



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Divisional Office: "Jeevan Prakash", Sanjay Place, Agra-282002

Tel: 0562- 2527265, 2526069, 2522054, Website: www.licindia.in. e-mail: os.agra@licindia.com.

Ref:AGRA/OS/Table/Sty/5

Tender-Notice

Sealed tenders are invited from reputed vendors for supply of Table Stationery under two bid system (Technical & Financial Bid). Tenders forms can be purchased from LIC of India, Divisional Office, Sanjay Place, Agra or downloaded from our website www.licindia.in Interested Vendors may collect tender form on payment of Rs.200/-(non-refundable) in form of Cash/DD drawn in favour of LIC of India, payable at Agra. The time-schedule of the tender is as under:-

- | | |
|--|--|
| 1.Date of issue of tender-form | : 19.09.2017 |
| 2.Last date & time of submission of Tender | : 06.10.2017 up-to 15:30 hrs. |
| 3.Date of opening of Tender(Technical-Bid) | : 07.10.2017 at 11:00hrs. |
| 4.Venue of opening of Technical-bid | : Divisional Office, Jeevan Prakash, Sanjay Place, Agra |
| 5.Date & Time of Opening of Financial-bid | : Shall be intimated separately to vendors who qualify in the technical bid. |
| 5.Tender Fee | : Rs.200 (Two hundred) Non-refundable (Cash/DD) |
| 6.EMD | : Rs.6,000/- (Six thousand only) Refundable without interest in the form of demand draft from any nationalized bank payable at Agra. |

Any corrigendum regarding modification/addition in tender specifications or in term & conditions of the tender shall only be uploaded/published on our official website: licindia.in (Tender-link). Hence, all interested bidders are advised to visit our above website regularly for latest information regarding the above tender till the last date of bid submission.

The Sr. Divisional Manager reserves the right to accept or reject any/all tenders without any reasons what so ever.

Date:- 18.09.2017

Sr. Divisional Manager

Instructions to Bidders

The sealed tender is invited for rate contract under two bid system for the purchase of Table Stationery. The bidders are advised to follow the following instructions:

Envelop No.1: The Technical Bid as per **Annexure-A** duly completed and signed should be put in this envelope. The envelope should be sealed properly and super scribed as **“Tender for Table Stationery (2017-18)- Technical-Bid”** must have sample of paper, Name of Paper manufacturing Paper Mill, GSM of Paper and all other details of the samples along with other relevant documents. Firm’s name and address should be written on the envelope. **The DD/Bankers Cheque for tender fee and EMD should be enclosed separately with the technical bid only.** The details of the existing top 5 customers in the format as per **Annexure-C** should also be enclosed with the technical bid. The documentary evidence like certificate from customers or copies of purchase orders etc. have to be submitted duly attested by the authorized signatories.

Envelop No.2: The Financial Bid as per **Annexure-B** duly completed and signed should be put in this envelop. It must contain **rates for every individual item including all taxes (GST etc.) and all charges** (i.e. transportation expenses, loading, unloading, packaging charges etc.) for F.O.R. The envelope should be sealed properly and super scribed as **“Tender for Table Stationery (2017-18)-Financial-Bid”**. The name of the firm should be mentioned on the envelop.

Envelop No.3: Both the Envelops No.1 and 2 are to be put into this envelop. Envelop No.3 should be sealed properly with sealing wax and super scribed as **“Tender for Table Stationery- (2017-18)”**. The name & address of the firm should be mentioned on the envelop.

Sealed Tender should reach us on or before **06.10.2017 up to 3.30 P.M.** The sealed tender envelop should be addressed to **The Chairman (Stores Committee), LIC of India, Divisional Office, Jeevan Prakash, Sanjay Place, Agra- 282002.** Please find overleaf our Terms and Conditions which are to be complied with in case you send us your quotations.

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

Eligibility criteria for qualification in Technical Bid.

1. The firm should have been established at least three years before the date of issue of tender. A copy of Registration Certificate of the firm participating in the tender must be enclosed.
2. The Bidder should not be black-listed by LIC or any of the PSU/BFSI/Govt/Semi-Govt/Quasi Govt. departments in India as on the date of submission of BID.
3. Minimum Annual turnover should be **Rs.10 Lakhs** and more during any of the last three financial years and experience of having executed an order of one PSU/Govt.Client worth **Rs.2.50 Lakhs** and for any one of the last three years (Attach copies of Balance sheets for evidence).
4. The vendor should be on the approved panel of at least three reputed firms.

