



कार्यालय सेवा विभाग, केंद्रीय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, पो. बा.न. 19953, मुम्बई- 400 021.
Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai- 400 021.
दूरभाष Tel.: 22810689, 22028486 फैक्स/ Fax: 22045607

Ref: OS / B / D&C – 2016

Date: 30.05.2015

Enquiry Details: **Tender No. Stores / CC / 8 / 05 / 2015**
Supply of Premium Table Diaries – 2016 (English & Bilingual)

The Life Insurance Corporation of India is inviting bids from well established and reputable Printers located in India for printing of its Premium Table Diaries (English & Bilingual) for the year 2016 under two bid system.

Procedure for submitting tender:

The tender should be submitted in two parts viz. Part I (Technical Bid) and Part II (Financial Bid) in two separate covers which are to be sealed and put together in a master envelope superscribed with the words **"Tender for supply of Premium Table Diaries-2016 (English & Bilingual) Tender No. Stores / CC / 8 / 05 / 2015"**

Part –I

TECHNICAL BID

The bidder shall furnish the following documents duly signed by the bidder/it's authorized signatory apart from acceptable proof of satisfying the prequalification criteria (See Annexure II).

- a) Bidder/Firm/company profile specifying Annual Turnover during last 3 years (Audited balance sheet for last 3 years shall be submitted)
- b) Details of Similar jobs executed in the past 3 years along with the quantum and value of the job and names and addresses of the clients for whom the jobs were executed (please submit copies of purchase orders).
- c) Copies of satisfactory work completion certificates from the above clients (If available, not compulsory)
- d) Paper to be used for printing of the items for which rates are quoted. (alongwith samples, give the details of the paper sample) as per quality of paper mentioned in the inquiry.
- e) Demand draft of Rs. 1,50,000/- (Rupees One Lac Fifty Thousand only) drawn in favour of LIC of India, payable in Mumbai , on any scheduled bank towards Earnest Money Deposit (EMD). It may be noted that the EMD shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded only after finalization of the tender or within 90 days from the date of opening Technical Bid, which ever is earlier.

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Tender without EMD will not be considered and shall be rejected.

f) If your firm is registered with District Industries Centre or registered with National Small Industries Corporation, or registered as micro or small unit, you are required to submit necessary valid document to claim the applicable exemption from payment of Tender fee and Earnest Money Deposit.

g) Sample copies of latest Diaries printed by the bidder should be submitted. Supporting order copy should also be enclosed as proof. Please note, applications without sample of Diary and supporting order copy will be rejected.

h) Local Sales Tax Registration number, PAN No. and E.C. C. No.

i) Declaration on letterhead of the bidder that it has never been involved in any illegal activity of financial frauds.

j) Declaration on letterhead of the bidder that they have not been Black Listed by any of the offices of LIC of India.

k) Signed copy of the terms and conditions stipulated in the tender document **(Annexure-I)** alongwith the tender document.

l) All the pages of the Tender duly signed alongwith the letter of the bidder on his letter head applying for the tender.

m) Undertaking to the effect that in case the bidder withdraws bid/fails to accept/execute the work order for any reason, EMD will be forfeited/ Corporation reserves the right to invoke the Bank Guarantee and deduct necessary amount as decided by the Corporation, as penalty. In that event LIC may decide to debar/blacklist the concerned bidder and the decision will be final and binding on all concerned.

n) Undertaking by the bidder in the enclosed format. (Annexure IV)

o) It may be noted that tenders/bids not accompanied by any one of the above documents or satisfactory explanation thereof shall be liable for rejection forthwith.

p) Technical Bid shall not contain any Financial Bid.

q) Documents mentioned above from (a) to (m) may be submitted in serial order.

Part - II

Financial Bid

Financial bid shall be furnished separately as per the format given in **Annexure C** . The financial bid will be opened subsequently after short-listing the successful bidders based on technical bids and subject to the following conditions.

- i) Bidders shall satisfy pre-qualification conditions (Annexure II) to qualify in the Technical Bid.
- ii) LIC of India reserves right to call for further information or any missing information from any of the bidder/s. Corporation also reserves the right to decide on the omission of the participating bidders on the basis of Technical qualifications, without giving explanation to any one of the participants or any other parties and also exclude them on the basis so decided by the Corporation to participate in the financial bid.
- iii) **RATES (to be quoted both in figures & words) :** The bidder is required to quote **Per Premium Diary (English) as well as premium Diary (Bilingual)**. Rate so quoted should include total cost of finished product. It should also include per diary cost of Surface Courier for the delivery at our 8 zone centres and packing and forwarding charges. The rate should be inclusive of all Taxes, Cess, Duties (i.e. Central /State, Local Taxes VAT, CST, Excise, Entry Tax, Octroi, Service Tax etc.) and transit insurance. **No separate/additional payment other than the above quoted rate will be made by us.**
- iv) On opening of the financial bid, L1 bidder will be decided on the basis of total cost for supplying the quantity of 54500 of Premium diaries (English & Bilingual). The individual rates for Premium diary (English) and (Bilingual) submitted by the L1 bidder (as mentioned above), will be the base price for conducting Reverse Auction to be conducted through service provider. The bidders, whose financial Bids are opened will be eligible to participate in the reverse auction. The date of the reverse auction alongwith the terms and conditions of the reverse auction will be intimated to the eligible bidders subsequently. While conducting reverse auction as given above for fixing the base price, if there are no further bids, the bidder who has submitted the lowest financial bid whose rate is placed as a base price, that bidder is liable to execute the order.
- v) The Corporation does not bind itself to accept the lowest or any tender and reserves the right to reject any tender without assigning any reason whatsoever. The Corporation also reserves the right to cancel the tender/Reverse Auction without assigning any reason. The decision of the Corporation in this regard shall be final, conclusive and binding on the bidders.
- vi) The bidder is required to quote two separate rates for Premium Diary (English & Bilingual) as mentioned above. **The bidder interested in submitting the rates will have to necessarily quote for the entire quantity** to be supplied to our 8 zone centers.
- vii) Rate so quoted will be applicable for delivery of Premium Table Diary (English & Bilingual) to all 8 Zone centres, i.e. the rate quoted by the bidder will hold good for delivery of the finished product to all the 8 Zone centers(as per Annexure 'A' enclosed).

- viii) Interested bidder should necessarily quote for total quantity.
- ix) Allotment of printing job will be done on the basis of the results of the reverse auction event. Corporation reserves the right to allot the job at L1 rate or other than L1.
- x) In case after the Reverse Auction it is observed that competitive rates are not arrived at, LIC shall reserve the right to hold the Reverse Auction event on subsequent day.
- xi) After placing final order for printing, Bidder will be required to arrange for Transit Insurance while arranging for Surface Courier of Diaries. The cost of the insurance should be included in the rates quoted as mentioned above. No separate payment will be released by the Corporation.
- xii) Validity of the Rates: The rates quoted should be valid till the completion of delivery of all the ordered quantity to our consignee offices.

