Re:-OS/Tender No. 04 /Computer Stationery/2018-19   Dated: 06.08.2018

M/S ________________________________

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Reg:- Tender No .04 (2018-19) for supply of continuous computer stationery & Pre printed computer stationery of "A" grade paper Mill of repute.

Sealed tender is invited for running contract under two bid system for the purchase of (Continuous Computer Stationery and Pre Printed Computer Stationery) as per enclosed Annexure A & B in accordance with the following terms and conditions:-

1. As two bid system is to be followed, three covers duly sealed should be used for submission of tender as detailed below:-

(i) **Cover No. 1**: Technical Bid duly completed and signed should be put in this cover. The cover should be sealed properly with sealing wax. The cover should be superscribed as "Tender for Continuous Computer Stationery and Pre Printed Computer stationery- (2018-19)-Tender No 04". Technical Bid, Firm's name and address should be written below the superscription. The demand draft for tender fee and EMD should be enclosed with the technical bid only. This envelope should contain annexure-"A", "C", "D" "E" and "F" with duly signed eligibility criteria forms alongwith technical details such as grading of Mill, Name of the Mill and GSM of paper along with specimen copy which the firm intends to supply as per our requirements.

(ii) **Cover No. 2**: Financial Bid, the cover should be sealed properly with sealing wax. The cover should be superscribed as "Tender for Continuous Computer Stationery and Preprinted Computer Stationery, Financial Bid (2018-19), Tender No 04." Firm's name and address should be written below the superscription. This envelope should contain Annexure 'B' duly filled and rates quoted.

(iii) **Cover No. 3:-** Both the Technical Bid cover and Financial Bid cover prepared as above are to be put into this cover. The cover should be sealed properly with sealing wax. The cover should be superscribed as "Tender for Continuous Computer stationery and Pre-printed Computer Stationery (2018-19),Tender No 04". The name of the firm should be mentioned below the superscription.

(iv) Each page of all Annexures should be duly signed and sealed.

2. The sealed tender alongwith Tender Fee and EMD should reach us **on or before 23.08.2018** by 16.00 hours and it should be addressed to
"The Chairman
Stores Committee,
LIC of India, Divisional Office,
1st Floor, Jeevan Prakash Building,
Sector 17- B, Chandigarh.

Tender received after the stipulated date and time will not be entertained and will not be considered at all.

3. Mere submission of the application for tender does not confer any right of Selection

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

5. 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.

6. Stationery supplied should be of approved A-grade paper mill of repute with good brightness.

7. 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 or payment of compensation.

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

9. If the vendor commits breach of any of the terms and conditions agreed hereof and /or fails /neglects to carry out any instructions issued to him by the LIC of India from time to time, it shall be open and lawful for LIC of India to terminate this agreement forthwith without assigning any reason and LIC of India can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.

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

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

contract.

12. 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.

13. If vendor commits breach of any covenant or any clause of this agreement, the LIC of India may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the vendor shall be liable to the LIC of India for losses or damages on account of such breach.

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

15. The selection of tender will be without any liabilities from our side.

16. Bidders are advised not to insert any condition as conditional tenders will be rejected.

17. Tender (Technical Bid) will be opened on **24.08.2018** at **12.00 hrs**. Financial Bid will be opened at a later date. Financial bids will be opened only of those bidders whose technical bids are approved by the competent committee.

18. Tender applicants should ensure that their tender is received before the date and time specified, as no consideration whatsoever shall be given for postal or any kind of delay

19. Bidders or their representatives, may who would like to be present at the time of opening of Technical Bid may do so at their own cost with proper authorization.

20. The tender must be accompanied by tender fee of Rs. 250/-+ 18%GST (Rs.45/) either through a demand draft favouring “LIC Of India” payable at CHANDIGARH or the tender fee can also be deposited in cash at our cash counter at our office during cash hours. The tender fee will not be refunded in any circumstances.

21. Earnest money of Rs.60000/- (Rs. Sixty Thousand Only) is to be deposited through Demand draft favouring L.I.C. Of India, payable at CHANDIGARH and should be enclosed with the tender. The amount of EMD can also be deposited at Cash Counter of LIC of India, Divisional Office, CHANDIGARH during working days . No interest will be paid on EMD. The EMD of un-successful bidders will be refunded within 90 days of finalization of tender. In case the supplier attracts penalties under any or all of clauses referred below, the EMD may be forfeited by LIC of India.

22. Vendors registered with The National Small Industries Corporation Limited under its single point registration scheme are exempted to deposit EMD amount

and Tender money subject to submission of self attested valid certificate in this regard with the tender.