5. The vendor should have registration with State & local authorities for undertaking the profession (Copies of State/local registration license, VAT/TAN/TIN No, GST NO. and PAN should be enclosed.)
6. Vendor should keep sufficient stock in hand so as to comply with the urgent needs without delay.
7. If the tender value exceeds Rs.2,00,000/- EMD (Earnest Money Deposit) @ 1% of the approximate tender value is to be deposited by DD/Banker's Cheque only payable at Agra which is refundable without interest and in case of black listing/delisting of firm it will be forfeited.
8. If the tender value (Total rate quoted by the tenderer) exceeds Rs.10,00,000/- besides tender fee & EMD, a security deposit @ 10% by DD/Bankers Cheque payable at Agra /Bank Guarantee is to be deposited which is refundable without interest. Alternatively Security Deposit @ 10% of total order inclusive of all previous orders (if exceeds 10,00,000) will necessarily be deposited before supply of order, if not deposited along with tender.
9. The letter of undertaking to supply materials as per the tender specifications forms part of the tender and Terms and Conditions and the same shall be submitted along with the rates quoted.
10. Tender Fee Rs.200/-
11. EMD Rs.6,000/-

SR. DIVISIONAL MANAGER

TERMS AND CONDITIONS

1. The Tender shall be opened on **07.10.2017 at 11 AM** and will remain **valid for 01 year from the date of Acceptance of tender**. The quoted **rates should be inclusive of all taxes (GST etc.) and all charges** (i.e. transportation expenses, loading, unloading, packaging charges etc.)
2. The financial-bids of only those vendors will be opened who qualify in the technical-bid. The date and time of opening of financial bids shall be informed later. Your representative may remain present personally at the time of opening the Financial-Bid.
3. The Tender fee is not refundable.
4. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
5. The EMD shall be refunded within 1 month from the date of decision of the tender in respect of the unsuccessful tenders only. It will not carry any interest.
6. The rates to be quoted in Financial-Bid shall be on F.O.R basis at LIC of India, Divisional Office, Sanjay Place, Agra-282002 including all taxes (GST etc.) and all charges (i.e. transportation expenses, loading, unloading, packaging charges etc.) and it has to be for supply of Table Stationery strictly as per our tender specifications. The supplier has to ensure the delivery of material in good condition at Corporation's Store.
7. Each page of the tender document should be signed and sealed by the vendor/Firm in token of having accepted all the terms and conditions of the tender.
8. Mere submission of the application for tender does not confer the right of selection.
9. The delivery of the material will be inside of our Store Room at Life Insurance Corporation of India, Divisional Office, Sanjay Place, Agra-282002 or any other place that may be specified by the Corporation. All the expenses for loading unloading and other labour charges whatsoever will be born by Dealer/Firm.
10. The Order may be placed in parts depending upon the requirements during the year. The material should be delivered within the stipulated period of 30 days failing which penalty clause will be imposed as below:-

Period within which supply is received	% of penalty of the Order Value.
Upto 30 days	Nil
31 - 40 days	1%
41 – 45 days	2%
46 - 50 days	3%
51 – 60 days	4%
61-70 days	5%
71-80 days	7%
81-90 days	8%

For supplies delayed beyond 90 days, the Corporation will reserve the rights to cancel the order in part or full. If we obtain the supply from any alternate source, the difference in price will be recovered from the defaulter Vendor and the **security money/earnest money may be forfeited and firm may be black listed.**