INSTRUCTIONS FOR TENDERING

- i) Before submitting the Tender, the bidders are required to examine carefully the Tender Documents, Terms & Conditions of Assignment and Specifications. In case there appears to be any ambiguity, the same should be discussed in pre-bid meeting.
- ii) The Tenderer/bidder shall complete the annexed forms of the Tender documents called for therein and shall sign with date all the documents. The Tenderer/bidder or its authorized signatory shall sign on all the pages of Tender document.
- iii) The Tenderer/bidder shall indicate the name, designation and address with telephone number/fax number, etc., so as to enable the Corporation to serve the notice regarding the tender.
- iv) The tenderer/bidder shall submit the documentary proof for qualifying requirements in the same order as mentioned in the Tender Document. Irrelevant documents or documents which are not required in the Tender should not be submitted.
- v) The Corporation is not bound to accept the lowest Tender and has the right to reject any Tender without assigning any reason or whatsoever or select any bidder who meets the printing requirement. In such circumstances, the Corporation shall reserve the right to re-issue the Tender if required, while the tenderer/bidder shall not have a right to object to such re-issue. Further Corporation reserves the right to issue any corrigendum in respect of the above Tender.
- vi) The Corporation reserves the right to extend the validity period of the Tender to a date as may be convenient to it.
- vii) The Corporation reserves the right to seek clarification/additional documents, if required.

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The rates to be quoted are on total cost basis inclusive of all Taxes, Cess, Duties (i.e. Central /State, Local Taxes, VAT, CST, Excise, Entry Tax, Octroi, Service Tax etc.) and transit insurance. The Premium Table Diary is to be supplied to Eight Zone Centres across the country. The cost of Surface Courier is also to be added in the quote considering the delivery at our 8 Zone Centres.

In case of Reverse Auction, the bidder should be agreeable to participate in the Reverse Auction Event, conducted by LIC through service provider. In that case, the bidder will be required to obtain Digital Signature. The bidder can arrange for the Digital Signature either from the Service Provider arranged by the Corporation or can avail the service from outside.

Tenders placed on LIC of India's web site for printing and delivery of Premium Table Diaries (English & Bilingual) for the year 2016, as specified under, subject to the Terms and Conditions attached, forming part of the tender.

TITLE : **PREMIUM TABLE DIARIES (English)- 1,22,900**
PREMIUM TABLE DIARIES (Bilingual)-1100

QUANTITY : **1,24,000 Diaries meant for Zone centres as under :-**

ZONE CENTRE	QUANTITY		
	English	Bilingual	Total
Bhopal –	5,661	100	5,761
Kanpur –	7,657	100	7,757
Kolkata –	9,778	100	9,878
Patna –	13,252	100	13,352
Delhi –	6,407	250	6,657
Chennai –	14,313	000	14,313
Hyderabad –	21,637	000	21,637
Mumbai -	44,195	450	44,645
Total	1,22,900	1,100	1,24,000

**** For Division-wise quantity please also refer enclosed Annexure 'A'**

Specifications of the Premium Table Diary (English & Bilingual):

SIZE OF THE DIARY (excluding case board)	18 cms X24 cms (closed) 36 cms X 24 cms (Open)
NO. OF PAGES	152 (One hundred Fifty Two only) in two colour (coats make) for Premium Table Diaries (English) 168 (One hundred sixty eight only) in two colour (coats make) for premium Table Diaries (Bilingual)
PAGINATION	Please refer Annexure 'B'

Diary Opening pages(both for English & Bilingual): i) Inside Front Cover(LHS)- (I) Four Colour Design ii) Inside Front Cover (RHS)-(II) LIC Logo and Emblem in Four Colour iii) Opening pages (LHS)- (III) Corporate Flag & Anthem in Four Colour Diary End Pages (Common for both English & Bilingual): i) End Page (RHS)-(IV) Blank ii) Inside Back Cover (Open)-(V&VI) Four Colour Design	
PAPER / BOARD	
A. Cover Page	PU material of International brand to be used. Cover Material: Manufactured by: MABEL (made in Italy) Product Name: VIRACOUNTRY Material Code: 9127
B. First and End Pages	Size: 36 c.m. x 24 c.m. (open) Quality: 'A' Grade Maplitho Shade: Natural Substance: 120(+/- 5%) GSM Brightness: 78% (Minimum) (ISO) Opacity: 86% (Minimum) Printing: Four (4) Colour
C. Text pages	Quality: A Grade Maplitho Shade: Natural Shade Substance: 100(+/- 5%) GSM Brightness: 78% (Minimum)(ISO) Opacity: 86% (Minimum) Printing: Two (2) Colour
D. Mill Board	KAPPA BOARD Thickness: 2.00 (+/-0.05) mm

BINDING PROCESS (HARD BOUND PROCESS) - As per our sample.

Binding Patti (Stiffer)

Either White binding cloth or Gauze pasted white paper should be used to the spine and it should be wider than the spine. This Overhang alongwith the End Patti should be glued down to the case boards alongwith the End pages to link the spine of the book to the hard cover.

- Synthetic Glue and other material of standard quality should be used for binding process so that Diary should not have smell or odour.
- Stiffer will be as per Diary Thickness

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- Size of Diary Cover - 18.5 cm X 25 cm
- Diary Lace – Golden Colour (Book Mark) 31 cm.
- LIC Logo and Year '2016' Golden Foil or Blind Embossing on Diary Cover.

I) COVER AND BINDING :

Cover Material Hard Bound

- The pages should be sewn on Auto or Semi Automatic Sewing Machine,
- The case making should be done with Imported Foam of 2 mm (Density 32) on both sides of the Hard Bound Cover.
- Before proceeding for printing, the Printer should get dummy Diary approved from Corporate Communication Department.

II) GUILDING :

The Text Pages will have three sided mirror finish GOLD EDGE GUILDING ON AUTOMATED OSCHNER 2000 or alike machine with imported good quality.

III) WRAPPING & PACKING OF EACH DIARY :

Diaries should be Shrink Wrapped on Hugo Beak or alike Machine on a Polyolefin, Bopp & Pet and should be individually packed in White Back Duplex Board Boxes of 290 GSM of **Appropriate Size** with Logo in Four Colour and **Punch Out** for name at the right hand bottom Corner.

IV) NAMES TO BE PRINTED :

Around **1400 names** will have to be printed (**Gold Foiling**) on front cover of Diary. These names will be sent to the Printer by our Corporate Communication Department, Central Office.

V) SAMPLE OF THE PREMIUM DIARY :

The sample of Premium Table Diary is available with Corporate Communication Department, Art Section, for inspection by the Printers. The representative may personally come to our Office and inspect the Diary Sample.

