



Jeevan Prakash Block NO 14-15 SDA Complex Divisional Office Kasumpti Shimla-171009 (H.P)
Telephone NOs 0177-2629209,2629210,2629217 Fax 0177 -2629201
Email id os.shimla@licindia.com

APPLICATION FORM-TECHNICAL BID

Annexure- A

S.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 photocopy of certificate)	
4	Correspondence address and telephone no. with email ID	
5	Address of Head Office (If separate) and telephone No.	
6	Status Proprietary/Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/Directors	
8	Name of Chief Executive with his present address and Telephone Nos.	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs and his Contact Number.	
10	Name of Bankers with address & telephone nos. IFSC Code & A/c No	
11	PAN No. of the Firm(Please enclose photocopy)	
12	Labour License nos. and validity under various section of Labour laws(Central Govt.)Please enclose photocopy of certificate)	

13	Service Tax Registration No.(Please enclose photocopy of certificate)	
14	E.P.F. Registration No.(Please enclose photocopy of certificate)	
15	E.S.I. Registration No.(Please enclose photocopy of certificate)	
16	Date of obtaining ISO 9001:2008 certificate and its validity upto ----- (Please enclose photocopy of certificate)	
17	Details if registered with any other Government Authority	
18	State the latest Income Tax assessed year and amount of tax assessed (Copies of last 03 years, IT Return, Balance Sheets & Revenue A/c to be enclosed)	
19	Turnover for the last three financial years	2014-15----- 2013-14----- 2012-13----- -
20	Details of stationery supplied to any office of LIC of India and /or prestigious P.S.U.(Central),(Please enclose photocopy of certificate)	
21	Mention any other specialties of your Establishment	
22	Whether holding certificate under shops and establishment act(if yes renewed copy should be enclosed)	
23	Is the firm is registered under the factories act, Details of License No. (if yes renewed copy should be enclosed)	
24	Have you ever been blacklisted by LIC of India or PSU/BFSI organization/Govt./Semi Govt./Quasi Govt. Departments in India as on date of submission of bid	



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(Note: Please type this form or fill it legible in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We_____request, Life Insurance Corporation of India, Jeevan Prakash Block NO-14-15 SDA complex Divisioal Office Kasumptati Shimla-171009(H.P) to consider our bid. We agree to abide by all the ELIGIBILITY CRITETRIA AND OTHER TERMS AND CONDITIONS AND DUTIES of Supplier and assure to render the services to the fullest satisfaction of the Corporation.

Place-----

Date-----

Sign-----.

With seal of firm/company

Note: The Corporation reserves the rights to accept or cancel tender/bids of any of the Agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



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Details of Existing Clients

Annexure-D

(Separate page must be submitted for each Client)

Name of Company	
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-----.

Sign-----.

With seal of firm/company



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ELIGIBILITY CRITERIA FOR BIDDERS

1. The firm /supplier should be in the profession for at least 3 years (copy of proof must be enclosed)
2. The firm /supplier should be on the approved panel of at least 3 reputed firms.
3. The firm/supplier should have registration with state and local authorities for undertaking the profession (copies of proof to be enclosed)
4. . Minimum annual turnover of the company should be Rs. 50 lacs and above during any of the last three years and experience of having executed an order of one PSU/Govt. client worth Rs. 10 Lacs and above for any one of the last three years.
5. The company should have a valid PAN Card No. issued by Income Tax Department.
6. Certificate of satisfactory completion of work/supply issued by concerned Department/authority/reputed firm must be attached as proof.
7. The firm/suppliers who have been black listed/removed earlier by any office of LIC of India should not apply.

10% security deposit will be charged/deducted against bill where the total quantum of the order placed inclusive of all previous orders under this tender for specific vendor exceeds Rs 10 Lacs. Further this deposit shall not carry any interest.

Declaration:

I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all loses caused to LIC of India in the process. I/we agree that the decision of the Corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/we have no objection if inspection of my/our premises/workshop, shop etc. is done by the official of the Corporation including inspection of the quality of any or all items of the tender

Place-----

Date-----..

Sign-----.
With seal of firm/company



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INSTRUCTIONS TO BIDDERS

The sealed tender is invited for rate contract under two bid system for the purchase of (Pre printed Policy Bond Stationery) as per enclosed Annexure – A, B, C & D. The Bidders are advised to follow the following instructions:

As two bid system is to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

- (i) Envelope No. 1: Technical Bid (Annexure – A, B & D) duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as “Tender for Pre Printed Policy Bond Stationery” (2015-16)- “Technical Bid”. 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. Annexure – A should be supported with the specimen copies of the paper which the firm intends to supply as per our specifications.
- (ii) Envelope No. 2: Financial Bid (Annexure –C) duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as “Tender for Pre Printed Policy Bond Stationery” (2015-16)- ‘Financial Bid’. Firm’s name and address should be written on the envelope. Annexure-C should be duly filled with net rates.
- (iii) Envelope No. 3: Both the Envelope No. 1 and 2, are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as “Tender for Pre Printed Policy Bond Stationery” (2015-16). The name of firm should be mentioned on the envelope.

