



Divisional Office, "Jeevan Prakash", B.Block, Distt. Shopping Complex, Ranjit Avenue,

Amritsar-143 001. E-Mail : os.amritsar@licindia.com

Tel.No.0183-2504953

Ref: OS/STY/Tender/2016-2017/Yly/01

15/06/2016

Sir,

Re: Tender for" Purchase of Blank & Pre Printed Computer Stationery"

Sealed tenders are invited for purchase of above said stationery, last date for receipt of tenders is 30.06.2016 (5.00 p.m.) The envelope containing quotations should be super scribed with the words "Quotation for Computer Stationery Last Date 30.06.2016 (5.00 p.m.)" and the address for sending tender is as follows :-

The Chairman Tender Receiving Committee,

Life Insurance Corporation of India,

Divisional Office, Jeevan Prakash Building,

Distt. Shopping Complex, B-Block,

Ranjit Avenue, Amritsar.

Quotation rates are to be offered on enclosed form only along with DD for Rs 33,948/=towards Earnest Money Deposit & Tender fee with sample of paper, GSM of Paper, Name & Grade of Mill, Quality and other specifications under rubber stamp and signature of Competent Authority of firm.

The expected time for making delivery must be specifically mentioned. Incomplete quotations or quotation not enclosed by DD of earnest money deposit and tender fee are liable to be rejected.

The Stores Committee/Competent Authority reserves the right to accept small quantity of above items and/or reject any quotation without assigning any reason thereof. All the Quotation Rates must remain valid for one year from acceptance of tender. The firm, whose quotation is accepted, is required to supply Tendered Quantity in a year in two phases under Yearly Rate Contract within stipulated time. Supply not made within stipulated time is liable to be penalized @0.5% of bill amount per day for late supply.

Supplier whose rates are approved will have to deposit a refundable security of 10% of total value of order. All the quotation rates must be as per our specifications & conditions mentioned on enclosed form. All the quotation rates must be supported by samples with name of Mill , Grade of Mill & GSM of Paper. All rates must be F.O.R.Amritsar. Please note that in case of any variation in the GSM/Quality of paper is observed on receipt of consignment, the entire lot will be rejected. This rejected consignment should not be delivered to any of our offices, otherwise it will be treated a breach of conditions of contract and penalty will be imposed upon the supplier including black- listing for future. Quote the rates for paper of A grade mill only.

Yours faithfully

Manager OS.

The Chairman Stores Committee,

LIC of India, DO, Amritsar

Last Date: 30//06/2016(5.00 p.m)

Quote the Rates for Paper Of A Grade Mill Only.

All rates must be quoted for Yearly Rate Contract

Sr. No	Item & Specifications	Expected Yearly Qty. To be supplied in a year in two phases Qty. can increase or decrease by 25%	Expected First Half Yearly Supply. Qty. can increase or decrease	Expected Second Half yearly Supply. Qty. can increase or decrease	Net Rate in Words & Figures per 1000 sheets including all taxes ,Octroi & Freight. All Rates must be F.O.R. our premises Rates must remain valid for one year from date of acceptance of tender.	Remarks Sample Enclosed or Not Name of Mill & Grade of Mill
1.	White paper with LIC logo, size 10"x12"x1, 80 Gsm paper of A grade mill.	24,00,000 sheets	12,00,000 sheets	12,00,000 sheets		
2.	White paper with LIC logo, size 10"x12"x2, 70 Gsm paper of A grade mill	4,00,000 sheets	2,00,000 sheets	2,00,000 sheets		
3.	White paper with LIC logo, size 15"x12"x1, 70 Gsm paper of A grade mill.	1,50,000 sheets	75,000 sheets	75,000 sheets		
4.	Premium Notice, Printing on both sides., Size 12"x8"x1, 70 Gsm paper of A grade mill	24,00,000 sheets	12,00,000 sheets	12,00,000 sheets		
5.	RPRs./ORs. ,Printing on single side, Size 6"x10"x1, 70 Gsm. paper	24,00,000 sheets	12,00,000 sheets	12,00,000 sheets		
6.	Default Notice, Ptinting on both sides, Size 10"x8"x1, 70 Gsm. paper of A grade mill.	6,00,000 sheets	3,00,000 sheets	3,00,000 sheets		
7.	Lapse Notice, printing on both sides, Size 10"x8"x1, 70 Gsm. paper of A grade mill.	6,00,000 sheets	3,00,000 sheets	3,00,000 sheets		
8.	Payment vouchers, printing on single side ,Size 10"x8"x2, 70 Gsm. paper of A grade mill.	1,00,000 sheets	50,000 sheets	50,000 sheets		

9.	FPR , printing on both sides, size 15"x8"x1, 70 Gsm paper of A grade mill.	50,000 sheets	25,000 sheets	25,000 sheets		
11.	Policy Bonds with carbon, printing on both sides. Size 15"x12"x2 , 105 Gsm. paper for original , 70 Gsm. for office copy, paper of A grade mill.	Up to 5,000 sheets More than 5,000 sheets	As per requirement	As per requirement		
12.	Policy Bonds without carbon, printing on both sides. Size 15"x12"x2 , 105 Gsm. paper for original , 70 Gsm. for office copy, paper of A grade mill.	Up to 5,000 sheets More than 5,000 sheets	As per requirement	As per requirement		
13.	Policy Bonds . Size 15"x12"x1, 105 Gsm. paper of A grade mill.	Up to 5,000 sheets More than 5,000 sheets	As per requirement	As per requirement		

Please go through the terms and conditions given in letter before quoting rates. All rates must be as per paper of A grade mill only. All cuttings must be confirmed with initials and in words.

Detail of Earnest Money & Tender fee Deposit of Rs.33848 + 100 = Rs. 33948/-

Demand Draft No. _____ Date _____

Manager (OS)

Signature & Stamp of Firm