, D, E, F, G, H & I. The bidders are advised to follow the following instructions. Three envelops duly sealed are to be prepared and send as per the instructions given below.

Envelope No. 1:

Technical Bid (Annexure - A, B,C,D, E, F, G and H)

Duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as **'Technical Bid for supply of Printed Stationery'**. Firm's name and address should be written on the envelope. **Annexure - A should be supported with the specimen copies of the paper which the firm intends to supply as per our specifications in Annexure -G.**

Envelope No. 2:

Financial Bid (Annexure -I)

Duly completed and signed should be put in this envelope.
The envelope should be sealed properly with sealing wax and super scribed as **'Financial Bid for supply of Printed Stationery'**. Firm's name and address should be written on the envelope. **Annexure-I** should be duly filled with net **rates inclusive of all taxes and charges excluding GST.**

Envelope No. 3:

Both the Envelopes No. 1 and 2 as mentioned above are to be put into this envelope. The envelope should be sealed properly with sealing wax and super- scribed as "**Tender for supply of Printed Stationery".** The name of firm & address should be mentioned on the envelope.

Each page of complete documents and All Annexure - A, B, C, D, E, F, G and H should be duly signed and sealed. The sealed tender envelope should reach us on or before **16.08.2021 by 5.00 PM** addressed to:

The Manager (OS),
LIC of India, **Divisional Office –Indore,**
19, MG Road, Indore- 452001

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

Annexure- A (Tech Bid)

APPLICATION FORM-TECHNICAL BID

1.	Full Name of the Firm(In Block Letters)	
2.	Date of Establishment /Incorporation	
3.	Registration No. for registration under Companies Act,1956 (Please enclose self attested 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 (please also enclose self attested photocopies)	
11.	PAN No. of the Firm(Please enclose self attested photocopy)	
12.	Labour License nos. and validity under various section of Labour Laws (if any) Central Govt.) Please enlose self attested photocopy of certificate)	
13.	E.P.F. Registration No. (if any) (Please enclose self attested photocopy of certificate)	
14.	GST Registration No. (Please enclose Self attested photocopy of certificate)	
15.	E.S.I. Registration No. (if applicable , Please enclose self attested photocopy of certificate)	
16.	State the latest Income Tax assessed year and amount of tax assessed(Copies of last 03 assessment years, IT Return, Balance Sheets & Revenue A/c to be Enclosed)	1. 2020-21 2. 2019-20 3. 2018-19
17.	Turn over for the last three financial years	2019-20 2018-19 2017-18………

18	Details of stationery supplied to any office of LIC of India and / or prestigious P.S.U / Central Government Office.	
19	Mention any other specialties of your Establishment (if any)	
20	Whether holding certificate under shop and establishment act (if yes, renewed copy should be attached.	
21	Is the firm is registered under the factories act, provide details of License No. (If yes renewed copy should be enclosed.)	
22	Have you ever been black listed by LIC of India or any PSU / BFSI organization / Govt/ Semi Govt / Quasi Govt Department in India as on date?	
23	MSME/ NSIC Details (If any) Please enclose self attested copies.	
24.	Are you Agreead to abide by the terms and conditions of the tenders and contracts (Yes/No)	

(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, Divisional Office , 19 M.G.Road, Indore to consider my/our bid. I/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 full satisfaction of the Corporation. We further give our consent and undertake that our firm is competent and capable of printing and supplying of PRINTED STATIONERY the ordered materials to LIC Of India Indore Divisional Office i.e. Jeevan Prakash ,19 MG Road, Indore 452001 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 discreation without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

Annexure-B (Technical Bid)

(This undertaking duly notarized has to be executed on a Stamp paper of Rs 100/-)

Undertaking

Ref : Tender No 02/2021-22/ Printed Stationery

We hereby confirm that we have not been black-listed by LIC or PSU/BFSI organization / Government/ Semi Govt./ Quasi Govt. Departments in India, as on date of submision of bid in response to the above tender for supply of Printed Stationery.

