



LIFE INSURANCE CORPORATION OF INDIA,
DIVISIONAL OFFICE-JEEVAN PRAKASH,
RETI STAND, SUBCITY CENTRE, UDAIPUR-313002
PHONE NO. : Tel: 0294- 2481290, 2486640

Tender for supply of Ribbed/Craft Paper Envelop& Cloth Envelop

Sealed quotations are invited for Ribbed/Craft Paper Envelop & Cloth Envelops with printing in Black colour on single side. The paper should be used **as per prescribed GSM**. The Rates should be quoted for per 1000 Envelops, inclusive of all taxes(**excluding GST**), cost of paper and transportation, labour, editing, composing, screen Plate, Packing (Serial Number, Perforation wherever needed), carriage & freight for supply to keep at our store situated at Divisional Office Building, Reti Stand, Subcity Centre, Udaipur(RAJ.)

- | | |
|---|----------------------------------|
| 1. Date of issue of Tender | : 01.11.2017 |
| 2. Late date & time of submission of Tender | : 20.11.2017 up to 4:00pm |
| 3. Date of opening of tender | : 21.11.2017at 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/craft paper envelop/cloth envelop as per prescribed **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/craft paper envelop/cloth 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 Technical Bid(**Annexure-A**) containing **3 pages** duly completed and signed should be put in this envelope,applicable for firms not empanelled with us.

(iii) The rates should be quoted per thousand for supply of Ribbed Paper envelops on prescribed GSM Andhra Ribbed/Ballarpur Mill-Paper inclusive of all taxes except GST for F.O.R. basis at Divisional Office, Udaipur.

(iv) The tender fee is not refundable.

(v) The EMD shall not carry any interest and it will be refunded after acceptance of the tender in respect of unsuccessful bidders only.

(vi) No tender shall be accepted without **Tender Fee/EMD**.

(vii) 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 Udaipur.

(viii) Sealed Tender should reach us on or before 20.11.2017 up to 4.00 P.M. The sealed tender envelop should be addressed to The Chairman, Store Committee, LIC of India, Divisional Office, Jeevan Prakash, Reti Stand, Subcity Centre, Udaipur-313002

(ix) 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 21.11.2017 at 11AM at Divisional Office, Jeevan Prakash, Reti Stand, Subcity Centre, Udaipur 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 except GST. 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, Reti Stand, Subcity Centre, Udaipur(Raj.). All the expenses for loading unloading, transportation, octroi 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 25 days after approval of proof/artwork. 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 Udaipur.
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 all expense and Taxes excluding GST)

Sr NO	Name of Item	Size	Quantity	Specification	Rate per thousand
1	Window Envelop	9"x4"	300000	70 GSM Andhra Ribbed	
2	Without Window Envelop	9"x4"	200000	70 GSM Andhra Ribbed	
3	Window Envelop	12"x5"	100000	70 GSM Andhra Ribbed	
4	Without Window Envelop	12"x5"	150000	70 GSM Andhra Ribbed	
5	Loan Docket	12"x6"	50000	80 GSM Craft Paper(one Side Printing)	
6	Proposal Folder 4110	11.5"x9"	150000	100 GSM Brown Paper	
7	122.5"x 9" Micro Envelops excluding upper flap and bottom flap with window 5"x3.5" for policy bonds	12.25"x9"	200000	80 GSM Andhra Ribbed paper inner side plastic lamination with both side printing	
8	Policy Docket 4111	14"x6.5"	150000	Cross wire bituman water proof with one side printing as per sample	
9	Cloth Envelop	12"x16"	5000	80 GSM Mysore Ribbed with inner side cloth	
10	Cloth Envelop	9"x12"	5000	80 GSM Mysore Ribbed with inner side cloth	
11	Yellow Color Envelop	12"x16	5000	80 GSM Inner Side plastic lamination	
12	Yellow Color Envelop	10"x12"	5000	80 GSM Inner Side plastic lamination	

Note: Rate should be quoted including all charges i.e. transport, packing,loading, unloading etc and all taxes excluding GST). No separate letter or condition written will be entertained.

