



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office : “Jeevan Prakash”, Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)

Ref/LIC/RDO/Retender/ C Stationery/

Dated: 15.09.2017

Tender for Computer continuous Stationery

Life Insurance Corporation of India, Divisional Office, Raipur (C.G.) intends to purchase computer continuous Stationery **as per specifications in Annexure‘B’** for our office from reputed Firms/Vendors **under two bid system.**

The prospective bidders may collect the tender documents from the office at the above address. Tender documents will be issued from **15.09.2017 to 29.09.2017** between 11.00 AM to 3.00 PM on week days and between 11.00 AM to 1.00 PM on Saturdays (excluding Holidays and Sundays).

The Tender Document can be downloaded from our website **[http:// www.licindia.in](http://www.licindia.in)** (tender page).

Tender fee of Rs 250/- per tender (non refundable) is required to be deposited in cash/DD at our cash counter in F&A department and copy of receipt should be produced and submitted before issue of tender. Tender received by post should contain tender fee in form of DD. The last date of submission of filled in tenders in the tender box is **03.10.2017** up to 5.00 PM at our office “OS Department” second floor LIC of India, Divisional Office, Pandri, Raipur.

The tender application must be accompanied by EMD (Earnest Money Deposit) of Rs. 50000/- (Fifty Thousand only) by **DD/Banker’s Cheque in favour of LIC of India payable at Raipur**. EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of tender. Tender without EMD will be subject to rejection. No Brokers/Intermediaries shall be entertained. The Sr. Divisional Manager, Divisional office, Raipur reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

As two bid system is to be followed **three envelopes** duly sealed should be used for submission of tender as detailed below:

A- Envelope No. 1 (Technical Bid) should contain-

a/ (E M D) of Rs. 50000/- by DD/Banker’s Cheque in favour of LIC of India payable at Raipur (CG).

b/ Tender fee of Rs 250/- (non refundable) is required to be deposited through DD, **if not** deposited in cash at our Divisional Office Cash Counter.

c/ Technical BID - **Annexure-‘A’ and Annexure “A” related documents ex- copy of PAN etc.**

d/ **Tender document and Annexure “C”, “D” and “E”,** envelop should be sealed properly with sealing wax and super scribed as “**Tender for Supply of Computer Continuous Stationery - Technical Bid**”.

e/ **Sample Papers** of all paper mills for items which the firm intends to supply as per our Specifications mentioned in Annexure –B. Kindly put the stamp / seal of your firm in the sample papers and attest it by mentioning the paper mill and GSM also.

B- Envelope No. 2 (Financial Bid) should contain-

a/ **Financial Bid in Annexure “B”.** Envelop should be sealed properly with sealing wax and super scribed as “**Tender for Supply of Computer Continuous Stationery - Financial Bid**”.

C-Envelope No. 3 should contain : Both the Envelope No. 1 and 2, are to be put into this envelope. The envelope should be sealed properly with sealing wax and shall be submitted ,addressing Manager OS, second floor, LIC of India, Divisional Office, Pandri, Raipur and should be super scribed as “**TENDER FOR Computer continuous Stationery**”. **Each page of tender document and all the Annexures should be duly signed and sealed.**

Manager (OS)/DM



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office : “Jeevan Prakash”, Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)

Terms & Conditions:

1-The tender should be sent so as to reach this office **ON OR BEFORE THE DATE & TIME SPECIFIED**. Tender received after that will be rejected.

2- Technical Bid **should be supported with the sample paper of all paper mills for items which the firm intends to supply as per our specifications in Annexure – B . Without sample paper tender will not be accepted.**

3-Earnest Money Deposit (E.M.D.) will be forfeited in case the tenderer refuses to execute the Order, either full or part, if placed at the quoted rates. In that event LIC may decide/debar/blacklist the concerned Supplier and the decisions will be final and binding on all concerned

4-**Rate quoted should be inclusive of GST and all other charges** like Packing, delivery, transportation, unloading charges etc. T.D.S. shall be deducted as per IT rules.

5- Successful tenderers will have to provide **Security Deposit @ 10%** of the contracted value (where the quantum of order placed exceeds amount of Rs. 10 Lacs) in the form of Demand Draft/ Bankers Cheque/Bank Guarantees through Scheduled Banks. The deposit shall not carry any interest.

6-Application form i.e Technical Bid must be given, as per prescribed format in Annexure-‘A’ duly sealed and signed by proprietor/Director/Manager of the firm and should be either TYPE WRITTEN or must be IN INK and should NOT Be with any hedging conditions or overwritten.