We are also agree with your term and conditions quoted in tender.

Dated at _______________ this __________ day of ___________ 20

Authorized Signatory's Signature

Name :

Designation :

Name and Address & Seal of the company ;

Annexure –C (Technical Bid)

Details of Existing Clients

(Separate page must be submitted for each Client)

Name of the Company (Your existing client)	
Address of the above Company	
Name of the contact person of the above company	
Designation of the above contact person	
Landline No.	
Mobile No.	
E-mail ID	

Place…………………

Date…………………..

Signature of authorised person ………………….

With seal of firm/company

Annexure –D (Technical Bid)

Eligibility Criteria and Other Conditions

1. The firm/supplier should be having the experience of printing and supply of Printed Stationery for at least 3 years (copy of proof must be enclosed).

2. The firm/ supplier should be on the approved panel/ supplier of at least 3 reputed firms. (Copy of proof must be enclosed)

3. The firm/supplier should have registration with state and/or local authorities for undertaking the profession (Copies of proof to be enclosed)

4. Minimum annual turnover of the company should be Rs 30 lacs or above during every year of last three years. (Enclose Balance sheets of last three FY or CA Certificate).

5. Bidders should submit the bid with details of its top 3 customers in the format as per Annexure C. Documentary evidence like certificate from customers or copies of purchase orders etc have to be submitted.

6. The company should have a valid PAN Card no. issued by Income tax Department.

7. The Firm/Supplier should have GST Registration. (Enclose self attested copy).

8. Income tax returns for the last 3 years. (Enclose self attested copy).

9. Complete Balance Sheet of the last 3 years. (Enclose self attested copy).

10. The vendors/suppliers who have been black listed / removed earlier by any office of LIC of India need not apply. An undertaking in this regard is to be submitted on Rs. 100/- Non judicial stamp paper duly signed by the authorised signatery of the respective bidder and notarised as per Anx-B

11. If the Bidder 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 document, Bidder will be considered as ot registered under DGS&D/ NSIC/ MSME.

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 loses 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.

We agree with all terms and conditions of the tender.

Sign ……………………………………………

With Seal of Firm/company

Name & Designation ……………………………….

Place…………………………. Date…………………….

Annexure –E (Technical Bid)

Terms and conditions of the tender

1. Both the Envelopes **No.-1 (Technical Bid)** and **No.-2 (Financial Bid)** are to be put into the **Envelope No- 3**. The envelops should be sealed properly and superscribed as "Tender for Printed stationery". The name of firm should be mentioned on the envelope. The tender should be sent so as to reach the office ON or BEFORE the Date and Time specified. Tender received after that will be rejected.

2. Rates quoted should be in **Annexure – I** excluding of GST but inclusiving of all other charges like packing, delivery, transportation, unloading charges etc**.** TDS will be deducted as per IT Rules & GST Rules. **GST** will be reimbursed alongwith proper invoice as per prevaling rates applicable from time to time.

3. These rates shall be valid up to **ONE YEAR** from the date of approval of tender. However the contract may be renewed further for One more year on Original rates and keeping other terms and conditions unchanged depending upon satisfactory services rendered by the printer / supplier and requirement of the office.

4. The quantity as shown in the tender is required during the tender period is approximate only . However corporation reserves the right to decrease/increase the quantity required according to the future needs for the tender period and this will be acceptable to all.

5. Technical Bid should be supported with the maplitho-white, sample paper of reputed paper Mills (Like **Century /JK/ TNPL/ Trident/ Orient/ Star/ Seshasayee/ WestCoast or equivalent A Grade mill only**) which the firm intend to supply as per our specification. Without sample paper tender will not be accepted. Two sets of 70 GSM & 80 GSM each (for Printed Stationery) and Two sets of Lazer Paper of 80 GSM (for Registers etc.) must be attached with seal & sign & name of Mill as per Annexure **G** .

