



SCO-3,4,5 HUDA SECTOR I DIVISIONAL OFFICE, ROHTAK - 124001
Telephone Nos. (01262)228329, 228336 Fax No. (01262) 228300
Email os.rohtak@licindia.com

**NOTICE OF OPEN TENDER FOR RATE CONTRACT FOR SUPPLY
OF POLICY DOCKETS**

Sr.No	Activity	Details
1	Tender Date	OS/DO-102/ENVELOP. Dated : 28.08.2017
2	EMD	5,000 /- (Five Thousand only) (refundable-without interest) by way of Demand Draft drawn on any Scheduled Bank payable at Rohtak
3	Tender Fee	Fee 100/- (Two Hundred fifty only) (non-refundable) by way of Demand Draft payable at ROHTAK
4	Address for submission Of bid(To be	Manager (E&OS) Life Insurance Corporation of India, Divisional Office , SCO-3,4,5 Sector-1 ROHTAK-124001(HR)
5	Submission of Bids Date And Time	Bidders fulfilling the eligibility conditions of Pre-Printed Computer Continuous Stationary as per Technical Specifications mentioned in the separate sealed covers superscribed as " Technical Bid" & "Financial Bid" put together in a large sealed cover superscribed as "Tender for supply of POLICY DOCKETS" Tender Ref:OS/DO-102/POLICY DOCKETS ,Name of Tenderer" by 20 th Sept' 2017 up to 03.00 PM
6	Technical Bid opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender opening committee on 21 th Sept' 2017 at 11:00 AM in the presence of bidders or one of their representatives who wishes to attend. Venue address as mentioned above at S.NO.4.
7	Financial Bid	The financial Bid will be opened on a later date which will be intimated separately to technically qualified bidders only.
8	Contact Details	MANAGER(OS) Telephone No. 01262-228329,228336 E mail id – os.rohtak@licindia.com
9	Official Website (URL)	http:// www.licindia.in /tender notice

This Tender Document consists of 14 (Fourteen) pages.

The Tender Document can be downloaded from our website [http:// www.licindia.in \(tender notice\)](http://www.licindia.in(tender notice)) In case there is any change in the schedule or any correction the same will be displayed on our web site



INSTRUCTIONSTO BIDDERS

The approximate value of this tender is Rs 5 Lakhs

The sealed tender is invited for rate contract under two bid system for the purchase of "POLICY DOCKETS" as per enclosed Annexure – A, B, C, D,E,F & G The Bidders are advised to follow the following instructions:

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

- (i) Envelope No. 1: Technical Bid (Annexure – A, B, C, D, and E & F) duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "Tender for POLICY DOCKETS" - 'Technical Bid'. 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. Annexure – A should be supported with the specimen copies of the paper/ samples which the firm intends to supply as per our specifications.
- (ii) Envelope No. 2: Financial Bid (Annexure –G) duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "Tender for POLICY DOCKETS" - 'Financial Bid'. Firm's name and address should be written on the envelope. Annexure-G should be duly filled with net rates on F.O.R. basis inclusive of all taxes and charges excluding GST, Rate of GST must be given separately for each item and rates inclusive of all taxes/duties including GST.
- (iii) Envelope No. 3: Both the Envelope No. 1 and 2, are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as "Tender for POLICY DOCKETS". The name of firm should be mentioned on the envelope.

Each page of all the Annexure – A, B, C, D, E, and F & G should be duly signed and sealed. The sealed tender envelope should reach us on or before the stipulated date and time Addressed to

"The Chairman (Stores Committee),
LIC of India, Divisional Office,
SCO-3, 4, 5, Sector-1
ROHTAK-124001

