

 भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA	“Jeevan Prakash”, Divisional Office, Nehru Colony, Haridwar Road, Dehradun - 248001
	Phone No.: 0135 2668236, 2668849 , Fax: 0135 2668897 E-mail: os.dehradun@licindia.com

TENDER- NOTICE

Dated:23.09.17

Open Tender for the Purchase of Continuous Computer Stationery and Pre Printed Computer Stationery

Life Insurance Corporation of India, Divisional Office, Dehradun intends to offer tender under **TWO BID SYSTEM** for the supply of Continuous Computer Stationery and Pre- printed computer Continuous stationery. The details of tender are as under:-

Estimated Cost Of Tender	Rs 2600000/
EMD Amount	Rs 26000/
Date of issue of Tender	25.09.17
Last date of receipt of tender	7.10.17 upto 1.30 PM
Date of opening of technical bid	09.10.17 3.30 PM(Technical)
Date of opening of Financial bid	Will be intimated later.

TENDER FEE : Rs.200/- Non Refundable

Detailed information of Tender Form, Terms & Conditions and schedule of quantity and quality can be had from Manager(OS), Divisional Office, Nehru colony Haridwar Road Dehradun , 248001. between 25.09.17 to 06.10.17 by 3 PM . Application form, Terms and conditions and schedule of quantity and quality can also be downloaded by **clicking “Tender” from our website www.licindia.in**. Tenders will be accepted on the forms as prescribed by this office. The tenders should be submitted to

**“The Chairman Store Committee” L.I.C. Of India, Divisional Office,
Nehru Colony Haridwar Road, Dehradun – 248001**

Sealed Envelopes should be superscribed- **“Tender for the purchase of Continuous Computer Stationery and Pre Printed Computer Stationery for the year 2017-18.**

LIC of India reserves the right to accept/reject the tender without assigning any reason thereof.

**Place-Dehradun
Date-23.09.17**

SR.DIVISIONAL MANAGER

 LIC भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA	“Jeevan Prakash”, Divisional Office, Nehru Colony, Haridwar Road, Dehradun - 248001
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Date: 25.09.17

TERMS AND CONDITIONS-(Page 2 to 5)

Tender for continuous stationery & Pre printed computer stationery of “A” grade paper

The sealed tender is invited for rate contract **under two bid systems** for the purchase of **(Continuous Computer Stationery and Pre Printed Computer Stationery)** as per enclosed **Annexure_A, B,C &D** in accordance with the following terms and conditions.

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 **-Technical bid for Continuous Computer Stationery and Pre Printed Computer stationery.**
Firms'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 duly signed with seal of the firm in- **1). Annexure-“A”, 2). Annexure-“B”, 3) Annexure-“C”, 4) Annexure-“D”, 5) Annexure-“E”, 6) Eligibility- criteria 7) Terms and conditions and 8) Tender fees and EMD.**
- (ii) **Cover No. 2 : Financial Bid**, the cover should be sealed properly with sealing wax. The cover should be superscribed as **-Financial Bid for Continuous Computer Stationery and Preprinted Computer stationery.**
Firms's name and address should be written below the superscription. This envelope should contain Annexure 'F' 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 (2017-18)".** The name of the firm should be mentioned below the superscription.

The sealed tender should reach us on or before **07.10.17 upto 15.00 hrs** and it should be addressed to :-

**“The Chairman(Store Committee),
L.I.C. Of India, Divisional Office,
Nehru Colony , Haridwar Road,
Dehradun - 248001**

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

1. Order for supply may be placed in parts depending upon requirement.
2. The stationery supplied should be century/Ballarpur/JK/TNPL A grade maplitho paper only.