6. 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 other firms as it may deem fit. In this course, if any financial loss/damage to the reputation of the Corporation is caused, the firms shall be legally bound to make good the same in monetary terms to be decided by LIC of India. LIC may debar/blacklist the concerened supplier for **a period of 03 years** and the decision will be final and binding on all concerened.

7.The Corporation reserves the right to accept any quotation in full or part. Mere submission of the application for tender does not confer the right of Selection.

8. The selection on tender will be without any liabilities from our side.

9. 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.

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

11. Any tender not complying wholly with these terms and conditions shall be liable for rejection.

12. 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.

13. 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.

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

15. 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.

16. 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.

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

18. The vendor shall give the services during the period of contract as per our requirements.

19. 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 opened 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.

20. 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, INDORE whose decision shall be final and binding on both the parties. The venue of arbitration shall be at INDORE. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

21. 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.

22. Availability of local representative of vendor at INDORE is desirable

23. 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.

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, 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.

25. 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.

26. 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 LIFE INSURANCE CORPORATION OF INDIA for losses or damages on account of such breach.

27. 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.

28. 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.

29. Successful bidders will have to provide Security Deposit @ 10% of the purchase order (PO) value (where The total cumulated quantum of the order placed inclusive of all previous orders under this tender for specific vendor exceeds Rs. 10 Lacs) in the form of Demand Draft/Bankers Cheque/ Bank Gurantee through Scheduled Banks. The 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 purchase order (PO) value (where the quantam of order placed exceeds amount Rs 10 Lakhs). LIC Of India will be at liberty to deduct the amount of Security Deposit for the entire purchase order value from any further payments due to the Vendors.

30. No advance or ad hoc payment will be made for purchasing raw materials. The bill amount will be paid after receipts of entire order and on duly verification of quality of goods supplied as mentioned in tender. Tax at source (Income Tax and GST) will be deducted from the payment as per the Income Tax, GST and other Tax rules comes inforce in future applicable from time to time.

31. Work order may be placed in parts depending upon the requirements during the year. The material will be delivered at the basement (stores) of LIC of India, 19 M.G.ROAD INDORE or any other place in Indore that may be specified by the Corporation if so needed within the stipulated period of 30 days failing which penalty clause will be imposed as below:

Period within which supply is received	% of Penalty
Up to 30 Days	NIL
31 Days to 90 Days	0.2% Per Day of Bill amount (Maximum 10%)

If the Vendor is not able to supply the materials within 90 days, we are free to cancel the PO and penalty for Non delivery of the items may be recovered from payment of other bills or Security Deposit.

32. If at any time, material supplied falls below the contractual specifications with regard to the printing , quantity and quality of paper, such supply will be rejected at the suppliers 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. Defactive/substandard material for not meeting the specification should be repalce free of cost at our site.

33. If variations in the GSM/Specifications of paper are observed on receipt of consignment, then entire lot may be rejected besides imposition of penalty as stated in above paras at the discretion of Competant Authority.

34. However in case of variation in GSM only- expected Grams Per Square Meter (GSM) of the supplied paper as indicated in the chart enclosed saparately for each item, GSM quality should be necessarily according to the tender. Deviation of 3% (+/-) may be ignored (if occurred very rarely). In case of variation of GSM between 4% to 6% found panalty will be imposed as decided by the corporation and will be binding on the vendor. In case of variation of 7 % or above , entire lot may be rejected besides imposition of panalty as stated above at the descretion of Competant Authority.

35. Competent Authority Sr Divisional Manager can reduce or waive the penalty fully or partly.

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

37. If any significant changes takes place in future during the tender period in industry, government regulations, taxation rules etc., the terms of the contract can be renegotiated with mutual consent of both the parties.

38. 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.

39. TERMINATION CLAUSE-

Notice period for termination of Contract Validity of Contract 30 days from the side of LIC and 120 days from the side of the Service Provider.