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

Sr. Divisional Manager



APPLICATION FORM-TECHNICAL BID
POLICY DOCKETS

Annexure- A

S.No.	Information Sought	Information Provided
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 email ID	
5	Address of Head Office (If separate) and telephone No.	
6	Status Proprietary/Partnership/ Private Limited Company/ Public Limited 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	Whether the firm is GST compliant. Please mention the GST registration number (copy to be enclosed)	
14	E.P.F. Registration No.(Please enclose photocopy of certificate)	
15	E.S.I. Registration No.(Please enclose photocopy of certificate)	
16	Date of obtaining ISO 9001:2008 certificate and its validity upto ----- (Please enclose photocopy of certificate)	
17	Details if registered with any other Government Authority	
18	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)	
19	Turnover for the last three financial years	2016-17 _____ 2015-16 _____ 2014-15 _____
20	Details of stationery supplied to any office of LIC of India and /or prestigious P.S.U.(Central),(Please enclose photocopy of certificate)	
21	Mention any other specialties of your Establishment	
22	Whether holding certificate under shops and establishment act(if yes renewed copy should be enclosed)	
23	Is the firm is registered under the factories act, Details of License No. (if yes renewed copy should be enclosed)	
24	Have you ever been blacklisted by LIC of India or PSU/BFSI organization/Govt./Semi Govt./Quasi Govt. Departments in India as on date of submission of bid	
25 a)	Is your firm registered as MSME Attach certificate	
b)	Is your firm registered as NSIC Attach certificate	
26	Whether proprietor/owners of the firm belongs to SC/ST Please specify & submit proof.	

(Note: Please type this form 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, DO, SCO 3, 4, 5, Sector 1, Rohtak (HR) 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.

We further give our consent and undertake that our firm is competent and capable of printing & supplying of POLICY DOCKETS the ordered materials to L.I.C of India, Rohtak DO within the stipulated time as desired by LIC of India.

Place _____

Date _____..

Sign _____

With seal of firm/company

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.

Details of Existing Clients

Annexure-B

(Separate page must be submitted for each Client)

Name of 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)

(Please attach attested copies of Purchase Orders executed or certificate from customer

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

Place _____

Date _____

Annexure-C

UNDERTAKING

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

We also agree with your terms and conditions quoted in tender.

Dated at _____ this _____ day of _____ 2017

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

Place _____

Date _____

Annexure-D

ELIGIBILITY CRITERIA FOR BIDDERS

1. The firm /supplier should be 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. 20 Lakhs and above during any of the last three years and experience of having executed an order of one PSU/Govt. client worth Rs. 1(ONE) Lakh and above for any one of the last three years.
5. The company should have a valid PAN Card No. issued by Income Tax Department.
6. Certificate of satisfactory completion of work/supply issued by concerned Department/authority/reputed firm must be attached as proof.
7. The firm/suppliers who have been black listed/removed earlier by any office of LIC of India need not apply.
8. 10% security deposit will be charged/deducted against bill where the total quantum of the order placed for specific vendor exceeds Rs 10 Lacks. Further this deposit shall not carry any interest.
9. If the Tenderer is registered under DGS&D/NSIC/MSME they have to clearly mention and submit a copy of supporting valid documents. In absence of any such documents tenderer shall be considered as not registered under DGS&D/NSIC/MSME

10. The firm should be GST compliant.

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 hereunder is correct to the best of my/our knowledge and belief.

I/we have no objection if 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 firm/company



SCO-3,4,5 HUDA SECTOR I DIVISIONAL OFFICE, ROHTAK - 124001
Telephone Nos. (01262)228329, 228336 Fax No. (01262) 228300
Email os.rohtak@licindia.com

Annexure-E

Terms and Conditionsof the Tender

1. The tender in the prescribed format (**Hard Copy only**) should be dropped in the tender box located at chamber of Manager(OS),LIC of India ,DO-Rohtak on or before the last date specified. No corrections are to be made in the terms quoted.
2. The rates to be quoted in Annexure – G shall be on F.O.R. basis, i.e. inclusive of all taxes and charges, transportation expenses, packaging charges excluding GST, Rate of GST must be given separately for each item and rates inclusive of all taxes/duties and charges, transportation expenses, packaging charges including GST and it has to be for paper quality Specified in Draft Tender or equivalent quality paper as applicable. The supplier has to ensure the delivery of material in good condition, duly packed at Corporation store.
Samples must be attached, without samples quotation may be rejected.
The supplier has to ensure the delivery of material in good condition, duly packed at Corporation store.
3. **The rates shall be valid for one year from date of acceptance of the tender or next tender whichever is earlier. The contract can be extended up to further one year on mutual understanding of both the parties with same rates and terms and conditions.**
4. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
5. After engaging the services of the firms, if it is found that the services are not rendered to the satisfaction of the corporation, the services may be terminated at the sole discretion of corporation and corporation shall have the right to engage the services of any of other firms as it may deem fit. In this course if any financially loss/damage to reputation of corporation is caused, the firms shall be legally bound to make good the same in monetary term to be decided by LIC.
6. Mere submission of the application for tender does not confer the right of Selection.
7. The selection on tender would be without any liabilities from our side.
8. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
9. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Rohtak and be subject to adjudication of competent Court in Rohtak only.
10. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
11. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.

