



भारतीय जीवन बीमा निगम Life Insurance Corporation of India

Divisional Office-1, "Jeevan Prakash", 25, K.G.Marg, New Delhi-110001

Tel. No. 28844118, 28844129 (Direct)

23354984/85 (Extn. 2552)

Date : 29-10-2015

Dear Sir,

Re: Quotations in sealed tender envelop for the Envelops, Backing Sheets and Policy Docket Bag

<u>S.No.</u>	<u>Particulars of Articles</u>	<u>Quantity Required</u>	<u>Remarks</u>
1	As per "Specification" performa enclosed	As per requirement	Kindly quote your rates etc. in the <u>"Specification" performa only, exclusively for the specific requirements mentioned therein.</u>

NOTE :-

1. Please hand over sealed tender envelope to Ms Usha Yadav ,AAO,OS or Sri Krishan Kant AAO(OS) or Ms Neera Sharma AO(OS).
2. **E.M.D. Of Rs. 15,000/- to be deposited by D.D. fvg. L.I.C. OF INDIA along with the tender.It will be refundable amt. & will not carry any interest.**
3. If tender enquiry is not responded from your side, your empanelment with us is liable to be cancelled.
4. In case you are not having the required " Machine Set- Up" for the above job, please mention in the enclosed "Performa" accordingly.
5. A tender money of Rs.100/-(non refundable) favouring LIC of India by way of DD or Banker's cheque only should be enclosed with the quotations. **Cheques shall not be Accepted.**

Tenders should reach this office by 24-11.2015..**up to 2.00 p.m.**.. duly sealed and addressed to Chairperson Stores Committee,"Jeevan Prakash Building",25,K.G.Marg, New Delhi- 110001 and subscribed as **"Tender for Envelops ,Backing Sheet & Policy Docket"** to be opened on **26-11-2015 at 11.00 A.M** .and should remain valid for 90 days from the last date fixed for quotation. The rate approved by LIC shall remain valid at least for 1 year from the date of acceptance / letter.

Other Conditions

1. The delivery of goods will be taken at our Stores at Gr./Basement/Mez./ IInd or 4th floor of our office or at our respective branches in Delhi/New Delhi, as specified by us and no charges other than rates quoted will be allowed. **The rates quoted should be inclusive of all charges.**
2. The quantity of the articles can be increased or decreased at our discretion.
3. We are not bound to accept the lowest rates and are at liberty to reject any or all tenders without assigning any reason thereof and further reserve the right to accept the whole or part of the tender and our decision shall be final and binding.
4. After checking of Draft supply of material will have to be made with in **15** days of dispatch date other wise penalty of 0.1% per day will be imposed and action can also be taken under store code. We reserve the right to cancel the order and buy the same from open market and any difference in price will be recovered from the defaulter supplier. Late delivery can be accepted only with conditions that will be settled at that time.
5. The sample of the paper in full sheet (items indicating the name of the manufacturer and weightage, etc.) may please be enclosed along with the tender. Quotations received without samples and after due date or without seal and not properly addressed are liable to be rejected.
6. Firm having ready stock will be preferred.
7. The articles are required to be supplied strictly according to our instructions and so please do not submit your rates in case you are not in a position to deliver the goods according to our specifications, and schedule.
8. Tenders are liable to be rejected with over-writing or cutting.
9. In case of any deviation from the specifications in paper size/quality & quantity/ brand /printing/binding/GSM etc. the order will either be cancelled or the entire quantity will be rejected. In other words the material should be strictly as per our approved brand/samples.
10. Delivery schedule strictly to be maintained as per our terms and conditions agreed.
11. If order is not executed by you as per our requirement and within stipulated duration of time LIC reserves the right to delist your firm from our approved panel.
12. LIC will bear no responsibility whatsoever and not be liable to pay for any loss or damage caused to the stationery in transit or before being handed over to our stores
13. If defects of any kind in printing or deviation from specifications etc. be detected and reported to the supplier suitable replacement is to be made or defect to be removed by the supplier free of all charges.
14. In case of any dispute arising out of any of our order or otherwise will be dealt within jurisdiction of Delhi court only .
15. Please acknowledge your consent in token of your agreeing upon above specifications with terms and conditions as per the enclosed form and same has to be sent back to us with your quotation.
- 16 **Security Deposit** in the nature of Performance Guarantee will have to be deposited by the successful tenderer **@ 10%** whenever the quantum of order exceeds Rs. **10 lakhs** which may be forfeited in case the quality/quantity of stores supplied do not confirm to the stipulations contained in the contract. The deposits shall not carry any interest.

Thanking you,

Yours faithfully,

Encl : - **Annexure (3 pages)**

p. Sr. Divisional Manager



UNDERTAKING

Ref:- LIC;s RFP NO.-----DATE-----

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

Dated at _____ this _____ day of _____ 20_____.

