

Ref: DO/Sales/Club Sty. /MY 2017-18

Tender-Notice

Sealed tenders are invited from reputed vendors for supply of Club member stationery for the membership year 2017-2018 as per corporate identity programme 2006 the standard for the different items is given below .

letter heads on Paper quality on 105 GSM Executive Bond .
Envelopes of Paper quality on 80 GSM Ballarpur
Visiting cards Sinar Art Cards 330 GSM
(off set printing)

The tender is invited 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 up to 15:30 hrs.
- 3.Date of opening of Tender(Technical-Bid) : 07.10.2017 at 11:00 hrs.
- 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.45,000/-(Forty Five Thousand only) Refundable without interest 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.

Date:19.09.2017

Sr. Divisional Manager

Divisional Office, Sanjay Place, Agra (U.P.) – 282002
Ph. (0562) 2521416, 2521203, E-Mail: sales.agra@licindia.com

Dear Sir,

Re: **INSTRUCTIONS FOR BIDDERS regarding Quotation for Supply of Club Stationery**

LIC of India, Divisional Office, Agra, henceforth, indents to purchase Club Stationery (Visiting Cards, Letter heads, Envelopes etc.). Therefore you are requested to submit your quotation for the same on attached formats only. Other details are as follows:

1. Quotations are being called in Two Bid System i.e., (a) Technical Bid and (b) Financial Bid. The first envelope having caption Technical Bid (Annexure-A) must contain Sample of paper, Name of manufacturer mill, GSM of Paper, merit and demerits of paper, time frame of supply etc. and information about firm on **“Questionnaire For Printing Press/Firms” & all other related documents.**
2. The second envelope (sealed) having caption Financial Bid(Annexure-B) must contain Rates, & applicable Taxes.
3. Please enclose a DD of Rs.45000/- as non interest bearing EMD and a DD of Rs. 200/- as Tender Money (non refundable) in favour of LIC of India, payable at Agra. These DDs must be placed in a separate envelope super scribed as **“DDs for Tender Fee and EMD”**. All these three envelopes (Separate Envelopes of DDs, Technical bid and financial bid) are to be placed in a master envelope. Please super scribe the master envelope **“Quotation for Supply of Club Stationery Last date – 06.10.2017.”**
4. Sealed/closed quotation should reach this office **by 06.10.2017 before 3:30 P.M.** The quotation should be addressed to Manager (Sales), LIC of India, “Jeevan Prakash” Divisional Office, 5th floor, Sanjay Place, Agra (UP)-282001.

Your quoted rates must be Exclusive of all taxes.

Please find overleaf our Terms and Conditions which are to be complied with in case you send us quotations. Please send these terms and conditions duly signed by you on each papre, otherwise tender will be rejected.

Yours faithfully

Sr. Divisional Manager

Ref.:Sales/CLUB STNY/ 2017-18

DATE:- 19.09.2017

M/S _____

Dear Sir,

Reg.:Printing of Club Stationery for Membership Year 2017-2018.

Sealed tenders are invited for the printing of stationery with paper for club member agents of all the 20 branch offices under Agra Division for the Membership Year 2017-18 as per Corporation Identity Programme regarding size, colour, quality & G.S.M. of paper. The list of all these 20 branches is enclosed in WEEKLY PROGRESS REPORT.

Details of club stationery to be given to Club Members are as under:--

CLUB	NO of Agents for MY 2017-18	COLOR	VISITING CARD	210x297 mm Letter Heads	145x227 mm letter heads	9" X 4" Envelopes	6" X 3.5" envelopes
Galaxy Club	05	AS PER CIP	500	250	750	250	750
CM	234	RED	250	250	750	250	750
ZM	274	BLUE	200	250	500	250	500
DM	519	GREEN	150	250	250	250	250
BM	450	ORANGE	100	150	150	150	150
DC	100	YELLOW	100	100	100	100	100

TERMS & CONDITIONS:--

- Quantity/Strength of the club member agents as mentioned above may vary.
- Actual Quantity/Strength of the club member agents will be communicated by the concerned branch offices at the time of final order.
- The tender shall be approved to only one vendor on the basis of the total amount(Exclusive Taxes) of all the six category (Galaxy,CM,ZM,DM,BM,DC) quoting the lowest rate:--**
- Names, address, Phone/Mobile No. will be different for each agent. Logo for different club member agent will be different
- No deviation from CIP norms such as size, quality, and colour of printing on any count will be accepted and in case of deviation, action against firm including forfeiting of security money and action of black listing will be taken and payment will also not be made.
 - As per corporate identity programme 2006 the standard for the different items is given below .
 - letter heads on Paper quality on 105 GSM Executive Bond .**
 - Envelopes of Paper quality on 80 GSM Ballarpur**
 - Visiting cards Sinar Art Cards 330 GSM (off set printing)**

