

QUOTATIONS FOR SUPPLY OF COMPUTER CONTINUOUS STATIONERY

S.No.	Particulars of Stationery/Items	Quantity.Required	Remarks
(1)	As per Proforma	As per our Demand	As per enclosed Proforma

NOTE:

- (1) Please hand over **sealed tender envelope** to Mr.Shyam Sunder, Adm.Officers\, OS Deptt. Gwalior.
- (2) EMD of Rs 30000/-to be deposited by D.D.fvg.LIC of India, alongwith The Tender. It will be refundable amount & will not carry any interest.
- (3) You have submit your tender on our approved Proforma.
- (4) A Tender Money of Rs.100/- (non-refundable) favouring LIC of India by way of DD Or Banker's cheuqe only should be enclosed with the quotations.
- (5) Tender should reach this office by 08.03.2016 .upto 1.00 PM duly **Sealed** and addressed to The Manager (E&OS), LIC of India,,D.O. "Jeevan Prakash" City Centre Gwalior-474 011 and subscribed as "Tender for computers continuous Stationery" to be opened on 09.03.2016 at 12.00-AM . The rate approved By LIC shall remain valid for one year from the date of approval of rate, which can be further extended by another one year at the sole discretion of the Competent Authority at the same rate, terms & conditions.

TERMS & CONDITIONS :

- (6) The delivery of goods will be taken at our Stores at Ground floor of our office or at Our respective branches in Gwalior, and no charges other than rates quoted will be Allowed. The rates quoted should be inclusive of all charges.
- (7) The quantity of the articles can be increased or decreased at our discretion.
- (8) We are not bound to accept the lowest rates and are at liberty to reject any or all tenders without assigning any reason thereof and further reserve the right to accept the whole Or part of the tender and our decision shall be final and binding.
- (9) Delivery of goods on our stipulated place according to our order placed, otherwise Charge the penalty as per rules at that time by The Competent Authority , to check artwork which is given by us before implementation of work. Whether you have not delivered stationery /goods after checking of art work within 15 days as per our schedule the Competent Authority can be impose the penalty @ 1% per week & maximum 5% on late supply of material Penalty for supply of sub standard quality will also be imposed in case of supply not conforming to our specifications.
- (10) The sample of the paper in full sheet(items indicating the name of the manufacturer and Weightage, etc.) may ples be enclosed alongwith the tender. Quotations received without Samples and after due date or without due date or without seal and not properly addressed are liable to be rejected. Paper Quality should be mentioned on the sample with signature & Seal.
- (11) Tenders are liable to be rejected with over-writing or cutting.

- (12) In case of any deviation from the specifications in paper size/quality & quantity/brand/ Printing/binding/GSM etc. the order will either be cancellation or the entire quantity will be rejected. In other words the material should be strictly as per our approved brand/ Samples or the EMD/Security Deposit will be forfeited in part or full.
- (13) Delivery schedule strictly to be maintained as per our terms and conditions agreed.
- (14) If order is not executed by you as per our requirement and within stipulated duration of Time, LIC reserves the right to delist your firm from our approved panel.
- (15) LIC will bear no responsibility whatsoever and not be liable to pay for any loss or Damage caused to the stationery in transit or before being handed over to our stores.
- (16) In case of any dispute arising out of any of our order or otherwise will be dealt within Jurisdiction of Gwalior Court only.
- (17) Security Deposit in the nature of Performance Guarantee will have to be deposited by The successful tenderer @ 10% of the order value Which may be forfeited in case the quality/quantity of stores supplied do not confirm To the stipulations contained in the contract. The deposits shall not carry any interest.
- (18) **Bids are to be enclosed separately .Tender is under Two-Bid system.I- Technical Bid+EMD+Tender Fee & II-Financial Bid. One envelope of Technical Bid+EMD+Tender Fee & second envelope for Financial Bid may be enclosed in a big separate envelope.**

Sr.Divisional Manager

We will accept all above terms & conditions of LIC of India.

Dt: 16.02.2016

Signature & Stamp of Tenderer



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

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(Tender notice)

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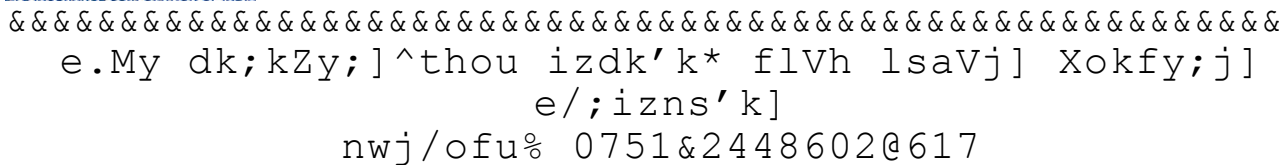
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## TECHNICAL BID-I

| Sl.No. | Name of Organization/Co. | Quantum of order | Date of supply | Name & Contact no.of Co./client. |
|--------|--------------------------|------------------|----------------|----------------------------------|
|        |                          |                  |                |                                  |
|        |                          |                  |                |                                  |
|        |                          |                  |                |                                  |
|        |                          |                  |                |                                  |
|        |                          |                  |                |                                  |

- (1) Kindly attach PAN Card Copy of your firm/Company.
- (2) Attached order copies of other Company/PSU.
- (3) Attached three years Income Tax returns.
- (4) Attached your firm/Co.Balance-Sheet as well as 3 yrs.turn-over of Your company. It should not be less than 25 lacs on average basis  
Please attach attested copies of at least three purchase orders  
executed or Certificate from Customer.