VI) PACKING IN CORRUGATED BOXES :

20 Diaries, each Shrink Wrapped and packed in Duplex Board Box as mentioned above, should be packed in the new Corrugated Boxes of 5 (five) ply thickness with tear strength not less than 20 (twenty). Each such box should be properly nylon stripped and covered with gunny cloth. **The Printer will be required to pack Division-wise stock alongwith the concerned Zonal Office stock and deliver the same to CC Department of concerned Zonal Office (8 Zones in all) through surface courier. Payment will be made by CC Department of the nearest Zonal Office, on receipt of confirmation from the consignee offices. As regards Central Office quantity, you**
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are requested to pack Department-wise quantity and deliver the same to CC Department, Central Office, Mumbai. Dispatch particulars are given as per Annexure 'A'.

VII) TYPESETTING AND POSITIVE MAKING : To be done by the Printer.

A) Following contents are to be arranged by the printer as per the specimen enclosed :-

- i) Personal memoranda,
- ii) Information related to LIC
- iii) Health Guide
- iv) Names, Designation & Telephone Numbers of Top Officials of Corporation
- v) Insurance Calendar
- vi) Reference Calendars
- vii) Month at a glance
- viii) Day & Dates in week format
- ix) Year Planner-2016
- x) Telephone Index
- xi) Notes

B) Information on LIC will be given to the Printer by C.C. Department, Central Office.

C) Hindi translation for Premium Diaries (Bilingual) will be arranged by Printer other than information on LIC i.e. 'LIC at your Service' and 'Income Tax and Tax benefits from life insurance'. C.C. Department, Central Office, will provide the Hindi Translation for information on LIC, i.e. 'LIC at Your Service' and "Income tax and tax benefits from life insurance".

D) Approved layout and design of Day and Date pages will be provided by CC Department, Central Office. **The positive print file for CTP will have to be made by the Printer.**

E) The pagination of English and Bilingual Diary is as per enclosed **Annexure 'B'**.

F) The time schedule to be followed is as per enclosed **Annexure 'D'**

It will be the Printer's responsibility to get the Dummy Diary approved before proceeding for the final printing, within the shortest possible time frame so that Time Schedule mentioned in Annexure 'D' is strictly maintained.

The Printer will have to return the Positives / CD of Print File and Open File to our C.C. Department after the job is over.

VIII) RATE :

The bidders are required to quote rate per Premium Diary (English) as well as per Premium Diary (Bilingual) **including all Taxes, Duties, Octroi, Excise Duty, Incidentals and Surface courier to CC Deptt. of concerned 8 Zone Centres and Central office at Mumbai.** No additional payment, other than the per Diary rate quoted, will be made by us **It may be noted that all above material is to be procured by the Printer and finished Diaries with packing as detailed above are to be delivered to**

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CC Department of concerned 8 Zonal Offices and Central Office in Mumbai. The quotation should be unconditional.

Interested Printer should compulsorily quote for printing of total quantity of 1,24,000 Nos. of Premium Diaries (English & Bilingual) – 2016. Successful Printer will be selected on the basis of cost involved for printing of total 1,24,000 Premium Diaries (English & Bilingual)

IX) OTHER CONDITIONS :

- a. It shall be printer's responsibility to ensure that the printing order is executed as per our specifications in the order. Any failure on your part in adhering to our specifications and time schedule, thereby leading to inferior quality of printing, binding, or delay in supply, etc. shall also attract penalty for damages caused to the image and goodwill of the Corporation in the market. Penalty will be levied depending on the quantum of the inferior quality product and as per **Clause 12, 13 & 14** of Terms & Conditions of the Tender (**enclosed Annexure I**) forming part of this enquiry. In addition to that, in that event, LIC may decide to debar / blacklist the concerned printer and the decision will be final and binding on all concerned.
- b. In any case, our printing and binding job should not be outsourced. If after, placing order it is revealed that our any job has been outsourced, it will be viewed very seriously and stern action like separate financial penalty and / or blacklisting of firm will be initiated against the printer.
- c. The delivery of the diaries to 8 zone centres should be as per the instruction given in Annexure 'D' and should be completed by 30.11.2015. Prior intimation regarding delivery should be given to the consignee offices.
- d. The material to be supplied should be strictly as per the specifications mentioned in the tender.

X) E.M.D. TENDER FEES AND BANK GUARANTEE :

- a) The Tenderer will have to enclose a Demand Draft of ` **1,50,000/- (Rupees One Lac Fifty Thousand only)** in favour of L.I.C. of India, payable at Mumbai alongwith their quotation towards Earnest Money Deposit (E.M.D.).

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- b) The Tenderer will have to enclose a Demand Draft of ` 500/- (**Rupees Five Hundred only**) in favour of L.I.C. of India, payable at Mumbai alongwith their quotation towards Tender Fees.
- c) Once the tenders are submitted, no Tenderer will be allowed to withdraw the quotation on any grounds. In case of unilateral withdrawal, the Earnest Money Deposit of the Tenderer will be forfeited by us. The Earnest Money Deposit will also be forfeited in case the Tenderer refuses the order, if placed at quoted rates. This will be in addition to any other penalty / action that may be imposed.
- d) The successful Tenderer will have to submit a Bank Guarantee of a Scheduled Bank for an amount to the extent of 10% of the total order value within one week from the date of receipt of order. The Bank Guarantee should be valid upto 31st March, 2016. This Bank Guarantee will be released without any interest alongwith the final payment.
- e) The Earnest Money Deposit of the successful Tenderer will be refunded without any interest on submission of the requisite Bank Guarantee.
- f) The Earnest Money Deposit of the unsuccessful Tenderers will be refunded without any interest only after finalization of tender or within 90 days from the date of opening of Technical Bid, which ever is earlier.
- g) **In case of bidder backing out after placing the order and submission of bank guarantee, the Corporation reserves the right to invoke the Bank guarantee and deduct necessary amount as decided by the Corporation as penalty.**

XI) PAYMENTS :

Payment will be released by CC Department, of the nearest Zonal Office (i.e. the Zonal Office in whose jurisdiction the successful Printer is located), after execution of this order and confirmation of receipt of the Diaries in good condition from the respective consignee Zonal Offices, as to the shortages / damages, etc. by our various Offices.

Pre-Bid Meeting:

A pre-bid meeting of the interested bidders will be held on 10.06.2015 at 3.00 p.m. at the following address:

**4th FLOOR CONFERENCE HALL
LIFE INSURANCE CORPORATION OF INDIA,
CENTRAL OFFICE, EAST WING,
YOGAKSHEMA, JEEVAN BIMA MARG,
MUMBAI – 400 021.**

If felt necessary, LIC of India reserves the right to make amendments/changes in the tender. Those changes will be put on LIC's website, where the original tenders are kept.