As per the "Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012".

Bidders registered with the Director of Industries(DI)/District Industries Centre(DIC) as manufacturing/service enterprises and having acknowledgement of Entrepreneurs memorandum (Part-II) are eligible for Tender sets free of cost and exemption from payment of Earnest Money Deposit, Bidders registered with National Small Industries Corporation (NSIC) under Single point vendor registrations scheme are eligible for Tender sets free of cost and exemption from payment of Earnest Money Deposit and are also exempted from payment of security deposit upto the monetary limit for which bidder is registered.(Self attested Copy of registration certificate indicating the validity period, monetary limit, details of stores/services for which certificate is obtained etc, must be attached.)

23. Whenever our order exceeds Rs.10 Lakhs, the qualified bidder shall have to deposit 10% of the total amount of the order as security deposit. EMD can also be converted into security deposit.
24. Base rates quoted in financial bid should be inclusive of transportation, packing, forwarding, loading, unloading and any other charges. Only GST and Govt Taxes will be paid extra as applicable from time to time per rules of the Govt., nothing extra shall be paid on any account.
25. The Tender should accompany self attested GST Registration Number and certificate. Without GST Registration number tender will not be considered.
26. The rates are F.O.R. Destination. (Basement of Divisional Office Building, Sector 17 B, CHANDIGARH.)
27. The tender should accompany sample of items APPLIED FOR. Tender without required samples will not be entertained under any circumstances. The quoted rates will be final and VALID UPTO the next tender or 12 months from the date of approval whichever is earlier.
28. This shall be a running contract with an option to accept supply within the range of +/- 25%. The supplier is legally bound to meet our requirements from 75% to 125% of the ordered quantity at our discretion.
29. Bidders should put full signatures on all pages of the quotation and sample paper along with seal of the firm. Rate must be covered with cello tape.
30. The rates should be mentioned in figures as well as in words. If there is any difference in figures and the words then rates mentioned in words will be considered.
31. Overwriting / white inking of any word/figure in the quotation, unless authenticated by the Bidders, are liable to be rejected at the option of LIC of India.
32. The tender should be submitted by the firm themselves either by registered post/speed post or in person and not through any third party.
33. The vendors/suppliers are requested to put their firm's endorsement on each page of the tender document in token of acceptance. And also submit CONSENT LETTER form.

34. The job of supply of continuous computer stationery and pre-printed computer stationery should be completed within the time frame mentioned in the order.
35. No advance payment shall be made.
36. After approval of final artwork by the Corporation, a period of 30 days from the date of approval of Art work will be provided to the approved vendor/supplier for making ordered supplies as per specifications approved.
37. In the event of delayed supply of items mentioned in the purchase order after the stipulated period the vendor shall be liable to pay penalty at a percentage of the total order value as explained below:-

Supply Received within 30 days of the date of order/Approval of Art work	No Penalty
Supply Received from 31-45 days of the date of order/Approval of Art work	2%
Supply Received from 46-60 days of the date of order/Approval of Art work	4%
Supply Received from 61-75 days of the date of order/Approval of Art work	6%
Supply received after 75 days from the date of order/Approval of Art work	8%

38. In case of printing jobs where approval of Art work is required, period of supply will be determined from the date of approval of Art work. Art work will be submitted by the supplier/Vendor within 15 days from the date of placement of order. In the event of delayed submission of Art work for approval to us, vendor/supplier will be levied penalty of 1% of the total amount of the bill.

39. Part of Delivery/Supply of items shall be considered as Non-delivery/Non-supply. Delay in the performance of the delivery obligation and violation of agreed terms and conditions including usage of other than agreed paper quality, Mill, lower GSM etc., shall render the vendor liable to any or all the following penalties.

(i) **Imposition of Penalty: Proportionate recovery in case of lower GSM (**acceptable percentage of variation in GSM as per Bureau of Indian Standards) **which may extend to cancellation of order, return of stock at vendor's cost and debar/de list/black list of the vendor/firm.**
(ii) **Forfeiture of EMD and Security Deposit amount.**
(iii) **Termination of contract for default by vendor/firm.**

40. All type of computer stationery/pre printed computer stationery should be packed in polythene paper and further packed in 5 ply corrugated carton with tape. Stationery without carton will not be accepted.

41. No extra terms and conditions of the vendor will be accepted. If any vendor gives his own terms and conditions, his tender will be rejected without any information to him.

