

Date: **07.10.2016**

Last date and time for submission of Tender	24.10.2016 before 12.00 noon
Tender opening date and time	24.10.2016 03.00 pm

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Re: Rate contract for tender for supply of COMPUTER CONSUMABLES items 2016-2017

Sealed tenders are invited for supply of COMPUTER CONSUMABLES under Two bid system for the items listed in Annexure B . Please quote your rates for desired items listed in enclosed Price Bid (Annexure B) hereto as per our terms and conditions given below and submit the same duly filled in and signed with your official seal and send the same in a sealed cover supersubscribed as **Tender for Supply of Computer Consumables to Divisional Office-II, Bengaluru** - Last Date to reach us is **24.10.2016** before 12.00 noon.

GENERAL INFORMATION & TERMS AND CONDITIONS

1. The tender forms can be downloaded from our Website: **www.licindia.in** .Tender fees of Rs 250/- should accompany with tender application in the form of DD favouring LIFE INSURANCE CORPORATION OF INDIA payable at Bengaluru drawn upon any Nationalised Bank OR in cash of Rs 250/- to be deposited at Divisional Office 2 cash counter at Indira Nagar during cash hours under A/C code 114018 . Tender fees will not be refunded under any circumstances.
2. Earnest Money deposit of Rs 25,000/- (Twenty five Thousand , approximately 1% of value of tender) is to be deposited by DD favouring LIFE INSURANCE CORPORATION OF INDIA payable at Bengaluru drawn upon any Nationalised Bank which is refundable without interest for non successful bidders. NSIC registered firms are exempted from payment of EMD , Security deposit and tender fees .Hence they have to attach a copy of the latest NSIC registration Certificate for claiming the exemption with tender document.
3. Tenders should be submitted in the form of two bid system viz.
 - (1) cover :1 :sealed cover super scribed as '**Technical Bid**' in '**Annexure-A**' along with all enclosures mentioned at the end of Annexure A
 - (2) cover : 2 sealed cover super scribed as 'Price Bid' in 'Annexure-B'.
 - (3) cover : 3 Sealed cover containing DD / Cash receipt of tender fee of Rs 250/- and DD of Rs 25,000/- towards EMD superscribed as " tender fee and EMD "

All pages of the tender forms will have to be signed as proof of acceptance. These three individual sealed covers are to be kept in a single big sealed cover superscribed as " Tender for Supply of Computer Consumables to Divisional Office-II, Bengaluru " Last Date to reach us is 24.10.2016 before 12.00 noon.