11. In case of any deviation from the specification in paper Size/Quality/Brand/Printing/GSM/Weight etc, the order shall be liable for rejection at the sole discretion of the competent authority.
12. The Corporation has right to increase or decrease 25% of the estimated quantity as per our requirement.
13. Security Deposit in the nature of performance guarantee by way of Bank guarantee/Banker cheque/DD drawn on any scheduled bank payable at Agra will have to be deposited by the successful tenderer @ 10% whenever the quantum of order exceeds 10lacs inclusive of all previous orders. ,which may be forfeited in case the quality/quantity of stores supplied do not conform to the stipulations contained in the contract.
14. The prices shall remain firm and binding without any escalation whatsoever till the satisfactory completion of the order.
15. The approved rates by our competent authority shall stand valid upto **one year from the date of acceptance of tender.**
16. The Stationery and Printing thereon should be as per prescribed Norms and Standard of Life Insurance Corporation. Size of font, color of ink LIC emblem, Size of Logo should be as per prescribed specification, norms and standard otherwise we shall not be liable for the purchase and shall return the same to you. For size, color, font etc, specifications, the Printers may contact at our office during any working day (i.e. Monday to Friday) between 10.00 AM to 05.00 PM and on Saturday between 10.00 AM to 01.30 PM. Carriage and freight will also be borne by the vendor. The defective material shall be replaced by the vendor, immediately free of cost.
17. The **details of the existing top 5 customers** in the format as per **Annexure-C** should also be enclosed with the technical bid. The documentary evidence like certificate from customers or copies of purchase orders etc. have to be submitted duly attested by the authorized signatories.
18. The Bidder should not be black-listed by LIC or any of the PSUs/BFSI/Govt/Semi Govt. departments in India as on the date of submission of bid. An undertaking is to be submitted on **Rs.100/-** stamp paper duly notarized and signed by the authorized Signatory of the respective bidder in the format as per **Annexure-D.**
19. Any error on the part of tenderer while quoting the rates will not be accepted as an excuse for refusal to execute the order for any or all items, if order is placed on the basis of quoted rates. For refusal of order, the Earnest Money Deposit of the tenderer will be forfeited in full by us.
20. Life Insurance Corporation is not bound to accept the lowest rate and are at liberty to reject any or all tenders/quotations without assigning any reason thereof and further reserve the rights to accept the whole or part of the tender/quotation and our decision shall be final and binding.

21. Please do not submit your rates in case you are not in a position to deliver the goods according to our specifications and time schedule.
22. LIC reserves right to reject any or all of the quotations without assigning any reason.
23. Quotations with over writing or cutting without full signatures are liable to be rejected. Hence the given rates should be preferably type written or very neatly hand written.
24. The payment of bill will be made after checking quality of paper and printing work.
25. In case of any dispute all the expenses of Court will have to be deposited by the bidder firm in LIC. The jurisdiction will be Agra.
26. The terms and conditions of above tender shall be accepted by you and the Corporation is not bound to accept any terms and conditions of the dealer i.e. **“Conditional-tender”** will not be accepted.
27. If defects of any kind in printing or deviation from specifications etc. are detected and reported to supplier, then suitable replacement is to be made or defect to be removed by suppliers free of charges unless additional job is assigned which was not expected of him at the time of placing the orders. The quantity of orders may be increased or decreased at Corporation’s discretion.
28. TDS and other statutory deductions will be done as per the prevailing rules.

Sr. Divisional Manager

TO BE FILLED BY DEALER

All the above terms and conditions are accepted.

Signature of Authorized person of firm with Name and Designation

Name of Firm

Seal of Firm

Date:

Annexure-A

**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE
SANJAY PLACE : AGRA**

**TECHNICAL BID TO BE SUBMITTED WITH TENDER
COMPULSORILY**

**(TO BE KEPT IN THE ENVELOPE OF TECHNICAL BID ALONGWITH ALL
CONCERNED ANNEXURES AND PAPER SAMPLES)**

1.	Name of the Dealers/Firm(In Block Letters)	
2	Date of establishment/Incorporation	
3	Address and Telephone No.(Landline & Mobile no.)	
4	Address of Office(If separate) : And Telephone no./Mobile no.	
5	Address and e-mail id where (order if applicable is to be placed)	
6	Status: Whether Partnership/Private Limited Company/Public limited company	
7	Name of proprietor/Partners/Directors	
8	Name of Chief Executive/Owner with his present addresses and Telephone nos./Mobile no./email id	
9	Name of Representative(s) indicating designation who would be calling on us and attending to our job	
10	Name of Bankers with address and Telephone Nos, IFSC Code & A/c No.	
11	Is the establishment registered under the Factories Act? If so, State- Attach self attested copy of each)	
11(a)	License nos.	
11(b)	Date of last renewal of license (Copy of license to be enclosed)	
11(c)	GST NO.	
11(d)	ESIS NO., if any	
11(e)	EPF Registration no. if any	
11(f)	Labour license no. and validity under various section of Labour Laws(Government of India).	
11(g)	GST No registration (Attach copy)	
12	Whether holding certificate under shops & Establishment act, duly renewed. Copy should be enclosed	

