



Life Insurance Corporation of India, Divisional Office, 60-A Arera Hill M.P. 462011
Telephone No.-0755-2551356, 2676253, 2676262
E-mail os.bhopal@licindia.com

Ref: DO/OS/COM. CONS./Tender /2017-18 & 2018-2019/02

Date : 04.09.2017

To,

Last Date & Time for Submission of Tender	26.09.2017 01:00 PM
Tender Opening Date & Time	26.09.2017 03.30 pm

Re. Rate/Running Contract for Tender for supply of computer consumables Items 2017-2018

Sealed tenders are invited for the supply of **computer consumables Items** listed in the annexure (I) Please participate in this tender, if you are agree with terms and conditions given below. Quote your rates for desired items listed in the annexure (I) hereto and submit the same duly filled in and signed with your official seal in a sealed cover marked with 'Tender No.02 **Computer consumable items**' and date in our Tender Box on or before 26/09/2017 at 03:30 PM . **(Kept with OS Department of this office)**

TERMS AND CONDITIONS OF THE TENDER:

01. Tender fees of Rs 250/- should accompany with tender applications in the form of Demand Draft favoring LIC of India, payable at Bhopal OR in cash to be deposited at our cash counter on or before Last Date & Time for Submission of Tender under A/C 114018. Tender fees will not be refunded under any circumstances.
02. Interest free Earnest Money Deposit (EMD) Rs. 15000/- are to be deposited by Demand Draft/Banker's Cheque (favoring LIC of India, payable at Bhopal). It is adjustable towards security deposit and/or refundable without interest after contract period to qualified bidder and within three months from the date of finalization of tender to other bidders. NSIC registered firms are exempted from payment of EMD, Security deposit & Tender fees. Hence they are to attach a self attested copy of the latest NSIC Regn. Certificate for claiming the exemption with tender document. It should be duly authenticated by the bidder.
03. Approved vendor has to deposit of Security Deposit @10% of the value of work with in, one week from the date of order or agreement by the Demand Draft/Banker's Cheque/Bank Guarantee, (favoring LIC of India, payable at Bhopal) which is refundable, without interest after the contract period.
04. The tender must be reach us i.e. this office ON OR BEFORE THE DATE & TIME SPECIFIED 26.09.2017 at 01.00 pm.
05. The rates quoted should be **EXCLUSIVE** of all taxes i.e GST, but inclusive of all expenses/cost & all other expenses like transportation etc, at destination. **Enclose latest dealership or distributor ship certificate of the particular company or make [THROUGH MAF].** The rates quoted will be final and valid for 12 months from the date of contract and may be extended for next 12 months on the same rates and terms and conditions, depends upon the satisfaction of the competent Authority [supply, quality, punctuality, responsiveness etc].
06. Quotations should be either TYPE WRITTEN or explicit/speaking IN INK and should NOT be with any hedging conditions.
07. The LIC reserves the right to accept or reject any quotation in full or part. This does not necessarily mean that the quotations will be accepted on the basis of rate only.

- 08.** All deliveries must be made either at our office, FREE OF CHARGES, NO EXTRA CHARGES/PRICE WILL BE PAID FOR DELIVERY.
- 09.** The Vendor will have to supply materials exactly according to the specifications. After the supply if it is found that the materials supplied are not according to the specifications accepted, such SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST and in such event/events the vendor will have to make fresh supply. In event of non-compliance with condition/conditions, the Corporation will be at liberty to take such action as it deems fit.
- 10.** If it is found that the Vendor is incompetent to complete the job and even after submission of two consecutive proofs, is unable to carry out the instruction given, the order may be withdrawn by the Corporation without being liable for payment of any damage or compensation etc. In such an event, the amount will be deducted from the security deposit of the vendor, to get the job done by other Vendor and appropriate intimidation send to NSIC.
- 11.** Any tender not in compliance with these terms and conditions will be liable for rejection.
- 12.** If the Vendor fails to comply with the provisions of clause regarding delivery (Condition No. 15) on or before the date mentioned or within such extended time as may be granted by the Corporation in writing or in case it fails to comply with the provisions of OTHER CLAUSES, they shall pay to the Corporation a sum of money equivalent to 1% of amount of order for SEVEN day's delay after the stipulated date, which shall not in any case exceed 20% of amount of the order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the other for breach of the stipulations contained in the said Clauses and not as penalty, and the Corporation may be liberty to deduct such sums from any moneys due to the Vendor under these payment or may otherwise recover the same separately or regrets to accept supply.
- 13.** No advance payment will be made.
- 14.** Any dispute arising out of or relating to this tender shall be deemed to have arisen in Bhopal City and shall be under adjudication a Court in Bhopal City.
- 15.** The vendor has to be Supply of the items within 15 days from the date of order.
- 16.** The vendor must enclosed Original Copy of MAF same as given format certificate with general information form [without it tender will not be considered].
- 17.** Tenderer must enclose copy of the certified GST certificate bearing GST Number along with the tender if covered under GST.
- 18.** The vendor will be liable for all statutory compliances regarding supply.
- 19.** The vendor will be required to enter in to a contract agreement at his/her/their cost with L.I.C. of India Divisional Office Bhopal.
- 20.** The last date for receipt of tender is 26.09.2017 on or before 01.00 PM. On the top of the envelope please write Tender No. 2 Computer Consumable items. Tender will be opened at same day at 03.30 pm.

Quotation should reach us on the following Address:-

**Chairman (Stores Committee)
LIC of India, Jeevan Prakash,
Divisional office, 60-A, Arera Hills,
Bhopal-462011**

Manager (OS)