40. Validity Period for competing technical process of the tender: **Six months** from date of opening the Technical Bid**.**

41. In terms of provisions of section 33(4) of the Insurance laws(Amendmend) Ordinance, 2014, Insurance Regulatory and Development Authority of India (IRDA),if it considers expedient to do so , may direct any person herein after referred to as “Investigating Officer”to make an investigationas specified under Sec.33(1) or carry out and 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.

42. If the Vendor belongs to the category of Micro, Small medium enterprise as defined in **“Micro Small Medium Enterprises** Development Act 2006, specify the category of Micro, Small enterprises and whether the enterprise in manufacturing or service industry proof of registration mentioning monitery limits and validity periods etc to be submitted.

43. Whether the MSME is owned by SC/ST enterpreneur and if so attested true copies of SC/ST Certificates issued by the District/Authority to be submitted (for Claiming special beefits regarding EMD, Security Deposit etc)

44. Whether registration by filling enterpreneurs memorandum part II with the Respective District Industries Centre has been done OR is registered under single point Registration Scheme of NSIC ? If yes then the Enterpreneur memorandum number is to be mentioned and copy of acknowledgement of enterpreneur memorandum – II AND/OR Single point registration certificate to be submitted.

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

We agree with all terms and conditions of the tender.

Date:
Place:

Tenderer Sign. / Name and Seal

ANNEXURE-F (TECHNICAL –BID)

Bank & Other Particulars:

Agencies are requested to furnish below mentioned particulars so that we can refund/release their payments through NEFT/RTGS.

This has to be treated as the part of the Tender condition.

S.No.	Description	Remarks
1	Name of the beneficiary (Vendor) as in bank records.	
2	Beneficiary's Account Number	
3	Account type (Savings Account, Current Account.	
4	Beneficiary's Bank - Branch.	
5	Bank's MICR Code.	
6	Beneficiary's Bank IFSC Code.	
7	Beneficiary's Contact Number.	
8	Beneficiary's E-mail ID, If any.	
9	PAN No./TAN No.	
10	GST Registration Number	

N.B. : **All Payment will be made only through NEFT/RTGS only.**

TENDER FEE PARTICULARS

Amount Deposited	**D.D. Number**	**Date**	**Name of the Bank & Branch.**
Rs 295/-			

DATE:

PLACE:

Signature and seal of the Bidder.

Annexure – G (TECHNICAL –BID)

Declaration regarding Samples

I/We here by confirm that whatever informtion given regarding samples , is true to the best of my knowledge & belief. Name of Paper Mill, GSM etc mentioned is correct and if selected and in future any supply of material will be at par with quality of papers mentioned at Sr. No. 5 under Annexture E- (Terms and Condition)

1. Whether 02 set of Samples submitted of each Item :

(a) For Printed Forms (80 GSM) _______________(Yes/No)

(b) For Printed Forms (70 GSM)_______________ (Yes/No)

(c) For Registers (Lazer Paper) (80 GSM)_______________(Yes/No)

2. Whether Name of Paper Mill is mentioned in Samples ________________(Yes/No)

3. Whether GSM is mentioned in Samples ________________(Yes/No)

Place…………………

Date…………………..

Signature/s ………………………..

With seal of firm/company

Note: **Write paper mill name, GSM, quality on sample with seal and signature is mandatory for qualifying in tender.**

Annexure – H (Bid Declaration Undertaking)

(This undertaking duly notarized has to be executed on a stamp paper of Rs.100/-)

UNDERTAKING

I/We_____________________________________ hereby undertake that if the services are not rendered to the satisfaction of the Corporation, the Corporation shall have the right to engage the services of any other firm/s as it may deem fit. In this course, if any financial loss/damage to the reputation of the Corporation is caused, I/We shall be legally bound to make good the same in monetary terms to be decided by LIC of India and the corporation may debar/blacklist our firm/Company for a period as mentioned in clause 6 of Annexure-E.

Authorised Singatory's Signature

Name :

Designation :

Seal of the Company :