13	State the latest Income Tax: Assessed year and the amount of Tax assessed copies of last 3 years, IT Returns, Balance sheets & Revenue A/C to be enclosed.	
14	PAN NO.	
15	Are you agreeable to make free deliveries to our Divisional Office, Agra and other offices	
16	Are you agreeable to submit samples whenever called for	
17	Are you agreeable to enter into a rate contract or running contract or fixed quantity contract?	
18	Are you agreeable to abide strictly by the Terms and contracts of the tenders and contracts as and when laid down by the Corporation (copy enclosed)	
19	Name, addresses and telephone nos of some of your most valued clients: (Attach separate list)	
20	Name of LIC offices whose work you might have done during the last three years(Details of jobs given by LIC and completed by you(Enclose certificates)	
21	Have you ever been blacklisted by LIC of India or Govt./Semi Govt./Quasi.Govt.Departments/PSUs/Banks at on date of submission of bid.	
22	Approximate value of your Turnover per year (Attach copy of last 3 years turn over)	2016-17 - 2015-16 - 2014-15 -
23	Do you carry stocks of papers and any other materials, if so what stocks do you generally hold:	
24	Do you posses certificate of authorization from manufacturers, if yes, please provide copy of the same.	
25	What type of printing machine do you use? Give details with capacity and properties(For printers only)	
26	Is the firm registered for Micro & Small Enterprises(MSE) WITH Director of Industries/District Industries Centre as manufacturing/service enterprises or registered with National Small Industries Corporation(NSIC) under single point vendor registration Scheme. If so, enclose copy.	
27	Is the Firm owned by SC/ST entrepreneurs? If so, enclose copy	
28	Mention any other specialties of your Establishment	

Write NA (Not applicable) in the information column if the question is not relevant to your firm/work). No column should be left blank.

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

DECLARATION

1)- I/We have read the instructions in the above form and terms and conditions mentioned below I/We understand that if any false information is revealed at a later date, any contact made between ourselves and the Corporation, on the basis of the information given by me/us can be treated as invalid at sole discretion of the Corporation and I/We will be solely responsible for the consequences.

2)- I/We understand and agree that the appropriate Life Insurance Corporation of India, authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors/agencies in the event of my/our submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

3)- I/We certify that the particulars furnished in the above forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

4)- I/We agree that I/We have no objection if inspection of my/our premises/ workshop, shop etc. is done by the officials of the Corporation,

Place :-

Date :-

Signature of the Vendor/Authorized Person with Seal

Details of the Existing Clients

Annexure-C

(Separate page must be submitted for each client)

Name of the Company	
Address of the Company	
Name of the Contact Person	
Designation	
Landline No.	
Mobile No.	
E-mail ID	

Details of services provided in last 2 years to the above mentioned company (Ref.No., Date of work order etc. with photocopies of same)

Place.....

Date.....

Signature

Seal of Firm/Supplier.

Annexure-D

Date:

The Sr. Divisional Manager,
LIC of India,
Divisional Office,
AGRA

Dear Sir,

Re: **Supply of Table-Stationery**

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

Dated at _____ this _____ day of _____ 2017.