4. The successful tenderer has to deposit Security Deposit of an amount equal to 10% of the ordered value within one week from the Order, by the Demand Draft/Banker's Cheque /Bank Guarantee favouring LIFE INSURANCE CORPORATION OF INDIA payable at Bengaluru drawn upon any Nationalised Bank which is refundable without interest after the tender period .
5. Tender should be sent so as to reach us this office ON OR BEFORE THE DATE SPECIFIEDie., 24.10.2016 before 12.00 noon
6. **The rates quoted should be inclusive of all taxes, VAT applicable for destination etc.. Enclose latest dealership or distributorship certificate of the particular Company or make [THROUGH MAF] . The rates quoted will be final and valid for 12 months and may be extended for next 12months on the same rates and terms and conditions, depends upon the satisfactory services [supply, quality, etc].Within the extended period only govt. duties and taxes if increased, by the govt. will be payable extra.**
7. Quotations should be either TYPE WRITTEN or must be IN INK and should NOT be with any hedging conditions.
8. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted.
9. All deliveries must be made to our office at FREE OF COST
10. After the supply if it is found that the materials supplied are not according to the specifications accepted, such SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST and they will have to supply materials exactly according to the specifications and in the event of non-compliance with condition, the Corporation will be at liberty to take such action as it deems fit.
11. **NO CHANGE IN QUALITY i.e MAKE IN THE TENDER is allowed.**
12. Any tender not in compliance with these terms and conditions will be liable for rejection.
13. **If the Vendor fails to comply with the provisions of clause regarding delivery on or before the date mentioned or within such extended time as may be granted by the Corporation in writing or in case it fails to comply with the provisions of OTHER CLAUSES, they shall pay to the Corporation a sum of money equivalent to 1% of amount of order for SEVEN day's delay after the stipulated period, which shall not in any case exceed 4% of amount of the Order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the other for breach of the stipulations contained in the said Clauses and not as penalty, and the Corporation shall be at liability to deduct such sums from any moneys due to the Vendor under these presents or may otherwise recover the same separately.**
14. No advance payment will be made.Any dispute arising out of or relating to this tender shall be deemed to have arisen in **Bangalore** City and shall be under adjudication of Court in Bangalore City. **TENDERER MUST ENCLOSE ORIGINAL COPY OF MAF SAME AS GIVEN IN FORMAT CERTIFICATE WITH GENERAL INFORMATION FORM (WITHOUT IT TENDER WILL NOT BE CONSIDERED).**The last date for receipt of tender is on or before 24.10.2016 12.00 noon. On the top of the envelope please write **"Tender for computer consumable items."** Tender will be opened at the same date at 3.00 pm. The tenders received after the due date and time will not be considered. The applicant should not have been black listed / debarred by LIC or any PSU or any Government Departments.

15. Material should be supplied in original packing of the manufacturer along with necessary warranty / guarantee certificate for a minimum period of 1 year from the date of supply to be submitted along with supply. Defective material or not meeting the specifications should be replaced free of cost at our site.
16. The tenderer or his authorized representative duly authorized by a letter of authority may be present at the time of opening the tender.
17. After preliminary scrutiny of Technical Bids, verification of credentials, the Price Bids of only those bidders whose Technical Bids are found eligible will be opened at a later date. The successful tenderer will be required to deposit an amount equal to 10% of the ordered value by way of a crossed A/c payee demand draft favouring LIC of India, drawn upon any nationalized bank payable at Bengaluru, towards security deposit. This deposit will be refunded only on successful completion of the tender period. No interest will be payable on this security deposit. The EMD of the successful tenderer will be adjusted to such Security Deposit, allowing the tenderer to deposit the balance amount.
18. The applicant should not have been backlisted/debarred by LIC , any PSU or any GOVT dept.
19. The Forms i.e., Annexure A (Technical Bid) & Annexure B (Price Bid) should be used as it is without any changes .

SR. DIVISIONAL MANAGER

PS: Please append your signature with seal on all the papers before submitting the tender.

Tender should be sent to the following address :

**Manager(E&OS)
LIC of India, Jeevan Jyothi, Post Box No:3829,
Divisional office 2 , next to Indira Nagar BDA Complex
Bangalore – 560 038.**



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office-II, "Jeevan Jyothi",
Indiranagar.PB No.3829, Bangalore-560038
Phone No. 080-22966820

ANNEXURE - A

Tender for Supply of Computer Consumables

(Last Date for Submission : 24.10.2016 before 12.00 noon .)

Sl.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 photo copy of the certificate)	
4	Correspondence address and Telephone No.	
5	Address of Head Office (if separate) and Telephone No.	
6	Status : Proprietary / Partnership / Private Limited Company / Public Limited Company	
7	Name(s) of the proprietor/ Partners / Directors	
8	Name of the Chief Executive with his present address, Mobile / Telephone No.	
9	Name(s) of Representative(s) with Designation who would be calling on us and attending to our jobs	
10	Address/es of their offices in Karnataka /AP/ Telangana States (if any)	
11	Name(s) of contact persons in their offices in Karnataka/AP / Telangana States (if any)	
11	Name of Bankers with addresses & Telephone Nos. & IFSC Code (please attach copy of cancelled cheque)	
12	PAN No. allotted by Income Tax Dept. (Please enclose attested photocopy)	
13	Service Tax Registration No. (Please enclose attested photocopy of certificate)	
14	Turnover for last 3 years	F.Y. 2015-16 F.Y. 2014-15 F.Y. 2013-14
15	State the latest Income Tax Assessed year and the amount of Tax Assessed (copies of last 3 years IT Returns, Balance Sheets & Revenue A/c to be enclosed)	
16	Details if registered with any other Government Authority (ies)	
17	Details of empanelment with any office of LIC of India and/or PSUs/any other Corporate Offices/customers. (Please enclose list giving full	