Tenders in full conformity with the aforesaid Terms and Conditions attached hereto and forming part of the tender, should be submitted in two parts, Technical bid and Financial bid in two separate envelopes superscribed as Technical Bid and Financial Bid with tender No. Both these envelopes should be placed in One envelope superscribed as **"Tender for supply of Premium Table Diaries (English & Bilingual) – 2016 – Tender No. Stores / CC / 8/05 / 2015"** and addressed to:-

**THE SECRETARY (O.S.),
LIFE INSURANCE CORPORATION OF INDIA,
CENTRAL OFFICE, 4TH FLOOR, WEST WING,
YOGAKSHEMA, JEEVAN BIMA MARG,
MUMBAI – 400 021.**

Should be sent to the above address by 11.30 a.m. on or before 26.06.2015

It may be noted that the submission of the tender itself shall be construed as acceptance of all the Terms and Conditions of this tender by the bidder.

The tenders will be opened on 26.06.2015 at 12.00 noon at the above address. One representative of the bidder, if they so desire, may remain present on the stipulated date and time.

Interested bidders may submit their bid considering their capacity to supply total quantity of Premium Table Diaries (English & Bilingual) taking into account the above mentioned time schedule for all printing jobs from date of final approval by our CC Department for starting and completing the dispatches, i.e. by 30th November, 2015. The bidders should submit their financial bid and if invited for Reverse Auction Event, should submit their bid for total quantity to be supplied to 8 zone centres.

Yours faithfully,

EXECUTIVE DIRECTOR (E&OS)

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ANNEXURE I

TERMS AND CONDITIONS OF THE TENDER

1. The tender alongwith the sample of paper, sample of latest Diary, Demand Drafts for EMD and Tender Fees should be sent to us, so as to reach us on or before the tender due date and time. The tender received after specified date and time, shall not be accepted.
2. Each page of the offer should be signed by the bidder. Also any correction to be duly signed by the bidder.
3. The description and specification of the item to be supplied, be noted carefully, and the offer should be strictly in accordance with the same.
4. Finished product should be as per our specifications only.
5. Conditional offer shall not be accepted.
6. No alterations either in quality or quantity of the items ordered or in the period of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the Corporation, in writing.
7. Please note that the offer should be kept open for minimum period of 90 days from the due date of opening of the tender.
8. The bidder should specify the full address of the Unit.
9. Bidder is required to submit final proof of Diary for approval to Corporate Communication Department of LIC of India. If it is found that the Press is unable to arrange for approval after submission of two consecutive proofs, or if, it is found that the Press is unable to carry out the instructions given, the order may be withdrawn by the Corporation, in which case, the Corporation shall not be liable for payment of damages or compensation but the bidder shall, in such an event, be liable to make good any extra charges, the Corporation may incur in getting the job done by another Press.
10. The bidder shall bear all costs associated with the preparation and submission of its bid including obtaining digital signature for participating in the Reverse Auction Event. No additional payment other than the rates quoted by the bidder will be made by the Corporation.

11. All deliveries must be made as per our instructions given in the Printing Order.

12. Liquidated damages for delayed supplies - If the bidder fails to comply with the provisions of the Clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion, it shall pay to the Corporation, liquidated damages at the following rates :-

- 1st week – 1% of the outstanding order value
- 2nd week – 2% of the outstanding order value
- 3rd week – 4% of the outstanding order value
- 4th week – 8% of the outstanding order value
- 5th week – 15% of the outstanding order value

In addition to above, LIC of India may also decide to debar/blacklist the concerned bidder for delayed supplies and the decision of the Corporation will be final and binding on all concerned. In case of delay of more than 5 weeks LIC of India reserves the right to reject the delivery.

13. **Recovery towards short supplies / damaged supplies** - In case of short supplies / damaged supplies, recovery towards such short supplies / damaged supplies will be made from the payment due to the bidders. Recovery will be calculated as per the quoted price of Diaries. In addition, the bidder shall also be liable to pay damages and compensation as decided by the Corporation for the loss of image and goodwill of LIC of India, as mentioned in Point No. 14 below.
14. **Penalty for deviation in the specifications** - If after the supply is delivered, it is discovered that the supply do not conform to the specifications, such supply may be rejected at the bidder's cost and the total amount for the rejected supply shall be recovered from the bidder. In the event of non compliance with the tender conditions, or for any complaint about the quality of the Diaries & Calendars, the bidder shall be liable to pay damages and compensation as decided by the Corporation for the loss of image and goodwill of LIC of India. Further in that event, LIC of India may decide to debar / blacklist the concerned bidder and the decision of the Corporation shall be final and binding on the bidder.
15. Items rejected as damaged after the receipt will have to be taken back by the bidders at their risk and cost. Such damaged lot should be shredded and treated as scrap.
16. No advance payment will be made till the order is fully executed except that the Corporation may, in a particular case, stipulate that payments will be against partial deliveries in which case such partial payments will be made.
17. The Corporation reserves the right to reject any offer in part or full without assigning any reason. In the event of our accepting a part of any item of your offer, quoted rate for the full zone quantity shall be considered as valid.
18. Any tender not in compliance with the above terms and conditions and the specifications shall be liable to be rejected. :2:

19. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification conditions will not be considered and will be rejected forthwith.
20. TDS as per rules will be effected while settling the payment
21. For selection of successful bidder, Reverse Auction Event will be conducted by the Corporation and the technically successful bidders will be invited. Terms and conditions of the Reverse Auction event will be sent to the eligible bidders.
22. The Corporation does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever.
23. No order or billing payment on any other sister concern/associate company will be released by the Corporation. Outsourcing/subcontracting of the printing/binding work will not be permitted.
24. The technically successful bidders will be invited for Reverse Auction, where by rate bids will be invited. It is mandatory for the technically successful bidders to have a valid digital signature for the purpose of participating in the Reverse Auction. The technically successful bidders should ensure that Digital Signature for the purpose of Reverse Auction event is arranged well in advance, i.e. before the date of Reverse Auction Event. Bidders invited for Reverse Auction will have to adhere to the terms and conditions and business rules prescribed for participation in the Reverse Auction proceedings and will be required to send us the signed copy of the terms and conditions of Reverse Auction event, as a token of their acceptance, within the stipulated time. Participation in the Reverse Auction will be subject to receipt of signed copy of terms and conditions from the technically successful bidders. The technically successful bidders will be required to execute all the required documents for the reverse auction, if any, as per the stipulation, as and when necessary. **Reverse Auction based on L1 rate shall be mandatory process in which all technically qualified bidders, who are invited for Reverse Auction shall participate, failing which the bidder may be black listed.**
25. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the headquarters of the Corporation's Office placing the order i.e. Mumbai and shall be subject to adjudication by a Court in that City.

I / We accept the above conditions

(Signature & Seal of the Bidder)

Date:

Place:

Annexure II

Technical Bid

A list of Qualifying Requirements and the supportive documents that need to be submitted by the bidder is given below. Any bidder not complying with any of the following qualifying requirements or not submitting any of the documents shall be summarily disqualified. Only those bidders who satisfy all the qualifying requirements and submit requisite documents will be eligible for opening of their financial bid and those bidders only will be invited for Reverse Auction as per the process.