- 3.TDS as per rules and other statutory deductions , if any, as per rule.
- 4.Technical bid will be opened on 09.10.17 at 15.30 hrs. and date of opening financial bid will be intimated by e-mails.Please quote e-mail in annexure-C under sr. no. -5
- 5.Bidders or their representatives with proper identity card may be present at the time of opening of tenders.
6. The tender must be accompanied by a demand draft of Rs.200/(Two hundred only) favouring **“LIC Of India” payable at Dehradun for tender fee.** The tender fee can also be deposited cash at our cash counter at our office during cash hours in a/c code 114018. The tender fee will not be refunded in any circumstances.
7. Earnest money of Rs**26000.00** should be deposited through Demand draft favouring **“LIC Of India” payable at Dehradun** or valid NSIC which should be enclosed with the tender. No interest will be paid on EMD. In case the supplier refuses to supply the order if placed, at the quoted rates, the EMD will be forfeited. EMD of Bidders not getting the orders will be refunded after finalizing the order.
- 8 **Whenever the total of our order exceeds Rs.10 Lakhs in the tender period , the qualified bidder shall have to deposit 10% of the total amount of all orders or it will be deducted from the order amount as security deposit. No interest is payable on this deposit at the time of refund. Further this deposit shall not carry any interest which will be refundable(with out interest) on successful execution of contract . In case of breach of the condition or the quality/quantity of goods supplied, amount may be forfeited by competent authority.**
- 9.The rates to be quoted shall be on F.O.R basis . **.The rate quoted should be in the form of basic rate(which should include transportation +packing+loading+unloading and any other charges) excluding applicable GST rate . Both should be shown differently. The net rate of the items will be the sum of basic rate and GST . Nothing extra shall be paid on any account for what so ever the reason be.**
10. The production of bills of any type for the supply of material shall be the sole responsibility of the Vendor.
11. The tender should accompany sample of items where it is required. **Tender without required samples will not be entertained** under any circumstances. The quoted rates will be final and deemed valid upto the next tender or 12 months whichever is earlier.
12. 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
13. Bidders should put full signature on all pages of the quotation and sample paper along with seal of the firm. Rate must be covered with cello tape.
14. The rates should be mentioned in figures as well as in words. If there is any difference in figure and the words then rates mentioned in words will be considered. 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.
15. The tender should be submitted by the firm themselves either by registered post/speed post or in person and not through any third party.
16. The vendors/suppliers are requested to put their firm's endorsement on each page of the tender document in token of acceptance.
- 17.The job of supply of continuous computer and pre-printed computer stationery should be completed within the time frame mentioned in the order.

18. No advance payment shall be made.

19. 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 subject to maximum of 10 %

Supply received within 25 days of the date of order	=	No Penalty
Supply received from 26-35 days of the date of order	=	2 % of the supply received late
Supply received from 36-45 days of the date of order	=	5 % of the supply received late
Supply received from 46 to 60 days from date of order	=	10 % of supply recd

Beyond 60 days entire order will be cancelled. However in our exigency the stationery may be accepted with penalty (more than 10%) as the competent authority decides.

20. . 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 , printing quality etc. shall render the vendor liable to any or all the following penalties .

A-1. At least 5% of the total bill amount in case of usage of paper other than agreed quality and Mill etc , which may extend to cancellation of order, return of stock at vendor's cost and debar/de list/black list of the vendor/firm.

A-2. If the material supplied is defected of any kind in printing or the papers are not well perforated for printing , penalty @ minimum 5% shall be imposed. The penalty may be increased depending upon the quality of the supply. However if the condition do not meet the **minimum standard**, the whole material may be rejected.

A-3. Expected gram maje (GSM) of the stationery is indicated in the chart enclosed in the bid. GSM quality should be necessarily according to the tender. Deviation upto 4 +/- % may be ignored, but in case GSM deviation is more than +/- 4 % the competent authority reserves the right to reject the whole lot or impose penalty as follows-

% VARIATION IN GSM	% PENALTY ON ORDER VALUE
Above 4 % to 5 %	5 %
Above 5 % to 6 %	7 %
Above 6 % to 7 %	10 %

. In case of variation of gsm more than 7 % , entire stock is liable to be returned without making any payment of any kind. However in our exigency the stationery may be accepted with penalty (more than 10%) as the competent authority decides

B- Forfeiture of EMD and Security Deposit amount.

C - Termination of contract for default by vendor/firm.

21. All type of computer stationery/pre printed computer stationery should be packed in polythene bags of required size and and packed in 5 ply corrugated carton with tape . Stationery without carton will not be accepted.

