



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Divisional Office: "Jeevan Prakash", Sanjay Place, Agra-282002

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

Ref:AGRA/OS/CS/Sty/1

Tender-Notice

Sealed tenders are invited from reputed vendors for supply of pre-printed computer continuous stationery/Blank Computer Stationery of A Grade Mill Paper like **Century/Ballarpur/TNPL/Orient/JK Maplitho** (with good brightness) of **70GSM** under two bid system(Technical & Financial Bid). Tenders forms can be purchased from LIC of India, Divisional Office, Sanjay Place, Agra or downloaded from our website www.licindia.in Interested Vendors may collect tender form on payment of Rs.200/-(non-refundable) in form of Cash/DD drawn in favour of LIC of India, payable at Agra. The time-schedule of the tender is as under:-

- | | |
|--|---|
| 1.Date of issue of tender-form | : 19.09.2017 |
| 2.Last date & time of submission of Tender | : 06.10.2017 upto 15:30 hrs. |
| 3.Date of opening of Tender(Technical-Bid) | : 07.10.2017 at 11:00hrs. |
| 4.Venue of opening of Technical-bid | : Divisional Office, Jeevan Prakash, Sanjay Place, Agra |
| 5.Date & Time of Opening of Financial-bid | : Shall be intimated separately to vendors who qualify in the technical bid. |
| 5.Tender Fee | : Rs.200(Two hundred) Non-refundable(Cash/DD) |
| 6.EMD | : Rs.40,000/-(Forty thousand only) Refundable without interest. The EMD should be deposited in the form of demand draft from any nationalized bank payable at Agra. |

Any corrigendum regarding modification/addition in tender specifications or in term & conditions of the tender shall only be uploaded/published on our official website: licindia.in (Tender-link). Hence, all interested bidders are advised to visit our above website regularly for latest information regarding the above tender till the last date of bid submission.

The Sr. Divisional Manager reserves the right to accept or reject any/all tenders without any reasons what so ever.

Instructions to Bidders

The sealed tender is invited for rate contract under two bid system for the purchase of Pre-printed Computer Stationery. The bidders are advised to follow the following instructions:

- (i) **Envelop No.1**: 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 . The envelope should

be sealed properly and super scribed as “Tender for pre-printed continuous stationery (2017-18)-Technical-Bid” must have 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 be enclosed separately with the technical bid only. The firms not empanelled with us should submit details of the existing top 5 customers in the format as per **Annexure-C** should also be enclosed with the technical bid. The documentary evidence like certificate from customers or copies of purchase orders etc. have to be submitted duly attested by the authorized signatories.

- (ii) **Envelop No.2:** The Financial Bid (**Annexure-B**) duly completed and signed should be put in this envelop. It must contain Rates per thousand for every individual items including all taxes and expenses (i.e. transportation expenses ,loading unloading and packing charges etc) F.O.R. The envelope should be sealed properly and super scribed as “Tender for Pre-printed Continuous Stationery-(2017-18)-Financial-Bid”. The name of the firm should be mentioned on the envelop.
- (iii) **Envelop No.3:** Both the Envelop No.1 and 2 are to be put into this envelop. The Envelop should be sealed properly with sealing wax and super scribed as “Tender for Pre-Printed Continuous Stationery-(2017-18)”. The name & address of the firm should be mentioned on the envelop.

Sealed Tender should reach us on or before **06.10.2017 upto 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.** 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.

Eligibility criteria for qualification in Technical Bid.

1. The firm should have been established at least three years before. A copy of Registration Certificate must be enclosed, incase the firm is not empanelled with us.
2. The Bidder should not be black-listed by LIC or any of the PSU/BFSI/Govt/Semi-Govt/Quasi Govt. departments in India as on the date of submission of BID.
3. The vendor should be on the approved panel of at least three reputed firms, incase the firm is not empanelled with us .
4. The Printer should have single colour and multi colour offset machine, in house stitching and binding unit .
5. The printer of Computer Continuous Stationery should have Multicolour printing machine.
6. The vendor should have registration with State & local authorities for undertaking the profession.(Copies of State/local registration license, GST reg No and PAN should be enclosed.)
7. Vendor should keep sufficient stock in hand so as to comply with the urgent needs without delay.
8. Alternatively Security Deposit @ 10% of total order inclusive of all previous orders (if exceeds 10,00,000) will necessarily be deposited before supply of any subsequent order, if not deposited along with tender.
9. The letter of undertaking to supply materials as per the tender specifications forms part of the tender and Terms and Conditions and the same shall be submitted along with the rates quoted.