42. The rates must be quoted on our prescribed format ONLY otherwise tender will not be accepted.

43. Bidders should submit self attested copies of Income Tax Returns for the last 3 years i.e 2014-15, 2015-16 & 2017-18

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

45. The company should have a valid PAN number, GST Number. NEFT details alongwith cancelled cheque of the company should be enclosed with the tender application.

46. Firm will manage form No 38/39 itself to supply computer stationery.

47. In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, Insurance Regulatory and Development Authority of India (IRDA), if it considers expedient to do so, may direct any person hereinafter referred to as " Investigating Officer", to make an investigation as specified under Section 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.

48. Tender not in compliance with the above terms & conditions will be rejected.

49. In case of any change/correction in the tender conditions , then corrigendum will be uploaded on our site (wwww.licindia.in) under the head "Tenders". No separate advertisement for any change in the tender conditions will be placed in the Newspapers. In view of this, bidders are advised to visit the site regularly.

50. The competent authority reserves all the rights to accept and/or reject any tender without assigning reasons thereof. In case any dispute arises in the matter, jurisdiction will be at competent court at CHANDIGARH only.

SENIOR DIVISIONAL MANAGER

Annexure-'C'

C O N S E N T   L E T T E R

We have clearly gone through the terms and conditions as stated above in pages 1 to 6 of Tender no 04 (2018-19) of LIC Of India, Divisional office, Chandigarh and we give our un-conditional consent for acceptance of the same.

Signature of the Vendor/Dealer

Dated: With Rubber Stamp of Firm/Company

ELIGIBILITY CRITERIA FOR BIDDERS

1. The firm/supplier should be in the profession for at least 3 years (copy of proof must be enclosed).
2. The firm/supplier should be on the approved panel of at least 3 reputed firms.
3. The firm/supplier should have registration with state and local authorities for undertaking the profession (Copies of proof to be enclosed).
4. Minimum annual turnover of the company should be Rs.60 lacs and above during any of one of the last three years and experience of having executed an order of one PSU/Govt Client in any one of the last three years.
5. The company should have a valid PAN card No. issued by Income Tax department & GST No. issued by competent Authority.(Enclose self attested copies of these numbers)
6. Certificate of satisfactory completion of work/supply issued by concerned department/ authority /reputed firm must be attached as proof.
7. The firms/suppliers who have been black listed/ removed earlier by any office of LIC of India are not eligible to apply.

DECLARATION

I /We have read the instructions appended to the form and I / we understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation on the basis of 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.

PLACE……………….

DATE………………..

Sign…………………….

With seal of firm/company

Annexure-'D'

UNDERTAKING

We hereby confirm that we have not been blacklisted by LIC or PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at________this_______day of__________2018

Authorized Signatory

Signature NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

Annexure-'E'

Details of Existing Clients

(Separate page must be submitted for each Client)

Name of the Company
Address of the Company
Name, designation of contact person
with telephone no. and e-mail ID
Name:
Designation:
Landline No.:
Cell No. :
Email ID:
Details of material supplied in last 3 years (Ref. No , date of work order with photo copy of same)

(Please attach attested copies of Purchase Orders executed or certificate from customer)

Authorized

Signatory

Signature NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

Date...........

"ANNEXURE-F"

CONSTITUENTS/CUSTOMER/VENDOR DETAIL

Name	
Address(as per registration with GST)	
City	
Postal Code	
Region/State(complete state name)	
PAN Number	
GST ARN No.	
GSTIN Provisional ID No.	
Type of Business(As per registration with GST)	
Contact Person	
Phone Number	
Mobile Number	
Email-id	
Service Accounting Code/HSN Code	

PLEASE ENCLOSE SELF ATTESTED COPIES OF ALL REGISTRATIONS/PAN NO/ANY OTHER RELEVANT DOCUMENT

SIGNATURE OF VENDOR /SUPPLIER WITH DATE AND STAMP

CHECK LIST

Sr.No	PARTICULARS	YES	NO
01	Demand Draft for Tender Fee & EMD enclosed with Technical Bid		
02	All Annexures i.e. A, B,C,D,E,F duly signed and stamped are enclosed		
03	Financial Bid is duly signed and enclosed in a separate envelope in cover no 2		
04	Sample papers alongwith Mill name,Grade of Mill & GSM Enclosed		
05	All documents are duly signed & stamped		
06	All Rates in the financial bid are covered with cello tape		
07	ITR for 3 years(2014-15,2016-17 & 2017-18) enclosed		
08	Copy of Self Attested PAN Card enclosed		
09	Self attested GST Regd. No. Enclosed		
10	NEFT Details alongwith cancelled cheque enclosed		