Signature with Seal of the Vendor



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Annexure-A
LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE
SUBCITY CENTRE, RETI STAND, UDAIPUR

TECHNICAL BID TO BE SUBMITTED WITH TENDER
COMPULSORILY FOR THE VENDERS WHO ARE NOT EMPANALLED WITH US

(TO BE KEPT IN THE ENVELOPE OF TECHNICAL BID ALONGWITH ALL CONCERNED ANNEXURES AND PAPER SAMPLES)

1.	Name of the Dealer/Firm(In block letters)	
2.	Date of Establishment/Incorporation	
3.	Address and Telephone no.(Landline & Mobile no.)	
4.	Address of office(If Separate) : And Telephone no./Mobile no.	
5.	Address and e-mail id where(order is applicable is to be placed)	
6.	Status : Whether Partnership/Private Limited Company/Public Limited Company	
7.	Name of Proprietor/Partners/Directors	
8.	Name of Chief Executive/Owner with his present addresses and Tel.nos/Mob.no/email id	
9.	Name of Representative(s) indicating designation who would be calling on us and attending to our job	
10.	Name of Bankers with address and Tel.nos, IFSC code and A/c no.	
11.	Is the establishment registered under the Factories Act ? If so, State – Attach self attested copy of each	
11(a)	License Nos.	
11(b)	Date of last renewal of licence(Copy of license to be Enclosed)	
11©	GST No	
11(d)	TIN NO	
11(e)	ESIS NO, if any	
11(f)	EPF Registration no. if any	
11(g)	Labour license no. and validity under various section of Labour Laws(Govt. of India)	
11(h)	Service Tax registration no.(Attach copy)	

12	Whether holding certificate under shops and establishment act, duly renewed, copy should be enclosed.	
13	State the latest Income Tax : Assessed year and the amount of Tax assessee copies of last 3 years. IT returns, Balance Sheets & Revenue A/c to be enclosed.	
14	PAN NO.	
15	Are you agreeable to make the free deliveries to our Divisional Office, Udaipur and other offices	
16	Are you agreeable to submit samples whenever called for	
17	Are you agreeable to enter into a rate contract or running contract or fixed quantity contract ?	
18	Are you agreeable to abide strictly by the terms and conditions of the tenders and contracts as and when laid down by the Corporation(copy enclosed)	
19	Name, addresses and telephone nos. of some of your most valued clients(Attach separate list)	
20	Name of LIC offices whose work you might have done during the last three years(Details of job given by LIC and completed by you(Enclosed Certificates)	
21	Have you ever been black listed by LIC of India or Govt./Semi Govt./Quasi Govt.departments/PSUs/ Banks as on date of submission of bid.	
22	Approximate value of your Turnover per year (Attach copy of last 3 years turn over)	2016-17 2015-16 2014-15
23	Do you carry stocks of papers and any other materials, is so what stocks do you generally hold:	
24	Do you posses certificate of authorization from manufacturers, if yes please provide copy of the same.	
25	Whether you are willing to supply stationery on the Mill Paper(Century/Ballarpur/TNPL/Orient/JK Maplitho paper?(yes/no) (If your response is yes, then mention the Mill and branch of paper)	
26	What type of printing machine do you use? Give details with capacity and properties(For printers only)	
27	Is the firm registered for Micro & Small Enterprises (MSE) With Director of Industries/District Industries Centre as manufacturing/service enterprises or registered with National Small Industries Corporation(NSIC) under single point vendor registration Scheme. If so enclose copy.	
28	Is the firm owned by SC/ST entrepreneurs? If so enclose copy	
29	Mention any other specialties of your establishment.	

Write NA(Not Applicable)in the information column if the question is not relevant to your firm/work. No column should be left blank.

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

DECLARATION

1)- I/We have read the instructions in the above form and terms and conditions mentioned below I/We understand that if any false information is revealed at a later date, any contact made between ourselves and the Corporation, on the basis of the information given by me/us can be treated as invalid at sole discretion of the Corporation and I/We will be solely responsible for the consequences.

2)-I/We understand and agree that the appropriate Life Insurance Corporation of India, authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors/agencies in the event of my/our submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

3)-I/We certify that the particulars furnished in the above forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

4)-I/We agree that I/We have no objection if inspection of my/our premises/ workshop, shop etc. is done by the officials of the Corporation,

PLACE :

DATE

SIGNATURES OF VENDER with Seal.