**Seal & Signature of  
Firm/Company**



Tendes are invited for supply of following materials for office use, details is as under :

- (1) Computer continuous Stationery
- (2) CCTV
- (3) SMF Battery

Sealed Tender accepted on our above address upto 08.03.2016 at 12.30 pm. For other details please logon to our web-site [www.licindia.in](http://www.licindia.in) under the heading “Tender”. The Sr.Divisioanl Manager, LIC of India, Gwalior reserves the right to reject or accept any or all tenders without assigning any reasons thereof.

Dt: 16.02.2016

## Sr.Divisional Manager



Divisional Office, 'Jeevan Prakash' City Centre, Gwalior, Ph.0751-2448602/645/617.

**Quotation format Computer Continuous Stationery  
(FINANCIAL BID)**

| S.No. | Description                                                                             | Quantity<br>(+/-25%) | Paper Quality/Brand |                    |
|-------|-----------------------------------------------------------------------------------------|----------------------|---------------------|--------------------|
|       |                                                                                         |                      | Century<br>paper    | Ballarpur<br>paper |
| (1)   | Premium Intimation<br>size 30x21, 60 gsm<br>Blue colour printing<br>Inland shape        | 20 lacs              |                     |                    |
| (2)   | Premium Reminder<br>letter size, 30x21,60<br>gsm, Yellowcolour printing<br>Inland shap. | 5 lacs               |                     |                    |
| (3)   | Premium Default letter,<br>30x21 60 gsm. Red<br>colour printing.                        | 2 lacs               |                     |                    |
| (4)   | Feap counter Receipt<br>RPR6x10x1 80<br>gsm, with numbering                             | 30 lacs              |                     |                    |
| (5)   | PaymentVoucher (Green+Blue<br>clr.)<br>10x8x2, 60 gsm.<br>With Carbon                   | 2 lacs               |                     |                    |
| (6)   | Commission Bills,<br>15x8x1, 70 gsm. Three<br>part with perforation.                    | 1 lacs               |                     |                    |
| (7)   | First Prem.Receipt(FPR)<br>15x8x1, 70 gsm both<br>side printing                         | 2 lacs               |                     |                    |
| (8)   | Claim Discharge<br>form 15x12x1 part,<br>60 gsm red colour<br>printing.                 | 2 lacs               |                     |                    |
| (9)   | Comp.sty.10x12x1, 70gsm,<br>with printing                                               | 30 lacs              |                     |                    |
| (10)  | Comp.10x12x2, 60 gsm, with<br>carbon with printing                                      | 5 lacs               |                     |                    |
| (11)  | Comp.sty.10x12x3,<br>60 gsm,with carbon<br>with printing.                               | 3 lacs               |                     |                    |
| (12)  | Comp.sty.15x12x1,<br>70 gsm with printing.                                              | 10 lacs              |                     |                    |
| (13)  | Comp.sty.15x12x2,<br>60 gsm with carbon<br>with printing.                               | 2 lacs               |                     |                    |

|      |                                                                                                                                                                 |        |  |  |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--|--|
| (14) | Multiple Intimation letter size 8x9 single multi color printing. 70 gsm.<br>Qty.: 3000-<br>5000-<br>10000-<br>20000-                                            | 2 lacs |  |  |
| (15) | Policy Bonds 15x12x2 with carbon 105 GSM Azurelaid Paper O/C Maplitho Ord.White Paper 70 GSM.Multi clr.printing.                                                |        |  |  |
|      |                                                                                                                                                                 |        |  |  |
| (16) | All Type of Annexure 15x12x1 for multi colour policy bonds with logo 105 GSM Azurelaid paper.B/side printing.<br>Qty. 3000-<br>5000-<br>10000-                  |        |  |  |
| (17) | Policy Bonds 15x12x2 Two colour printing A Grade Azurelaid paper & 105 GSM with carbon. b/s printing O/c as per above 70 GSM g<br>Qty. 3000-<br>5000-<br>10000- |        |  |  |
| (18) | paper.size 15x12x2 paper. Two colour b/s printing. All types of annexure<br>Qty. 3000-<br>5000-<br>10000-                                                       |        |  |  |
| (19) | for ordinary policy bond with Century Azurelaid .15x12x1<br>Qty. 3000-<br>5000-<br>10000-                                                                       |        |  |  |
| (20) | All types of annexure for both side. Printing Maplitho .<br>Qty. 3000-<br>5000-<br>10000-                                                                       |        |  |  |

**Signature of Tenderer with Stamp**