22. 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 informing him.

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

and a formal agreement will have to be done with the Corporation to supply the above items

24. 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 Civil Court ,Dehradun only.

SR. DIVISIONAL MANAGER

We have clearly gone through the terms and conditions and we give our consent for acceptance of the same.

Place-

Date-

**Signature of the dealer with seal
of the firm**

	“Jeevan Prakash”, Divisional Office, Nehru Colony,
	Haridwar Road, Dehradun - 248001
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Annexure-A

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.

I am also agree with your terms and conditions quoted in tender.

Dated at _____ this _____ day of _____ 2017

Authorized Signatory

Signature

Name :

Designation:

Name & Address of the company:

Seal of the company

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	Haridwar Road, Dehradun - 248001

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APPLICATION FORM- TECHNICAL BID

Annexure- C(Page 7 to 8)

<u>S.NO</u>	<u>Information Sought</u>	<u>Information provided</u>
1	Name of the firm(in Block letters)	
2	Date of Establishment/Incorporation	
3	Registration No. for registration under Companies Act,1956(Please enclose Photocopy of certificate)	
4	Correspondence address and telephone no. with e-mail ID.	
5	Address of Head Office (if separate) ,telephone no. and E-mail ID-	
6	Status Proprietary/ Partnership/ Private Ltd. Company/ Public Ltd. Company	
7	Name of the Partners/ Directors	
8	Name of Chief Executive with his present address and Telephone Nos.	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs and his Contact Number.	
10	Name of Bankers with address & telephone nos. IFSC Code & A/c No.	
11	PAN No. of the Firm (Please enclose Photocopy)	
12	Labour License nos. and validity under various section of Labour Laws (Central Govt.) Please enclose photocopy of certificate)	
13	Goods and Service Tax Registration No. (Please enclose photocopy of certificate)	
14	If ISO certificate available,date of obtaining ISO 9001:2008 certificate and its validity upto (photocopy of Certificate)	
15	Details if registered with any other Government Authority	
16	State the latest Income Tax assessed year and amount of tax assessed (Copies of last 03 years, IT Return, Balance Sheets & Revenue A/c to be Enclosed	

GST Details of Bidder Firm/Company	
1.NAME	
2.ADRESS(ADRESS AS PER REGISTRATION WITH GST)	

3.CITY	
4.POSTAL CODE	
5.REGION/STATE(COMPLETE STATE NAME)	
6.GST ARN NO.	
7.GSTIN PROVISIONAL ID NO.	
8.TYPE OF ADDRESS (AS PER REGISTRATION WITH GST)	
9.SERVICE ACCOUNTING CODE/HSN CODE	

(Note: Please type this form i.e.annexure C or fill it legible in ink. If space provided is insufficient, Please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We _____ request, Life Insurance Corporation of India, Divisional office, Dehradun to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS AND DUTIES of Supplier and assure to render the services to the fullest satisfaction of the Corporation.

Note: The Corporation reserves the rights to accept or cancel tender/ Bids of any of the Agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered

Place.....

Date:

Sign.....

With seal of Firm/Company

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ANNEXURE- D

Details of Existing Clients:

(Separate page must be submitted for each client)

Name of Company	
Address of Company	
Name of Contact person	
Designation	
Landline No	
Mobile No.	
Email 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.....

Sign.....

With seal of the firm/company

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ELIGIBILITY CRITERIA FOR BIDDERS

1. The firm/supplier should 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. 50 lacs and above during any of the last three years and experience of having executed an order of one PSU/Govt. client worth Rs.10 lakhs and above for any one of the last three years.
5. The company should have a valid PAN card issued by Income Tax Authorities.
6. The company should have a GSTIN NUMBER (copy of proof to be enclosed)
7. Certificate of satisfactory completion of work/supply issued by concerned department / authority/reputed firm must be attached as proof.
8. The firm/suppliers who have been black listed /removed earlier by any office of LIC of India should not 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 the 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 losses 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 here under is correct to the best of my knowledge and belief.

I/We have no objection in 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 the firm/Company