Signature of the Vendor/Authorized Person with Seal

Annexure-B

Financial-Bid

SR NO.	ITEMS	Quality/Make	Unit	Rate (Rs.)
1	ALLPIN BOX 100 GMS	Bells	Per Box	
2	Dumpner/sponze	Standard Quality	Dozen	
3	Envelops-Laminated 18*14	18" x 14"	Per Piece	
4	Envelops-Laminated 16*12	16" x 12"	Per Piece	
5	Envelops-Laminated 12*10	12"x10"	Per Piece	
6	Envelop cloth coated 16x12	16" x 12"	Per Piece	
7	Envelop cloth coated 12x10	12"x10"	Per Piece	
8	Farsner clip 32 mm	Standard Quality	Per Unit	
9	File calpi plane	Standard Quality	Dozen	
10	ERRA File	Standard Quality	Per Piece	
11	File plastic 1104	Elegant	Per Piece	
12	File plastic 1105	Elegant	Per Piece	
13	Folder card board	15"x11"	Per Piece	
14	Gems clip	Bells	Per Box	
15	Glue stick	Fevicol	Per Piece	
16	Gum bottle 300 ml	Camel	Per Piece	
17	Gum tube	Camel	Per Piece	
18	Paper A-4 Size	Century-70GSM	Rim	
19	Paper cutter large	Natraj	Per Piece	
20	Paper legal size	Century-70GSM	Rim	
21	Paper Roll	Master	Per Piece	
22	Paper Roll stand	Standard Quality	Per Piece	
23	Paper -rulled	Century	Dasta	
24	Paper weight glass small	Standard Quality	Per Piece	
25	Paper clip iron-2 inches	Standard Quality	Per Piece	
26	Pen-Force Gel	Reynolds	Per Piece	
27	pen-Force Gel -Refill	Reynolds	Per Piece	
28	Pen-Ad Gel	Achiever	Per Piece	
29	Pen-Ad Gel -Refill	Achiever	Per Piece	
30	Pen ball -finegrip	Cello	Per Piece	
31	Pen ball -finegrip refill	Cello	Dozen	
32	Pen Jetter	Cello	Per Piece	
33	Pen Jetter refill	Cello	Dozen	
34	Pen Mera Gel-2	Reynolds	Dozen	
35	Pen Mera Gel-2 refill	Reynolds	Dozen	
36	Pen Highlighter	Camel	Per Piece	
37	Pen-permanent marker	Luxer	Per Box	
38	Pen-sketch	Luxer	Dozen	
39	PEN-WHITE Board marker	Cemilin	Per Piece	
40	White Flood Bottle	Coress	Per Piece	
41	Pen-Use & through	Sagar	Dozen	
42	Pen-Holder jotter small	Medico	Per Piece	
43	Pen Holder refill	Medico	Per Piece	
44	Plastic Folder E-310 (A4)	Jambudeep	Dozen	
45	Pencil box H.B box 10 piece	Natraj	Per Box	

46	Pencil carbon	Camel	Per Box	
47	Pin quishon	Star	Per Piece	
48	Pocker	Standard Quality	Per Piece	
49	Punching machine big	Veeto	Per Piece	
50	Punching machine DP-52	Kangroo	Per Piece	
51	Register no.-4	Ashoka	Per Reg.	
52	Register no -5	Ashoka	Per Reg.	
53	Register no -6	Ashoka	Per Reg.	
54	Register no -8	Ashoka	Per Reg.	
55	Register no -10	Ashoka	Per Reg.	
56	Rubber (Eraser) box 20 piece	Natraj	Per Box	
57	Rubber band nylon	Standard Quality	Per Kg.	
58	Rubber Band ordinary	Standard Quality	Per Kg.	
59	Scale 12"	Natraj	Dozen	
60	Sharpner	Natraj	Dozen	
61	Spirel pad no.6(Thick)	Ashoka	Per Piece	
62	Spiral Pad No.8	Ashoka	Per Piece	
63	Stamp pad 110x70 mm	Ashoka	Per Piece	
64	Stamp pad 160x97 mm	Ashoka	Per Piece	
65	Stamp pad Ink	Camel	Per Piece	
66	Staples Big	Kangroo	Per Piece	
67	Staples pin big	Kangroo	Per Box	
68	Staples small no-10	Kangroo	Per Box	
69	staples pin small no-10	Kangroo	Per Piece	
70	Sutali plastic	No.1	Per Kg.	
71	Tag bunch white	Standard Quality	Per Bunch	
72	Tap cello brown 2"	Captain	Per Piece	
73	Tap cello white 1/2"	Captain	Per Piece	
74	Tap cello white 1"	Captain	Per Piece	
75	Writing Pad 8.5 x 7"(LIC Printed 20pages)	Standard Quality	Dozen	
76	Flate file simple claims (14" x 10.5")	470 GSM	Per Piece	
77	Flate file simle LIC Printed (14"x10.5")	470 GSM	Per Piece	
78	A-4 WHITE LASER LEBAL (99.1 X 33.9)mm	Desmat	Dozen	
79	A-4 COMPUTER LABEL (89" X3.5")MM	Desmat	Dozen	
80	Tri colour Flag Book Marker	76mmx25mmx3mm	Per Book	
81	Slip pad 1/16	Standard Quality	Per Book	

Signature of the Vendor/authorized person with seal