- i) The bidder should have good reputation in business for supplying quality products with operations in India.
- ii) The bidder should be in business for at least 3 years. (Certificate of incorporation and updated certificate under shop and establishment Act to be enclosed with Technical Bid).
- iii) The bidder should have a valid Factory License (Copy of the Certificate should be furnished with Technical Bid)
- iv) The bidder should have a total printing business Turn over of at least Rs. 10 Crore during any one of the preceding three years. (Submit copy of the P&L account and Balance sheet)
- v) The bidder should have worked for at least one Public Sector or Govt. Undertakings or both, including LIC of India during last 3 years. (Submit order copies)
- vi) The bidder should be able to demonstrate ability to handle high volume order for printing of diaries. The bidder should have executed at least one single order of 2 lacs quantity of table diaries during in any of the last three years. (Submit order copies).
- vii) The bidder shall have a clean track record and they shall not have any involvement in illegal activities or financial frauds. Tender must be accompanied with declaration to this effect on letterhead of the bidders. Tenders without declaration will not be considered and will be rejected forthwith.
- viii) The bidder should submit declaration on their letterhead that they have not been Black Listed by any of the offices of LIC of India. The bidder who is black listed, or temporarily debarred (during the debarred period) need not apply and will not be considered for this contract.
- ix) The bidder should have capacity to complete delivery of the ordered quantity within the allotted time schedule.
- x) The bidder shall submit Earnest Money Deposit of Rs. 1,50,000/- (Rs. One Lac Fifty Thousand Only) by way of Demand Draft drawn in favour of LIC of India payable at Mumbai issued by any Scheduled bank.. Any bid without EMD will be rejected.

xi) The bidder will have to submit a Demand Draft of Rs. 500/- (Rupees Five Hundred only) drawn on Scheduled Bank in favour of L.I.C. of India, payable at Mumbai, towards tender fees. Any bid without tender fees will be rejected.

xii) If your firm is registered with District Industries Centre or registered with National Small Industries Corporation, or registered as micro or small unit, you are required to submit necessary valid document to claim the applicable exemption from payment of Tender fee and Earnest Money Deposit.

xiii) The successful bidder awarded with the contract should provide a performance Bank Guarantee of a Scheduled Bank to the tune of 10 % of the total order value, within 15 days from the date of placing order. Bank Guarantee should be valid up to 31st March, 2016. Please note that the bank guarantee in the format given by us in Annexure III, should be sent to Secretary (OS), LIC of India, Central Office, 4th Floor, Yogakshema, west wing, J.B. Marg, Nariman Point Mumbai-400 021, directly by the issuing bank under Registered Post (A.D.) and not through the bidder himself. The Bank guarantee will be released without interest along with the final payment. Late submission of Bank guarantee will be viewed very seriously. (Please refer Annexure III)

xiv) The bidder should have minimum two 4 colour printing machines, two Punching machines.

xv) The bidder should have capacity to do all types of bindings in-house. In case of Pictorial Calendars the bidder should be able to undertake: Punching and binding.

xvi) The bidder should have minimum area of 15000 sq.ft. of premises owned and/or rented under the same name (submit the proof: municipal certificate for owned premises, lease agreement for the rented property).

xvii) The bidder shall be required to undertake transportation of Diaries for a particular zone for which they have submitted a bid as per the zone centre specified (Annexure A)

xviii) The bidder should submit the copies of their Income Tax Returns for last 3 years.

xix) The bidder should comply with the provisions of Child Labour Act. While accepting the order, the bidder will be required to submit an Affidavit in compliance with this act. (Submit declaration regarding non employment of child labour on bidder's letter head).

xx) The product Diary attracts Excise Duty. The bidder awarded with the order will have to pay Excise Duty on the product. The unit of the bidder should be Central Excise registered. The bidder should furnish the ECC number (Excise Control Code No.) Bidder not submitting the required details will be straight away technically disqualified. (Submit copy of the document)

**QUESTIONNAIRE TO BE COMPLETED BY THE BIDDERS AS A PART
OF TECHNICAL BID FOR SUPPLY OF PREMIUM TABLE DIARIES (ENGLISH
& BILINGUAL)**

PART A : GENERAL INFORMATION

1. Name of the Press
(in block letters)

2. Date of Establishment / Incorporation:

3. Address & Telephone No. of the Unit
and the e – mail address
**(In case of multiple units, details for every unit
should be furnished separately)**

4. Address of Office (If separate) :
and Telephone Number

5. Address of the Godown (If separate):
and Telephone Number

6. Status: Whether Proprietary / Partnership /
Private Ltd. Co. / Public Ltd. Co.

7. Names of Proprietor/ Partners / Directors :

8. Names of Chief Executives with their :
present addresses & Telephone Nos.
(landline and Mobile)

:3:

9. Names and Phone Nos. of Representative (s),
indicating designations who would be :
calling on us & attending to our jobs

10. Names of Bankers with addresses
& Telephone Nos.

11. Details of registration under
Factories Act
(submit copy of the documents)
 - (a) Date of Registration :
 - (b) Licence No. :
 - (c) Date of last renewal of Licence :
 - (d) Validity of Licence upto :

12. Details of registration under the following
(submit copy of documents)
 - (a) Sales Tax Registration No./ VAT Registration No:
 - (b) CST Registration No.:
 - (c) PAN No.:
 - (d) ECC No. for Excise registration

13. State the latest income tax assessed year:
& the amount of tax assessed.
(Copies of I.T. Returns for last 3 yrs. to be attached)

14. Mention the Annual Turn over of the firm 2012 – 13
for the last 3 financial years
(copies of P&L A/c. and balance sheets 2013 – 14
For the last 3 years to be attached) 2014 – 15

15. Whether all the Statutory requirements as
directed by Government authorities are fulfilled ?

16. Business Premises:

(a) Whether owned or rented :

(b) Area in Sq. ft. of

Office :

Press :

Godown :

17. Total No. of Permanent Employees:
(1) Skilled _____ (2) Unskilled _____

18. Number of shifts you work normally:

19. Timings of Shifts:

20. Weekly Holiday:

21. Per day Capacity for finished product of
Hard Bound Diaries:

22. Whether you have undertaken the printing work of any of our Offices during the last 3 years. If yes, give details (not compulsory) (copies of printing order to be attached)

1)
2)
3)
4)

23. Whether you have worked for at least 1 Public Sector or Govt. Undertakings or both including LIC of India During last 3 years (attach order copies)

24. Details of printing jobs undertaken during any of the last 3 years (single order of minimum 2 lacs no. of Diaries during Any of the year during last three years)

25. Names, Addresses and Telephone)

Nos. of six of your most valued Clients :

))
))
))
))
))
))
))
))

1)
2)
3)
4)
5)
6)

26. Approximate output per year :

27. Do you carry stocks of papers and other material :

If so, what stocks do you generally hold ?

28. Mention any other specialties
of your Establishment :
(separate sheet can be submitted)
29. Whether Declaration regarding complying with the
Provisions of Child Labour Act is
submitted ?
30. Whether you can undertake English to Hindi Translation?
- 31 Whether you have Hindi Proof Readers?