Date:19.09.2017

SR.DIVISIONAL MANAGER

TERMS AND CONDITIONS

1. The Tender(Technical-bid) shall be opened on **07.10.2017 at 11 A.M.** and will remain **valid for 01 year from the date of Acceptance of tender.** The quoted rates should be inclusive of all taxes and all other expenses (i.e. transportation expenses ,loading unloading and packing charges etc.) Your representative may remain present personally at the time of opening of tender or Technical Bid.
2. The financial-bids of only those vendors will be opened who qualify in the technical-bid. The date and time of opening of financial bids shall be informed later. Your representative may remain present personally at the time of opening the Financial-Bid.
3. The Tender fee is not refundable.
4. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
5. The EMD shall be refunded in respect of the unsuccessful tenders only. It will not carry any interest.
6. The rates to be quoted in Financial-Bid shall be on F.O.R basis i.e. delivery at our godown situated at LIC of India, Divisional Office, Sanjay Place, Agra-282002 inclusive of all expenses (i.e. transportation expenses, loading unloading , packaging charges etc) and all types of taxes.
7. Each page of the tender document should be signed and sealed by the vendor/Firm in token of having accepted all the terms and conditions of the tender.
8. Mere submission of the application for tender does not confer the right of selection.
9. 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% of the bill amount or decided by the competent authority whichever is higher will be imposed if delay is more than 30 days.
For supplies delayed beyond 60 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.**
10. **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.**
11. The Corporation has right to increase or decrease 25% of the estimated quantity as per our requirement.
12. Security Deposit in the nature of performance guarantee by way of Bank guarantee/Banker cheque /DD drawn on any scheduled bank payable at Agra will have to be deposited by the successful tenderer @ 10% whenever the quantum of order exceeds 10lacs inclusive of all previous orders **before supply of the subsequent order**, which may be forfeited in case the quality/quantity of stores supplied do not conform to the stipulations contained in the contract.
13. The prices shall remain firm and binding without any escalation whatsoever till the satisfactory completion of the order.
14. The approved rates by our competent authority shall stand valid upto **one year from the date of acceptance of tender.**
15. The Stationery and Printing thereon should be as per prescribed Norms and Standard of Life Insurance Corporation. Size of font, color 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. For size, color, font etc, specifications, the Printers may contact at our office during any working day between 10.00 AM to 05.00 PM. Carriage and freight will also be borne by you. The defective material shall be replaced by you immediately free of cost.
16. The **details of the existing top 5 customers** in the format as per **Annexure-C** should also be enclosed with the technical bid. The documentary evidence like certificate from customers or copies of purchase orders etc. have to be submitted duly attested by the authorized signatories, applicable for the firms which are not empanelled with us.

17. The Bidder should not be black-listed by LIC or any of the PSUs/BFSI/Govt/Semi Govt. departments in India as on the date of submission of bid. An undertaking is to be submitted on Rs.10/- stamp paper duly notarized and signed by the authorized Signatory of the respective bidder in the format as per **Annexure-D**.
18. Any error on the part of tenderer while quoting the rates will not be accepted as an excuse for refusal to execute the order for any or all items, if order is placed on the basis of quoted rates. For refusal of order, the Earnest Money Deposit and security deposit of the tenderer will be forfeited in full by us and firm will be black listed.
19. Life Insurance Corporation is 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.
20. 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.
21. 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.
22. The payment of bill will be made after checking quality of paper and printing work through NEFT only.
23. In case of any dispute all the expenses of Court will have to be deposited by the bidder firm in LIC. The jurisdiction will be Agra.
24. Packing will be packet of 500/1000 sheets in Plastic/polythene and 02/03 packets each in Carton. If the packing is not made the penalty will be imposed Rs.3/- per thousand sheets for plastic/polythene packing and Rs.10/- per carton for carton packing.
25. 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 i.e. **“Conditional-tender”** will not be accepted.
26. If defects of any kind in printing or deviation from specifications etc. are detected and reported to supplier, then suitable replacement is to be made or defect to be removed by suppliers free of charges unless additional job is assigned which was not expected of him at the time of placing the orders.
27. TDS and other statutory deductions will be done as per the prevailing rules.
28. No form will be issued from our office.

Senior 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:

Annexure-A
LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE
SANJAY PLACE : AGRA

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

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

1.	Name of the Dealers/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 if 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 Telephone nos./Mobile 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 Telephone Nos, IFSC Code & 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 license (Copy of license to be enclosed)	
11©	CST NO.	
11(d)	VAT NO.	
11(e)	TIN NO.	
11(f)	ESIS NO., if any	
11(g)	EPF Registration no. if any	
11(h)	Labour license no. and validity under various section of Labour Laws(Government of India).	
11(i)	Service Tax registration no.(Attach copy)	
12	Whether holding certificate under shops & Establishment act, duly renewed. Copy should be enclosed	

13	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.	
14	PAN NO.	
15	Are you agreeable to make free deliveries to our Divisional Office, Agra 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 contracts 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 jobs given by LIC and completed by you) (Enclose certificates)	
21	Have you ever been blacklisted by LIC of India or Govt./Semi Govt./Quasi.Govt. Departments/PSUs/Banks at 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, if so what stocks do you generally hold:	
24	Do you possess 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 & brand 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.