Each page of all the Annexure – A, B,C & D should be duly signed and sealed. The sealed tender envelope should reach us on or before 01.07.2015 by 15:00 hrs. Addressed to

“The Chairman (Stores Committee),
LIC of India, jeevan Prakash Block
NO. 14-15 Divisional Office SDA
Complex Kasumpti Shimla-171009
(H.P)

The tender received after the stipulated time and date will not be entertained

Sr. Divisional Manager



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Terms and conditions of the tender

1. Both the Envelope No.-1(Technical Bid) and No.-2(Financial Bid) are to be put into the Envelope No-3. The envelope should be sealed properly with sealing wax and super scribed as “Tender for Pre Printed Policy Bond Stationery” (2015-16). The name of firm should be mentioned on the envelope. The tender in the prescribed format (Hard Copy only) should be dropped in the tender box located at chamber of Manager(OS),LIC of India ,DO-SHIMLA on or before the last date specified. No corrections are to be made in the terms quoted.
2. The rates to be quoted in Annexure – C shall be on F.O.R. basis at OS(Store) LIC Of India Divisional Office Shimla inclusive all taxes,i.e VAT and transportation expenses, packaging charges etc and it has to be for paper quality of Parchment paper for Original copy Policy Bond 106 GSM & TNPL/ Century/ Maplitho/Ballarpur A Grade Mill paper with good brightness 70 GSM for Office Copy & Extra Annexures. The supplier has to ensure the delivery of material in good condition, duly packed at Corporation store.
3. The rates shall be valid up to the next tender or 12 months whichever is earlier
4. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
5. After engaging the services of the firms, if it is found that the services are not rendered to the satisfaction of the corporation, the services may be terminated at the sole discretion of corporation and corporation shall have the right to engage the services of any of other firms as it may deem fit. In this course if any financial loss/damage to reputation of corporation is caused ,the firms shall be legally bound to make good the same in monetary term to be decided by LIC.
6. Mere submission of the application for tender does not confer the right of Selection.
7. The selection on tender would be without any liabilities from our side.
8. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
9. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Shimla and be subject to adjudication of competent Court in SHIMLA only.
10. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
11. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.



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12. In the event of any loss/damage being caused to LIC of India on account of the negligence of the vendors' or its employees, the vendor shall make good the loss sustained by LIC of India either by replacement of the material/equipment or payment of compensation.
13. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
14. The vendor shall give the services during the period of contract as per the LIC's requirements.
15. If the vendor commits breach of any of the terms and conditions hereof and/or fails/neglects to carry out any instructions issued to him by the LIC of India from time to time, it shall be open and lawful for LIC of India to terminate this agreement forthwith without assigning any reason and LIC of India can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.
16. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIC of India Divisional Office SHIMLA whose decision shall be final and binding on both the parties. The venue of arbitration shall be at SHIMLA The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration
17. The employees/agents of the supplier shall never be considered to enjoy any right to enter the premises of LIC of India by virtue of this agreement or otherwise at any time except with the prior permission of the LIC of India.
18. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC of India shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC of India, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC of India.
19. It is clearly understood by the supplier that the persons employed by the supplier for providing services as mentioned herein, shall be the employees of the supplier and not of LIC of India. The supplier shall be liable to make payments to its said employees.
20. If vendor commits breach of any covenant or any clause of this agreement, the LIC of India may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the vendor shall be liable to the LIC of India for losses or damages on account of such breach.
21. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangements for the benefits of creditors, the other party shall have the right to immediately terminate this agreement.
- 22.
23. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
24. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.



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24. 10% security deposit will be charged /deducted against bills submitted where the total quantum of the orders placed inclusive of all previous orders under this tender for specific vendor exceeds Rs.10 lacs. No interest is payable on this deposit at the time of refund. No Advance payment shall be made for purchasing items.
25. No advance payment shall be made for purchasing items.
26. After the approval of proof of policy bond draft work , the order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of LIC of India, Divisional Office, Jeevan Prakash Block NO-14-15 SDA Complex Kasumpti Shimla-171009 (H.P) or any other place that may be specified by the Corporation if so needed within the stipulated period of 30 days failing which penalty clause will be imposed as below:

Period within which supply is received	% of penalty
Up to 30 days	Nil
31 to 40Days	1%
41 to 45 Days	2%
46 to 50 Days	3%
51Days Onwards	5%

- 27 .If at any time, material supplied falls below the contractual specifications with regard to the quantity and quality of paper, penalty clause (which will be decided by the competent authority on the merit of each case) will be invoked which is part and parcel of the conditions of the tender.
- 28 In case of any deviation from the specification in paper size/quality/brand/ printing/binding/GSM/weight etc the order shall be liable for rejection at the sole discretion of competent authority.
- 29 If defects of any kind in printing or deviation from specification etc are detected and reported to supplier then suitable replacement is to be made or defect to be removed by supplier free of charge unless additional job is assigned which was not expected of him at the time of placing the orders. The quantity of orders may be increased or decreased at corporation's discretion.
- 30 Serial No. and LIC logo should be printed on every sheet of supplied papers. . If variation in the GSM/Specification of paper is observed on receipt of consignment, the entire lot may be rejected besides imposition of penalty as stated in above paras at the discretion of competent authority.
- 31 Tenderer can check the samples of items as mentioned in Annexure-A/B at our above cited address during office hours.
- 32 The tender notice is also available at our official website :www.licindia.in..Overwriting /white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC.

We agree with all terms and conditions of the tender.

Tenderer Sign. / Name and Seal

Sr. Divisional Manager