PART B : TECHNICAL INFORMATION

A. PRINTING MACHINES :

TABLE DIARY

1. No. of printing machines (sheet-fed machines)
(specify 2 colour / 4 colour separately)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed</u>
--------------------	------------------------	------------------------	---------------------------	--------------

a.

b.

c.

2. No. of Web-based printing machines
(specify no. of colours)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed</u>
--------------------	------------------------	------------------------	---------------------------	--------------

a.

b.

c.

Whether the above web machines have facility for –
Folding.

3. List of Section Sewing machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed</u>
--------------------	------------------------	------------------------	---------------------------	--------------

a.

b.

c.

4. Case-making machines (Automatic/Semi-automatic)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed</u>
--------------------	------------------------	------------------------	---------------------------	--------------

a.

b.

c.

5. List of other machines:

(Automatic / Semi automatic machines generally used for Diaries & Calendars)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Auto/Semi auto/ Manual</u>
--------------------	------------------------	------------------------	---------------------------	-------------------------------

a.

b.

c.

6. Cutting machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Auto/Semi auto/ Manual</u>
--------------------	------------------------	------------------------	---------------------------	-------------------------------

a.

b.

c.

7. Punching machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Auto/Semi auto/ Manual</u>
--------------------	------------------------	------------------------	---------------------------	-------------------------------

a.

b.

c.

8. Folding Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
--------------------	------------------------	------------------------	---------------------------

a.

b.

c.

9. Guilding Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
--------------------	------------------------	------------------------	---------------------------

a.

b.

c.

10. Embossing / Debossing Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
--------------------	------------------------	------------------------	---------------------------

a.

b.

c.

11. Shrink Wrapping Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
--------------------	------------------------	------------------------	---------------------------

a.

b.

c.

Other Facilities :

12. Do you have independent DTP Section?

13. Do you have independent C.T.P. ?

14. Please furnish detailed particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs which may be entrusted to you.

15. Has your company been black listed/debarred by any of the office of L.I.C. of India?
(If yes furnish full details)

16. Has your company been under litigation or any action has been initiated by any authority for violation of any provisions of law, or have you been blacklisted by any Organization ?
(If yes, give details)

Annexure III

FORMAT OF BANK GUARANTEE TO BE SUBMITTED BY THE SUCCESSFUL BIDDER

Instruction to the Bankers : This Bank Guarantee to be executed on appropriate value stamp paper and directly sent to LIC by Registered A.D. Post.

SPECIMEN OF BANK GUARANTEE

To,
Life Insurance Corporation of India,
Central Office,
“Yogakshema”,
MUMBAI.

Dear Sirs,

M/s. _____ (Name of the Bidder with address),
(hereinafter called as “Bidder”) have taken up the work printing of Diaries & Calendars for the year 2016, entrusted to them by Life Insurance Corporation of India, (constituted under Insurance Act, 1938 and 1956) having its Head Office at “Yogakshema”, Jeevan Bima Marg, Mumbai-400021, as per Order dated _____ for printing of Diaries and Calendars for the year 2016.

AS per the tender conditions for execution of printing job of Diaries & Calendars for the year 2016, the Bidder is required to deposit Bank Guarantee of Nationalized Bank/ Reputed Scheduled Bank, to the extent of 10% of the order value of the Contract. _____ Bank is executing the guarantee on behalf of the Bidder and undertakes full responsibility to indemnify Life Insurance Corporation of India, for Rs. _____ in case of default in performing any of the terms and conditions of the tender and the order dated _____.

THE Bidder has approached us and at their request and in consideration of the promise, we _____ Bank, a body corporated, constituted under _____ Act, 19..... having its Head Office at _____ and a branch at _____ (hereinafter called the “Bank”) have agreed to give such guarantee as hereinafter mentioned in your favour.

WE, _____ Bank, do hereby undertake to indemnify Life Insurance Corporation of India to the extent of Rs. _____ (Rupees _____ Only) against any loss caused to or suffered by Life Insurance Corporation of India by reasons of non-performance, poor performance, etc.. in terms and conditions of the tender of contract and against any loss caused to or suffered by Life Insurance Corporation of India towards the poor printing quality and undertake and agree with you that in the event

of Life Insurance Corporation of India being satisfied that the default has been made by the Bidder in performing any of the terms and conditions of the tender and/or in payment of any money payable to Life Insurance Corporation of India, we _____ Bank shall on demand pay to you without any demur in such manner as you may direct the said amount of Rs. _____ (Rupees _____ Only) or such portion thereof not exceeding the said sum as you may require or is payable to you by the Bidder for all or any such default and you can look to us as the Principal Debtor.

THE guarantee herein contained shall not be determined or affected by any dissolution or change of constitution or insolvency of the Bidder _____ (Name) but shall in all respects and for all purposes be binding and operative until full payment of all monies due to you in respect of such liabilities is received by you to secure your ultimate dues in the promises.

WE further agree that we shall not be discharged or relieved from this guarantee herein contained by any arrangement made between the Bidder and Life Insurance Corporation of India with or without our consent or by any forbearance/indulgence and/or any act or omission/commission on your part, will not vitiate our liability under this guarantee.

WE, _____ Bank lastly undertake not to revoke the guarantee during its currency except with the previous consent of Life Insurance Corporation of India in writing.

Notwithstanding anything contained hereinabove, our liability under the guarantee is restricted to Rs. _____ (Rupees _____ Only) and will remain in force till 31.03.2016. Unless a demand or claim is made on us in writing on or before 31.03.2016, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all our liability under the guarantee thereafter.

Dated at _____ this _____ day of _____ 2015.

Annexure IV

Undertaking to be furnished on the letter head of the Bidder/Firm/Company

The Secretary (OS)
Life Insurance Corporation of India,
OS Dept., Central Office,
Yogakshema Bldg., 4th Floor, West Wing,
J. B. Marg, Nariman Point,
Mumbai – 400 021

Dear Sir,

Sub: Supply of Diaries & Calendars for LIC of India for the year 2016

1. I/We have read and understood the terms & conditions of the above referred tender for the supply of Diaries & Calendars for LIC of India.
2. I/We fulfill all the prequalification criteria mentioned in the referred tender document and enclose a Demand Draft Nos._____ dated_____ Rs._____ & Rs._____ towards EMD and Tender Fees.
3. I/We offer to undertake and complete the work in conformity with LIC of India's requirement and the terms and conditions set out for the same.
4. I/We agree to abide by the referred tender for validity of rates as mentioned in the tender and terms and conditions.
5. I/We confirm that I/We have in-house facility and our machinery is capable of printing and designing the diaries as per the specification required by LIC of India.
6. I/We hereby confirm to follow and abide by all instructions as laid down by LIC of India and as also given in tender.
7. I/We note that LIC of India is not bound to accept the lowest or any other tender that may be received by it.
8. I/We agree to print diaries & calendars strictly confirming to the quality of paper mentioned in the tender enquiry.
9. I/We undertake to participate in the online Reverse Auction on being qualified in the Technical Bid.
10. I/We further agree to pay the Penalty/liquidated damages as mentioned in the tender.
11. I/We hereby binds my/our self that LIC of India has the right, without assigning any reasons thereof, to
 - i) Reject, amend and modify their offer/service as mentioned in the tender.