Authorized Signatory

Signature

Name :

Designation:

Name & Address of the company:

Seal of the company



Ref:-LIC;s RFP NO._____ Dated_____

Top 5 customers for order executed during 2014-15

Sl.No	Name of Organization	Quantum of order	Date of supply	Name & Contact no of client
1.				
2.				
3.				
4.				
5.				

Please attach attested copies of purchase orders executed or Certificate from customer.

Quotations are invited for the following items along with the respective samples.

Supply of Backing Sheets (Form No-4110)

Kindly quote your rates and other relevant information in given format(Performa)
Only i.e. No separate Performa should be used otherwise your quotation will not be accepted.

Name & address of the Vendor:-

	<u>Item Name & Form No</u>	<u>Rate Quoted</u>
<u>Form No.4110</u>	<u>Backing Sheet</u>	
<u>Specifications :</u>	With Evelat & Metal Clip	------(In Words.)
	(One Side Printing)	------(In figure) (fill up the rates/ 1000
Qty.)		
Size :	12"x10"	
	Metal Clip Size : 1.5"	
Colour & Paper :	official Khaki & Star Craft Paper	
GSM :	80 GSM	

Please Quote the rate per thousand. Actual orders will be in Lacs/ Thousands.

Manager (OS)

Divisional Office-1, "Jeevan Prakash", 25, K.G.Marg, New Delhi-110001

Quotations are invited for the following items along with the respective samples.

Supply of Policy Dockets/Bags (Form No-4111)

Kindly quote your rates and other relevant information in given format(Performa)
Only i.e. No separate Performa should be used otherwise your quotation won't be Accepted.

Name & address of the Vendor:-

	<u>Item Name & Form No</u>	<u>Rate Quoted</u>
<u>Form No.4111</u>	<u>Policy Dockets/Bags</u>	
	(Good & Durable quality)	
<u>Specifications :</u>	Duly printed (one side printing)	
	With straight line Threading	------(In words.)
		------(In figure)
		(fill up the rates/ 1000 Qty.)
Size :	14"x6.75"	
	Metal Clip Size : 1.5"	
Colour & Paper :	official Khaki & Star Craft Paper	
	(Outer side) Three Star Paper OR	
	Yash Mills Paper in Innerside.	

Please Quote the rate per thousand. Actual orders will be in Lacs/ Thousands.

Manager (OS)

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE-1,"JEEVAN PRAKASH", 25, K.G.MARG.NEW DELHI-110001

Tel. No. 28844118, 28844129 (Direct)

23354984/85 (Extn. 2552)

Quotations are invited for the supply of Envelopes of Various Sizes/GSM along with the respective samples. Kindly quote your rates and other relevant information in given format/Performa only i.e. No separate Performa should be used otherwise your quotation won't be accepted.

ENVELOPES SIZES / GSM & FORM NO.

Form No.	DD-447-E(1) (With Window Envelope)	DD-448-E(2) (Plain without Window Envelope)	B.O.-131(3) (Plain without Window Envelope)	DD-453-E(4) (With Window Envelope)
Specification	Multi-Utility Envelopes with Window covered with Cellophin Paper (single -side printing with addresses of our Branches and without address for Divisional Office use) & are to be supplied/ delivered to All Branches under D.O.-1,New Delhi and Divisional Office itself, located at different places in Delhi/New Delhi.	Multi-Utility Envelopes Plain without Window (single side printing).	Multi-Utility Envelopes Plain without Window (single side printing).	Envelopes with Window covered with (Cellophin Paper) & single side printing.
Size	9"x4"with Flap Size 1" Window Size 4"x1.5"	9"x4" with Flap Size 1"	12"x5" with Flap Size 1.25"	12"x8" with Flap Size 1.25" Window Size 5"x3"
Colour& Paper	Official Brown. A Grade Mill Paper	Official Brown. A Grade Mill Paper	Official Brown. A Grade Mill Paper	Official Brown / White A Grade Mill Paper
GSM	80 GSM	80 GSM	80 GSM	80 GSM
Rates Quoted per1000 Qty.	<u>To D.O.-1,N.Delhi(Stores) w/o address</u> <u>To Branches with their addresses</u>	<u>To D.O.-1,N.Delhi(Stores) w/o address</u>	<u>To D.O.-1,N.Delhi(Stores) w/o address</u>	<u>To D.O.-1,N.Delhi (Stores) w/o address</u>

Please quote the rates per 1000 quantity inclusive of all taxes /charges in a legible manner without over-writing, cutting & enclose all necessary samples bearing Firm's name, seal, signature, GSM, Quality/make of the paper etc.Actual Orders will be in Lacs/Thousands & be placed as &when required, depending upon our requirements for D.O./Branches.

Manager (O.S.)