



LIC of India, Divisional Office, Ayodhya Road, Beniganj Faizabad-224001
Tel.:05278-244260

Annexure-C
Terms & Conditions
PRINTING OF AGENT'S CLUB STATIONERY OF FAIZABAD DIVISION

1. The sealed tender should reach on or before **24.02.2020 (03:00 PM)** addressed to **Chairman Stores Committee, OS Department, LIC of India, Divisional Office, Jeevan Prakash Building, beniganj Ayodhya Road ,Faizabad-224001** in the Tender Box placed in the chamber of Manager(O.S.) at the second floor of the building.
***The tender received after the stipulated time & date will not be entertained.**
2. Tenders will be opened on **24.02.2020 after 04:00 PM**
3. Tenderers or their representative may be present at the time of opening of tenders.
4. **Tender Fee:** Every participating vendor is required to submit tender fees of Rs.500/-
It can be submitted either in envelop 1 in the form of Demand Draft issued in favour of **LIC of India** payable at **FAIZABAD** or It can be deposited at our cash counter during cash hours as Tender Fee in A/C 114018.
The Tender Fee will not be refunded in any circumstances.
5. The tender notice proforma, its terms and conditions and the details of the items to be supplied can also be taken from Sales department of the divisional office faizabad during office hours on any working day between 30.01.2020 to 19.02.2020 on payment of Tender Fees Rs.500/-
6. **EMD:** Every participating vendor is required to submit **EMD of Rs. 42000/-**
It can only be submitted in envelop 1 in the form of Demand Draft issued in favour of **LIC of India** payable at **FAIZABAD**
7. No interest will be paid on EMD & EMD will be forfeited in case the vendor refuses the supply if approved at the quoted rates. EMD of tenderers not getting the orders will be refunded after finalization of the tender.
8. Whenever our order exceeds Rs. 10 lakhs, the qualified bidder shall have to deposit 10% of the total order as security deposit. No interest is payable on this at the time of refund.
9. **Tender will be awarded to only one vendor on the basis of TOTAL COST excluding taxes.**
10. **The rates inclusive of all taxes & transportation expenses must be quoted excluding GST. GST will be paid as per rate applicable at that time. The tender should accompany sample of items where it is required. Tender without required sample will not be entertained under any circumstances.**
11. **Rates are being called for MY 2018-19 & may be extended for another two years (Total three years) on yearly renewable basis on mutual consent**
12. Tenderer should put full signature on all pages of the quotation & sample paper along with seal of firm. Rate must be covered with Cello Tape.
13. Overwriting/white-inking of any word/figure in the quotation unless duly authenticated by the tenderers are liable to be rejected at the option of LIC.
14. The tender should be submitted by the firms themselves either by registered post/speed post or in person.
15. The job of supply of Printed Stationery should be completed within the time frame mentioned.



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16. Order is to be completed within 90 days from the date of receipt of order.
- Vendor has to provide art work to the concerned branch within 45 days from the date of order.
 - Supply of the printed stationery should be made to the concerned branch within 45 days from the date of approval of final art work.
17. 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 subject to a maximum of 5% as detailed below :-
- @1% for the first week
 - @2.5% for the second week
 - @5% for the third week and above
- For the purpose of this clause part of the week is considered as a full week.
18. Part delivery/supply of items shall be considered as non-delivery/non-supply. Delay in the performance of delivery obligations shall render the vendor liable to any or all of the following sanctions :-
- Forfeiture of EMD /S.D.
 - Imposition of penalty
 - Termination of contract for default
19. In case variation in the GSM of paper is observed on receipt of consignment the following clauses will be applicable.
- If variation in GSM is observed (+/-) 5% then no penalty will be imposed.
 - If variation in GSM is greater than (+/-) 5% but less than 10%, then penalty will be imposed to the percentage of total variation subject to quality checking committee's recommendation.
 - If variation is >10% or quality of the paper is not up to the mark to satisfaction of QC committee, then the entire supply will be cancelled on breach of conditions of contract.
20. No extra term & conditions of the vendor will be accepted. If any vendor gives his term & condition his tender will be rejected without informing him.
21. **All the stationery items are to be supplied at our 13 branches which are situated in Akbarpur, Ayodhya, Barabanki, Balrampur, Bahraich, Gonda, Raebareli, Jagdishpur, Rudauli, Sultanpur and Tanda.**
22. Quantity /strength of the club member agents as mentioned may vary.
23. Actual Quantity/Strength of the club members agents will be communicated by the concerned branch offices at the time of final order.
24. **As per the CIP norms the standards for the different items is given below.**
- 1. Visiting cards - Sinar Art Cards- 330 GSM,**
 - 2. Letter heads on paper quality Executive Bond-105 GSM,**
 - 3. Envelops on paper quality Ballarpur - 80 GSM, Colour - White**
- Minimum Size of sample papers should be 20 x 20 cm**
25. The vendor has to collect the list of Club Member agents with their address, recent mobile / phone no. and other relevant information from the concerned branch office and supply the printed stationery to the concerned branch office within three months from the date of receipt of the order.
26. The Competent Authority can reject the tender without assigning any reason.



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27. All the expenses incurred in taking the details, checking of proof and delivery of stationery to the branch offices will be borne by the vendor.
 28. The instructions of payment shall be issued by Divisional Office to the branches after checking the quality of the supplied stationery from the samples of each Branch received to us.
 29. Payment will be made by the branches after necessary deductions as per rules.
 30. The vendor has to submit a Weekly REPORT of the progress of the work to us at the end of every week from the date of receipt of the order.
 31. Vendor has to submit the CERTIFICATE regarding handing over of the final stationery to the Branches to us, duly received by the Branch official with Name, seal and date of receipt of final stationery.
 32. 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 tender/quotation and our decision shall be final and binding. In case of any dispute in the matter, jurisdiction will be at the Civil Court, **FAIZABAD** only.

FORMAL AGREEMENT

WE ARE AGREE TO SUPPLY THE TENDER ITEMS ON THE BASIS OF RATES QUOTED IN THE ANNEXURE B AND WE SHALL FOLLOW ALL THE TERMS AND CONDITIONS MENTIONED IN THE ANNEXURE C.

PLACE.....

DATE.....

FIRM NAME WITH SEAL & ADDRESS