- ii) Terminate this Tender Process.
 - iii) Make no award to any of the Participants and/or recommence the entire process.
 - iv) Contract with one or more Participants for reasons other than the lowest price.
 - v) Modify the requirements and terms of this Tender Document and request revised proposals from some or all of the Participants/Bidders.
 - vi) Cancel the allotted work order/award.
 - vii) Forfeit the EMD in the event of withdrawal of bid/ any evasion, refusal to undertake the job/service or delay on my/our part to sign and execute the order or refusal in participating in Reverse Auction Event.
12. I/We shall unconditionally and irrevocably, (jointly and severally in case of partnership concern) indemnify the LIC of India against any claims, losses, costs, actions, suits, damages and or otherwise arising due to or on account of bidder's violation of any terms and conditions of this bid/tender, violation of trademarks. Patents, copyrights and licenses or any law, act and/ or rules/ regulations including customs, foreign exchange etc. and shall always keep the LIC of India, it's officers, directors and employees, indemnified at all times, from and against all claims, losses, damages, costs, actions, suits, compensation or expenses or otherwise, if any, that the LIC of India may incur by reason of any action, proceedings which may be brought by or taken against the LIC of India, by anybody including the customers for anything of any nature whatsoever. This clause shall survive the termination of this Agreement for any reason whatsoever. The Deed of Indemnity shall be executed in the form and to the satisfaction of LIC of India.
13. I/We shall irrespective of my/our participation in the Bid process, shall treat the details of the Bid Documents as secret and confidential at all times and agree that I/we shall hold in trust any confidential information/logo/mark/design received from LIC of India under this bid/tender and the strictest of confidence shall be maintained in respect of such confidential information and shall not disclose to a third party any such confidential information or the contents of the referred bid/tender without the prior written consent of LIC of India. Further, upon termination of the referred bid/tender, confidential information shall be returned to LIC and/or shall be permanently deleted from our computer/system or destroyed, if incapable of return.
14. I/We declare that we have all necessary registration under various taxation laws required for manufacture and supply of Diaries and Calendars. We undertake that on supplying the Diaries & Calendars to LIC of India, if any tax related issues arise, we will be answerable and will be liable to comply to the authorities.

15. I/we undertake to participate in the Reverse Auction Event conducted by LIC of India if invited for the same on finding technically successful. If we fail to participate in the Reverse Auction, LIC of India, may take action against us for blacklisting our firm.

16. List of documents attached with the tender.

- Details of Tendering Bidder/Firm/Company
 - a) Name: _____
 - b) Registered Address: _____
 - c) Website Address: _____
- Print Shop Address (from where diaries will be printed)

- Details of Authorized contact person
 - a) Name: _____
 - b) Designation: _____
 - c) Phone No: _____
 - d) Mobile No: _____
 - e) Email Address: _____
 - f) Fax No: _____

Dated day of 2015

(Signature of the authorized person of bidder)

(Name and address of the bidder in Block capital letter)

(Seal of the company)

ANNEXURE : A

ZONE	DIVISION	Premium Table Diary (Bilingual)	Premium Table Diary (English)	Total
CZ	Bhopal	0	609	609
CZ	Bilaspur	0	295	295
CZ	Gwalior	0	1073	1073
CZ	Indore	0	751	751
CZ	Jabalpur	0	476	476
CZ	Raipur	0	1320	1320
CZ	Satna	0	272	272
CZ	Shahdol	0	675	675
CZ	CZ PROPER	100	190	290
CZ	TOTAL FPR BHOPAL	100	5661	5761
ECZ	Begusarai	0	518	518
ECZ	Behrampur	0	832	832
ECZ	Bhagalpur	0	668	668
ECZ	Bhubneshwar	0	1180	1180
ECZ	Cuttak	0	3004	3004
ECZ	Hazaribagh	0	588	588
ECZ	Jamshedpur	0	1147	1147
ECZ	Muzzafarpur	0	598	598
ECZ	Patna 1	0	2780	2780
ECZ	Patna 2	0	76	76
ECZ	Sambalpur	0	1586	1586
ECZ	ECZ ZONAL PROPER	100	275	375
ECZ	TOTAL REQUIRED:	100	13252	13352
EZ	Asansol	0	749	749
EZ	Bongaigaon	0	7	7
EZ	Bardhaman	0	213	213
EZ	Guwahati	0	316	316
EZ	Howrah	0	805	805
EZ	Jalpaiguri	0	1430	1430
EZ	Jorhat	0	1467	1467

EZ	Kharagpur	0	10	10
EZ	KMDO-I	0	1649	1649
EZ	KMDO-II	0	1607	1607
EZ	K.S.D.O	0	572	572
EZ	Silchar	0	642	642
EZ	E. Z. O	100	311	411
EZ	TOTAL FOR KOLKATA	100	9778	9878
NCZ	AGRA	0	426	426
NCZ	ALIGARH	0	341	341
NCZ	ALLAHABAD	0	136	136
NCZ	BAREILLY	0	2376	2376
NCZ	DEHRADUN	0	148	148
NCZ	FAIZABAD	0	5	5
NCZ	GORAKHPUR	0	202	202
NCZ	HALDWANI	0	455	455
NCZ	KANPUR	0	674	674
NCZ	LUCKNOW	0	1225	1225
NCZ	MEERUT	0	210	210
NCZ	VARANASI	0	1124	1124
NCZ	NCZ - PROPER	100	335	435
NCZ	TOTAL FOR KANPUR	100	7657	7757
NZ	AJMER	0	291	291
NZ	Amritsar	0	6	6
NZ	Bikaner	0	358	358
NZ	Chandigarh	0	175	175
NZ	Delhi-1	0	1005	1005
NZ	Delhi-2	0	1091	1091
NZ	Delhi-3	0	538	538
NZ	Jaipur-1	0	247	247
NZ	Jaipur-2	0	165	165
NZ	Jalandhar	0	355	355
NZ	Jodhpur	0	347	347
NZ	Karnal	0	67	67
NZ	Ludhiana	0	659	659
NZ	Rohtak	0	125	125
NZ	Shimla	0	218	218
NZ	Sri Nagar	0	66	66
NZ	Udaipur	0	394	394
NZ	NZO	250	550	550