7 **Quotations i.e Financial Bid must be given, as per prescribed format in Annexure-‘B’ duly sealed and signed by proprietor/Director/Manager of the firm and should be either TYPE WRITTEN or must be IN INK and should NOT Be with any hedging conditions or overwritten. Also the rates column should be pasted with a Transparent Cello Tape such that the rates mentioned are visible. If the rates are overwritten or not legible ,the quotations will be subject to rejection.**

8-Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within in its right award tendered job in part to one of the tenderer and remaining job to another tenderer.

9-All deliveries must be made on the basis of F.O.R Divisional Office, LIC of India, Jeevan Bima Marg, Pandri, Raipur at second floor “Stationery Department” or as per our instructions within the jurisdiction of Raipur Division free of charge. If the delivery is not made to place mentioned above, the amount paid for shifting the goods from the place of delivery to stationery department will be deducted from the bill amount and a penalty of Rs 20/- per cartoon will be charged thereon.

10- **In work order supply each sheet will contain print line “ item name / vendor’s name / month year of work order / quantity.**



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office : “Jeevan Prakash”, Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)

11-If after the supply of materials, it is discovered that materials supplied are not in good condition or not according to the specification accepted, **SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST** and they will have to supply materials exactly according to the specification and in the event of non-compliance with the condition, Corporation will be at liberty to take such action as it deems fit.

12-Time limit for supply of stationery would be **30 days** from the date of receipt of purchase order or date of approval of art work Whichever is later .If supply is done within 31 days to 45 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 1% penalty will be imposed on bill amount. If supply is made after 46 days to 60 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 3% penalty will be imposed on bill amount and after 60 days from the date of receipt of purchase order or date of approval of art work 5% penalty will be imposed on bill amount.

13-Expected Grams per Square Meter (GSM) of the stationery is indicated in the chart enclosed separately for each item.GSM quality should be necessarily according to the tender .Deviation of 4% +/- may be ignored,but penalty as the competent authority thinks fit will be imposed in case of variation of GSM between 4% to 6%.Quantum will be decided by the Corporation and will be binding on the vendor.In case of variation 7% or more than 7% of GSM ,entire stock will be returned & payment will not be made.

14-Stationery should be fit for printing not only on the Dot matrix printers but line printers and line matrix printers of 800 LPM speed also.Quality of carbon should be used in case of multiple copies,so as to get the proper printing on copy/copies.

15-Serial number is to be printed on each page as per our instructions.Punching/Locking of Continuous Stationery must be tallied with first and last page.

16-Packing- should be strictly as mentioned in Annexure”B” as per specifications attached,size of packing box should match to the size of the contained stationery so that it does not get damaged in transportation.Labels should printed and pasted on each cartoon/box displaying name of vendor,particular of item,serial number if required and quantity.

17-NO ALTERATIONS IN QUANTITY OR QUALITY of the items indented will be accepted and the period of execution and no enhancement in the rate of article shall be accepted unless previously ratified by the Corporation in writing.

18-In case of any deviation from the specification in paper size / quality / brand / printing / binding / GSM / weight etc the order shall be liable for rejection at the sole discretion of competent authority.

19-If defects of any kind in printing or deviation from specification etc are detected and reported to supplier then suitable replacement is to be made or defect to be removed by supplier free of charge 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.



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office : “Jeevan Prakash”, Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)

20- The rates shall be valid for one year only. The contract can be extended up to further one year on mutual understanding of both the parties with same rates and terms and conditions.

21- Payments will be made through NEFT, only after the complete and successful supply of order and on duly verification of quality of goods supplied with the quality/brand/company mentioned in tender. No advance or adhoc payments will be made.

22- Quantity of items required during the period mentioned is approximate however Corporation reserves the right to decrease the quantity required according to future need or any changes if required and this will be acceptable to all.

23- The Corporation reserves the right to cancel the contract/annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/annual rate contract but in case of breach of the terms of the contract/annual rate contract may be terminated forthwith.

24- If it is found that the vendor is incompetent to complete the job even after the submission of consecutive proofs or is unable to follow the instructions given, the order may be withdrawn from such a vendor and he will be intimated of cancellation of order without any damage or compensation.

25- Any dispute arising out of this acceptance shall be referred to for “Arbitration” to The Sr. Divisional Manager, L.I.C. of India, Divisional Office, Pandari, Raipur and his decision shall be binding on the Firm/Vendor/Manufacturer. The Firm/Vendor/Manufacturer shall not raise any question of the competence of the Sr. Divisional Manager to act as sole arbitrator. Any dispute arising out of or relating to this tender shall be deemed to have arisen in RAIPUR and shall be under adjudication a court in RAIPUR.

26- The tender notice is also available at our official website: www.licindia.in (tenders page).

Manager (OS) / DM

We agree with all terms and conditions of the tender.

Tenderer Sign. / Name and Seal