	details and name and telephone no. of person/s who may be contacted for confirmation)	
18	Details of your Past Supply and Presently undertaken to supply in the field (enclose the certificates from the relevant institutions)	
19	Are you original manufacturer / dealer? If Dealer, please affix the authorization form of Manufacturer on their letter head.	
20	Mention any other specialties of your establishment	
21	Mention valid ISO 9001:2008 or 14001:2004 certificates (if any)	

NOTE: Please type out this form or fill it up legibly in ink. If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.

I / We _____ request Life Insurance Corporation of India, Divisional Office-II, Bengaluru, to consider our bid. I / We agree to abide by all the "ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS" prescribed in your formats and assure to render the services to the fullest satisfaction of the Corporation.

Dated at _____ this _____ day of _____, 2016.

Signature of the Vendor

Name & Address

Seal

NOTE: The Corporation reserves the right to accept or cancel any of the Vendors tender at their absolute discretion without assigning any reason.

Applications received with incomplete information or alterations will not be considered.

Note: Documentary evidence wherever applicable should be enclosed.
(Copies of the credentials & Certificates issued by any other institution may be enclosed)

Documents to be enclosed along with Technical Bid in Annexure "A":

1) Self attested photo copies of the following documents:

1. Certificate of Registration under Companies Act, 1956
2. Certificate of registration for Service Tax.
3. Audited financial statements (Profit and Loss and Balance Sheet) for the last three financial years.
4. Income tax assessment order /returns for the last three financial years.
5. Certificate of Income Tax PAN Number.
6. Copies of VAT/CST/Professional Tax Registration Certificates.
7. Copies of any valid Authorised Dealership certificates.

**SUBMITTED ON COMPANY'S LETTER HEAD DULY SIGNED BY THE AUTHORISED
SIGNATORY OF COMPANY.**

MANUFACTURER'S / DEALERS AUTHORISATION FORM

Date: _____

The Sr. Divisional Manager,
LIC of India, "Jeevan Jyothi"
PB No.3829, Indiranagar, Bengaluru – 560038

Dear Sir,

Re: Supply of Computer Consumables

We, M/s _____ who are established and reputed
manufacturers of _____ having factories / depot as
_____ and _____ do
hereby authorise M/s. _____ (Name
and address of the bidder) to offer their quotation and conclude the contract with you
against the above invitation for the Bid, as one of our Authorised Dealers.

We, hereby, extend our full guarantee and comprehensive warranty as per terms and
conditions of the RFP for our products offered against this invitation for Bid by the above firm.

Dated at _____ this _____ day of _____, 2016.

Authorised Signatory

Signature:

Name:

Designation:

Name & Address of the Company:

Seal of the Company:



Date

The Sr. Divisional Manager,
LIC of India, "Jeevan Jyothi"
PB No.3829, Indiranagar,
Bengaluru – 560038

Dear Sir,

Re: Supply of Computer Consumables

UNDERTAKING

We hereby confirm that we have not been black-listed by LIC or any PSU or BFSI Organisation / Government or Semi-Government or Quasi Government Departments in India as on date of submission of bid in response to the above tender for supply of Computer Consumables.

Dated at _____ this _____ day of _____, 2016.

Signature of the Vendor with Seal

the Vendor with Seal