



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Divisional Office: Jeevan Prakash", Sanjay Place, Agra-282 002

Tel:0562-2527265, 2526069, 2522054, e-mail: os.agra@licindia.com, website: licindia.in

Ref: OS/Sty/Ribbed Paper/Envelops/17-18

Date: 19.09.2017

M/s.....

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Dear Sir,

Reg: Quotation for supply of Ribbed Paper Envelops

Sealed quotations are invited for Ribbed Paper Envelops with printing in Black colour on single side. The paper should be used **Andhra Ribbed of 80 GSM**. The Rates should be quoted for per 1000 Envelops, inclusive of all taxes, cost of paper and transportation, labour, editing, composing, screen Plate, Packing (Serial Number, Perforation wherever needed), carriage & freight for supply to kept at our store situated at Divisional Office Building Sanjay Place Agra

1. Date of issue of Tender	:	19.09.2017
2. Late date & time of submission of Tender	:	06.10.2017 up to 3:30pm
3. Date of opening of tender	:	07.10.2017at 11AM
4. Tender Fee	:	Rs.200/- non refundable
5. EMD	:	Rs.6000/-(Refundable)

LIC reserves right to reject any or all of the quotations without assigning any reason.

Instructions to bidders

The sealed tender is invited for rate contract for supply of Ribbed paper envelop on **Andhra Ribbed Mill paper of 80 GSM**. The bidders are advised to follow the following instructions:

- (i) The envelope should be sealed properly and super scribed as **"Tender for supply of Ribbed paper envelop (2017-18)**. The duly filled tender form consisting of Instructions to bidders, Terms & conditions duly accepted & signed and sealed and the quoted rates duly filled & signed by the authorized person of the vendor along with the sample of paper, Name of Paper manufacturing Paper Mill, GSM of Paper and all other details of the samples along with other relevant documents. Firm's name and address should be written on the envelope. The DD/Bankers Cheque for tender fee and EMD should also be submitted.
- (ii) The rates should be quoted per thousand for supply of Ribbed Paper envelops on 80 GSM Andhra Ribbed/Ballarpur Mill-Paper inclusive of all taxes for F.O.R. basis at Divisional Office, Jeevan Prakash, Sanjay Place, Agra inclusive of all taxes.
- (iii) The tender fee is not refundable.

- (iv) The EMD shall not carry any interest and it will be refunded after acceptance of the tender in respect of unsuccessful bidders only.
 - (v) No tender shall be accepted without **Tender Fee/EMD**.
 - (vi) The tender Fee and EMD can be deposited through Cash or Banker's Cheque/DD issued in favour of Life Insurance Corporation of India payable at Agra.
 - (vii) Sealed Tender should reach us on or before 06.10.2017 up to 3.30 P.M. The sealed tender envelop should be addressed to The Manager(OS), LIC of India, Divisional Office, Jeevan Prakash, Sanjay Place, Agra- 282002.
 - (viii) Please find overleaf our Terms and Conditions which are to be complied with in case you send us your quotations.
- The Tender received after the stipulated time and date will not be entertained.

TERMS AND CONDITIONS

1. The quotation shall be opened on **07.10.2017 at 11AM** at Divisional Office, Jeevan Prakash, Sanjay Place, Agra-282 002 and will remain valid for 01 year from the date of acceptance of the tender. The quoted rates should be inclusive of all type of taxes. Your representative may remain present personally at the time of opening the tender.
2. The tender form shall consist of the following:
 - i) Instructions to bidders.
 - ii) Terms & Conditions
 - iii) Financial-bid
3. The delivery of the material will be inside of our Store Room at Life Insurance Corporation of India, Divisional Office, Sanjay Place, Agra. All the expenses for loading unloading and other labour charges whatsoever will be borne by Dealer/Firm.
4. After, the approval of proof/Artwork, the Order may be placed in parts depending upon the requirements during the year. The material should be delivered within the stipulated period mentioned in the order. A penalty minimum 2% will be imposed if delay is more than 30 days.
For supplies delayed beyond 90 days, the Corporation will reserve the rights to cancel the order in part or full. If we obtain the supply from any alternate source, the difference in price will be recovered from the defaulter Vendor and the **security money/earnest money may be forfeited and firm may be black listed.**
5. **In case of any deviation from the specification in paper Size/Quality/Brand/Printing/GSM/Weight etc, the order shall be liable for rejection at the sole discretion of the competent authority.**
6. **The press line with Vendor's Name/Quantity printed/month/year should also be printed on each envelop.**
7. The Corporation has right to **increase or decrease 25%** of the estimated quantity as per our requirement.
8. The prices shall remain firm and binding without any escalation whatsoever till the satisfactory completion of the tender period.
9. The approved rates by our competent authority shall stand valid up to one year from the **date of issue of acceptance letter to L-1.**
10. The Stationery and Printing thereon should be as per prescribed Norms and Standard of Life Insurance Corporation. Size of font, colour of ink LIC emblem, Size of Logo should be as per prescribed specification, norms and standard otherwise we shall not be liable for the purchase and shall return the same to you. Carriage and

freight will also be borne by you. The defective material shall be replaced by you immediately free of cost.

11. We are 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 of the tender/quotation and our decision shall be final and binding.
12. Please do not submit your rates in case you are not in a position to deliver the goods according to our specifications and time schedule.
13. LIC reserves right to reject any or all of the quotations without assigning any reason.
14. Quotations with over writing or cutting without full signatures are liable to be rejected. Hence the given rates should be preferably type written or very neatly hand written.
15. The payment of bill will be made after checking quality of paper and printing work.
16. In case of any dispute all the expenses of Court will have to be deposited by you in LIC. The jurisdiction will be Agra.
17. The terms and conditions of above tender shall be accepted by you and the Corporation is not bound to accept any terms and conditions of the dealer.
18. The packaging should be in 100/500/1000 envelopes in a suitable lot and such lots packed in Plastic bags so that material reach us in a good condition to our store and which can be counted easily by us. If the packing is not found done as above, the **penalty will be imposed @ Rs.100/- per bag packing.**

Sr. Divisional Manager

TO BE FILLED BY DEALER

All the above terms and conditions are accepted.

Signature of Authorized person of firm with Name and Designation

Name of Firm

Seal of Firm

Date:

Financial-bid

The Rates should be quoted for per 1000 Envelops inclusive of all taxes.

S.N.	Type & Size of Envelope	Paper quality	GSM	Printing	Estimated quantity	Rates per 1000 with all taxes
1	12.5"x 8" Micro Envelops excluding upper flap and bottom flap with window 5"x3.5" for policy bonds	Andhra Ribbed Mill Paper.	80	Single side in Black Colour with LIC Logo as per CIP	250000	
2	9"x4" ordinary		80		150000	
3	9"x4" window		80		400000	
4	12"x5" ordinary		80		150000	
5	12"x5" window		80		200000	

Note: Rates should be quoted including all taxes and all charges i.e. transport, packing , loading unloading etc.). No separate letter or condition written will be entertained. If there is some condition please don't quote the rates.

Signature with seal of the vendor