Details of the Existing Clients

Annexure-C

(Separate page must be submitted for each client)

Name of the Company/Organization	
Quantum of Order	
Date on Which the PO supply is completed.	
Address of the Company	
Name of the Contact Person	
Designation	
Landline No.	
Mobile No.	
E-mail ID	

Details of services provided in last 2 years to the above mentioned company(Ref.No.,Date of work order etc. with photocopies of same)

Place.....

Date.....

Signature

Seal of Firm/Supplier.

Annexure-D

(This undertaking duly notarized has to be executed on a Stamp paper of Rs.10/-)

Date:

**The Sr. Divisional Manager,
LIC of India,
Divisional Office,
AGRA**

Dear Sir,

We hereby confirm that we have not been black-listed by LIC or any PSU or BFSI organization/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 Media items.

Dated at _____ this _____ day of _____ 2017.

Signature of the Vendor/Authorized person with Seal



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Financial-Bid

Annexure-B

(Please read all instructions, terms and conditions carefully before quoting rates)

29. Note: Rates should be quoted for A Grade Paper-Mills- like **TNPL/CENTUARY/BALLARPUR/ORIENT/JK MAPLITHO WHITE PAPER WITH GOOD BRIGHTNESS**] including all taxes. No separate letter or condition written will be entertained. If there is some condition please don't quote the rates.

Sl. No	Description of Item Required	Single Color Printing	GSM	Estimated Quantity of sheets	Rate to be quoted (per thousand sheet in figures)including all taxes	Rates in words
1	Blank 10x12x1 with LIC Logo & Serial no. on each sheet.	LIC Logo in Corporate Blue Color	70	30 Lac		
2	Blank 10x12x2 inclusive Carbon with LIC LOGO & Serial no. on each sheet. [	LIC Logo in Corporate Blue Color	70+70	8 Lac		
3	Blank 15x12x1 with LIC Logo & serial no. on each sheet	LIC Logo in Corporate Blue Color	70	05 Lac		
4	Blank 15x12x2 inclusive Carbon with LIC Logo & Serial no. on each sheet	LIC Logo in Corporate Blue Color	70+70	01 Lac		
5	R.P.R. 6x10x1 both side printed with LIC Logo with one mid perforation & Serial no. on each sheet and counter part also.	Both Side Printing in Blue Color	80	20 Lac		
6	F.P.R. 15x8x1 both side printed with LIC Logo & Serial no. on each sheet. [	Both Side Printing in Blue Color	70	01 Lac		

7	Payment Vouchers(3427) 10x8x2 (Green Colour) with interleaved carbon with LIC Logo & Serial no. on each sheet. /	Green & Blue colours single side printing.	80+70	1.5 Lac		
8	Claim Discharge Voucher 15x12x1 Red colour with LIC Logo both side printed & Serial no. on each sheet	Both Side Printing with red colour	70	1.5Lac		
09	Premium Notice Inland letter size 15x12x1 both side printed in multi colour(More than 2 colours) with LIC Logo & Serial no. on each sheet with perforation at middle to make two parts of 12x7.5 each	Both Side Printing in Multi Color	70	10Lac		
10	Default Notice Inland letter size 11x8x1 both side printed in Yellow Colour with LIC Logo & serial no. on each sheet	Both Side Printing in Yellow Color	70	04 Lac		
11	Lapse Notice Inland letter size 11x8x1 both side printed in Radish Colour with LIC Logo & Serial no. on each sheet	Both Side Printing in Red Color	70	04 Lacs		
12	Single Notice for multiple policies 10x9x1 both side printing in multicolor with LIC Logo & Serial no. on each sheet.	Both Side Printing in multi Color	70	01 Lac		
13	NEFT FORM Inland letter size both side printing & Serial no. on each sheet.	Both Side Printing in single Colour.	70	03 Lac		
14	P&GS Renewal Premium Receipt with Logo 10 x 12 x1.	LIC Logo in Corporate Blue Color	80	0.5Lac		
15	P&GS Payment Voucher 10 x 12 x 2 interleaved with good quality carbon with perforation with serial Nos. on Main & Counter part.	LIC Logo in Corporate Blue Colour	80+70	0.5 Lac		

Serial number will be printed on all the above stationery and perforation will be made on every fold/joint of every sheet. The rates should be quoted including serial number, perforation, packing, all type of taxes delivery charges inside our store.

Signature & Seal of the Vender