NZ	TOTAL FOR DELHI	250	6407	6657
SCZ	BANGALORE-1	0	1767	1767
SCZ	BANGALORE - II	0	1618	1618
SCZ	BELGAUM	0	282	282
SCZ	CUDDAPAH	0	683	683
SCZ	DHARWAD	0	1912	1912
SCZ	HYDERABAD	0	1618	1618
SCZ	KARIMNAGAR	0	891	891
SCZ	MACHILIPATNAM	0	2291	2291
SCZ	MYSORE	0	1157	1157
SCZ	NELLORE	0	1185	1185
SCZ	RAICHUR	0	847	847
SCZ	RAJAHMUNDRY	0	1677	1677
SCZ	SECUNDERABAD	0	1532	1532
SCZ	Shimoga	0	194	194
SCZ	UDUPI	0	724	724
SCZ	Visakhapatnam	0	1761	1761
SCZ	WARANGAL	0	1146	1146
SCZ	SC ZONAL OFFICE	0	352	352
SCZ	TOTAL FOR HYDERABAD	0	21637	21637
SZ	Chennai D.O.I	0	1772	1772
SZ	Chennai D.O.II	0	458	458
SZ	Coimbatore	0	2052	2052
SZ	Madurai	0	621	621
SZ	Salem	0	661	661
SZ	Thanjavur	0	1794	1794
SZ	Tirunelveli	0	433	433
SZ	Vellore	0	1311	1311
SZ	Ernakulam	0	818	818
SZ	Kottayam	0	988	988
SZ	Kozhikode	0	1874	1874
SZ	Thiruvananthapuram	0	660	660
SZ	Thrissur	0	571	571
SZ	S Zonal Office	0	300	300
SZ	TOTAL FOR CHENNAI	0	14313	14313
WZ	AHMEDABAD	0	1373	1373
WZ	AMRAVATI	0	1123	1123
WZ	AURANGABAD	0	2443	2443
WZ	BHAVNAGAR	0	187	187

WZ	GANDHINAGAR	0	587	587
WZ	GOA	0	1201	1201
WZ	KOLHAPUR	0	1476	1476
WZ	MUMBAI -I	0	2737	2737
WZ	MUMBAI -II	0	3179	3179
WZ	MUMBAI -III	0	3074	3074
WZ	MUMBAI-IV	0	2638	2638
WZ	MUMBAI-SSS	0	5	5
WZ	NADIAD	0	271	271
WZ	NAGPUR	0	1925	1925
WZ	NANDED	0	1880	1880
WZ	NASHIK	0	1505	1505
WZ	PUNE-I	0	1746	1746
WZ	PUNE-II	0	2600	2600
WZ	RAJKOT	0	997	997
WZ	SATARA	0	1601	1601
WZ	SURAT	0	1354	1354
WZ	THANE	0	3037	3037
WZ	VADODARA	0	1554	1554
WZ	WZO	25	425	425
WZ	FOR MUMBAI ZONE	25	38893	38918
	CO PROPER Mumbai	425	5302	5727
	TOTAL FOR MUMBAI ZONE	450	44195	44645
	TOTAL:	1100	122900	124000



ANNEXURE - B

PAGINATION OF PREMIUM DIARY (ENGLISH) - 2016

Sr. No.	Subject	Page No.	No. of Pages
1.	Personal Memoranda	1	1
2.	Information related to LIC	2-13	12
3.	Health Guide	14	1
4.	Reference calendar	15-16	2
5.	Details of Top LIC Officials	17-22	6
6.	Insurance Calendar	23	1
7.	Month at a Glance	24-35	12
8.	Day & Date pages	36-141	106
9.	Year Planner 2016	142-145	4
10.	Telephone Index	146-148	3
11.	Notes	149-152	4
	TOTAL		152

If there are any modifications in the pagination, will be conveyed by Corporate Communication Department to the successful bidder.



ANNEXURE - B

PAGINATION OF PREMIUM DIARY (BILINGUAL) - 2016

Sr. No.	Subject	Page No.	No. of Pages
1.	Personal Memoranda	1	1
2.	Information related to LIC	2-25	24
3.	Health Guide	26	1
4.	Reference calendar	27-28	2
5.	Details of Top LIC Officials	29-40	12
6.	Insurance Calendar	41	1
7.	Month at a Glance	42-53	12
8.	Day & Date pages	54-159	106
9.	Year Planner 2016	160-163	4
10.	Telephone Index	164-166	3
11.	Notes	167-168	2
12.	TOTAL		168

If there are any modifications in the pagination, will be conveyed by Corporate Communication Department to the successful bidder.

‘ANNEXURE C’



LIFE INSURANCE CORPORATION OF INDIA

CENTRAL OFFICE

Tender No. Stores / CC / 8/05/ 2015 dated 30th May, 2015 due on 26th June, 2015

QUOTATION FOR SUPPLY OF PREMIUM TABLE DIARIES (2016) ENGLISH & BILINGUAL

Job description	Rate per Diary Up to Maximum Capacity (inclusive of printing charges, Packing and Forwarding charges, all taxes & levies, VAT, Excise Duty and surface courier cost up to Eight zone centres)	
Supply of Premium Table Diaries (English & Bilingual)	Rate in (Rs.) per Premium Table Diary (Bilingual)	Rate in (Rs.) per Premium Table Diary (English)
The bidder will have to submit the bid considering the supply of whole quantity of Premium Diary English & Bilingual The bidders will have to prepare positives at their cost.		

Date:

Signature and Seal of the Bidder

Place:

Annexure 'D'

Time Schedule-Printing of Premium Diaries 2016

1. CC Dept. will provide CDs of opening pages & approved layout and design of Day and date pages for both English and Bilingual to the approved printer within 3 days of approval of the printer by OS department.
2. Printer has to submit the following within 7 days.
 - a) Specimens prints of layout plan for day and date pages.
 - b) Typesetting and Hindi translation of general information pages. Specimen of these pages is enclosed.
 - c) Any other requirements felt necessary by CC department will be complied by the printer immediately.
3. Approval of the 1st proof by CC department within 7 days of receipt from the printer.
4. Submission of final proof within 2 days by the printer after receipt of corrected proof.
5. Approval of the final proof by CC department within 3 days.
6. Submission of dummy diary by the printer within 7 days after receiving the final proof.
7. Approval of dummy diary by CC department within 3 days of receipt of the dummy diary from the printer.
8. Date by which diary should be ready for dispatch by the printer by 10th November, 2015.
9. Delivery of diary shall start on or before 01.10.2015 and all the dispatches should be completed by 30.11.2015.

It will be the Bidder's responsibility to ensure that supply of Diaries to our Offices are made in time and in case of delay, the Bidder will be liable to pay liquidated damages as per **Clause 12**, as detailed below :-

1 st week –	1% of the outstanding order value
2 nd week –	2% of the outstanding order value
3 rd week –	4% of the outstanding order value
4 th week –	8% of the outstanding order value
5 th week –	15% of the outstanding order value

In addition to above, LIC of India may also decide to debar / blacklist the concerned bidder for delayed supplies and the decision of the Corporation will be final and binding on all concerned. In case of delay of more than 5 weeks, LIC of India reserves the right to reject the delivery.