12. In the event of any loss/damage being caused to LIC of India on account of the negligence of the vendors' or its employees, the vendor shall make good the loss sustained by LIC of India either by replacement of the material/equipment or payment of compensation.
13. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
14. The vendor shall give the services during the period of contract as per the LIC's requirements.
15. If the vendor commits breach of any of the terms and conditions hereof and/or fails/neglects to carry out any instructions issued to him by the LIC of India from time to time, it shall be open and lawful for LIC of India to terminate this agreement forthwith without assigning any reason and LIC of India can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.
16. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr.Divisional Manager, LIC of India Divisional Office Rohtak whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Rohtak.
17. The employees/agents of the supplier shall never be considered to enjoy any right to enter the premises of LIC of India by virtue of this agreement or otherwise at any time except with the prior permission of the LIC of India.
18. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC of India shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC of India, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC of India.
19. It is clearly understood by the supplier that the persons employed by the supplier for providing services as mentioned herein, shall be the employees of the supplier and not of LIC of India. The supplier shall be liable to make payments to its said employees.
20. If vendor commits breach of any covenant or any clause of this agreement, the LIC of India may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the vendor shall be liable to the LIC of India for losses or damages on account of such breach.
21. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangements for the benefits of creditors, the other party shall have the right to immediately terminate this agreement.
22. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
23. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
24. 10% security deposit will be charged /deducted against bills submitted where the total quantum of the orders placed for specific vendor exceeds Rs.10 Lakhs. No interest is payable on this deposit at the time of refund.

25. No advance payment shall be made for purchasing items.
26. After the approval of Pre-printed computer continuous stationery and proof of draft work , the order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of LIC of India, Divisional Office,S.C.O.-3,4,5 ,SECTOR-1,HUDA,Rohtak-124001 or any other place that may be specified by the Corporation if so needed within the stipulated period of 20 days failing which penalty clause will be imposed as below:

Period within which supply is received	% of penalty
Up to 20 days	Nil
21 to 30 Days	1%
31 to 40 Days	2%
41 to 45 Days	3%
46 Days Onwards	5% & Order may be Cancelled

For short supply penalty will be as below:

- Up to 5 percent - Nil
 More than 5 percent to 10 percent - 1 Percent of cost of short supply.
 More than 10 percent to 20 percent - 2 Percent of cost of short supply.
 More than 20 percent to 30 percent- 3 Percent of cost of short supply.
 More than 30 percent - Order may be cancelled
27. If at any time, material supplied falls below the contractual specifications with regard to the quantity and quality of paper, penalty clause (which will be decided by the competent authority on the merit of each case) will be invoked which is part and parcel of the conditions of the tender.
28. 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.
29. 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.
30. LIC logo should be printed on every sheet of supplied papers. .
 If variation in the GSM/Specification of paper is observed on receipt of consignment, the entire lot may be rejected besides imposition of penalty as stated in above paras at the discretion of competent authority.
31. Tenderer can check the samples of items as mentioned in at our above cited address during office hours.
- 32. 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.**
- 33. If any significant change takes place in industry, government regulations, taxation rules etc, the terms of contract can be re-negotiated with mutual consent of both the parties**
- 34. The competent authority reserves the right to relax any of above conditions.**
35. The tender notice is also available at our official website :www.licindia.in..Overwriting /white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI .

S

We agree with all terms and conditions of the tender.

Tenderer's sign./ name and seal

Annexure- F

Details regarding GST Registration

Constituents/Customer/Vendor Details	
Name	
Address(As per registration with GST)	
City	
Postal Code	
Region/State(Complete State Name)	
PAN Number	
GST ARN Number	
GSTIN Provisional ID No.:	
Type of Business(As per registration with GST)	
Contact Person	
Phone Number:	
Mobile Number:	
Email ID:	
Service Accounting Code/HSN Code	

Signature of vendor with official seal

FINANCIAL BID / DRAFT TENDER -RATE CONTRACT-POLICY DOCKETS

Sr No.	Item	Size (Inches)	Packing	Remarks	Rate Per Thousand		
					Excluding GST	GST Rate	Including GST
1	Form No.4111 POLICY DOCKETS	14"X6.5" and flap of 1.5 inch	1000	130 GSM With black colour single side printing. Reinforced Bituminised (tar coated) water proof paper			

i/We agree with the Terms & Conditions of the Tender

SIGNATURE OF THE VENDOR WITH OFFICE SEAL