6. The vendor has to deposit Rs.200/- as tender fee (Non refundable) either by Draft /- in favour of LIC of India, payable at Agra with tender or deposit cash at our cash counter. The firm will have to deposit Rs. 45000/- as EMD (Non interest bearing) and for this the firm has to send a draft of Rs. 45000/- in favour of LIC of India, payable at Agra with the tender , in case of failure of the above, tender will not be considered. If the tender of the firm is approved for order, the firm has to deposit 10% of the cost of the tender / order as security money, as calculated by the deptt. No interest shall be payable on Security Money and it shall be refunded within 30days of successful completion of the order.
- 7. Order is to be completed within 60 (sixty) days from the date of receipt of order.**
 - a. Vendor has to provide art work to the concerned branch within 30 days from the date of order.**
 - b. Supply of the printed stationery should be made to the concerned branch within 30 days from the date of approval of final art work.**
 - In case of delay, the penalty will be imposed as under:--**
 - i. If the delay is up to one month :- 5% of the cost of material ordered**
 - ii. And for every subsequent month or part thereof :- 5% additional of the cost of material ordered, for every subsequent month**
8. The vendor has to collect the list of Club Member agents with their address, recent mobile / phone no. and other relevant information from the concerned branch office and supply the printed stationery to the concerned branch office within two months from the date of receipt of the order,
9. All the rules and regulations of Corporation are to be complied with.
10. The Competent Authority can reject the tender without assigning any reason.
11. All the expenses incurred in taking the details, checking of proof and delivery of stationery to the branch offices will be borne by the vendor.
12. Club wise specifications and Corporate Identity Programme Chapter 1 and Chapter V is available on LIC Web Site i.e www.lic.india.com. (Under Tender) . For more details please contact to Manager (Sales), LIC Of India, Divisional Office, Agra. Phone No 0562-2521416,2521203
13. The instructions of payment shall be issued by Divisional Office to the branches after checking the quality of the supplied stationery from the samples of each Branch received to us.
14. Payment will be made by the branches after necessary deductions as per rules.
15. The vendor has to submit A Weekly REPORT of the progress of the work to us at the end of every week from the date of receipt of the order.
16. Vendor has to submit the CERTIFICATE regarding handing over of the final stationery to the Branches to us, duly received by the Branch official with Name, seal and date of receipt of final stationery.
17. The tender must reach latest by 06.10.2017 up to 3:30 PM, in sealed envelope written on the left corner “TENDER FOR CLUB STATIONERY M.Y. 2017-18 ”.
18. Rates should be quoted Excluding all taxes. No separate letter or condition written will be entertained. If there is some condition please don't quote the rates. 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.
19. 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.
20. LIC reserves right to reject any or all of the quotations without assigning any reason. After expiry of validity of tender i.e. one year , the LIC may extend the validity of tender for maximum another one year if we are satisfied from the supply and the dealer/firm give his consent to supply on the same rates and terms conditions.
21. Quotation with over writing or cutting without signatures are liable to be rejected. Hence the given rates should be preferably type written or very neatly hand written.
22. No form will be issued by our office for any type of Tax purpose.

23. Rates should be inclusive of all expenses i.e. transportation charges, packing charges, all type of labour charges etc. but exclusive all taxes.

24. The payment of bill will be made after checking quality of paper and printing work
25. 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.
26. 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.
27. The delivery of the material will be inside of our Store Room at Life Insurance Corporation of India, concerned branches. All the expenses for Transportation, loading, unloading and other labour charges whatsoever will be borne by Dealer/Firm.
28. 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 of the tenderer will be forfeited in full by us.
29. Quotations are being called in Two Bid System i.e., (a) Technical Bid and (b) Financial Bid. The first envelope having caption Technical Bid must contain Sample of paper, Name of manufacturer mill, GSM of Paper, merit and demerits of paper, time frame of supply etc. and information about firm on **“Questionnaire For Printing Press/Firms”**. The second envelope (sealed) having caption Financial Bid must contain Rates & Taxes, time to be taken for supply.
30. 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.100/-** stamp paper duly notarized and signed by the authorized Signatory of the respective bidder in the format as per **Annexure-C**.
31. The Technical Bid (**Annexure-A**) and financial bid (**Annexure-B**) should be submitted in separate envelopes. If technical bid and financial bid are found submitted in the same envelope, then tender may be rejected.
32. Please enclose a DD of Rs. 45000/- as non interest bearing EMD and a DD of Rs. 200/- as Tender Money (non refundable) in favour of LIC of India, payable at Agra. These DDs must be placed in a separate envelope super scribed as **“DDs For Tender Fee and EMD”**. All these three envelopes (Separate Envelopes of DDs, Technical bid and Financial bid) are to be placed in a master envelope. Please super scribe the master envelope **“ Quotation For Supply of Club Stationery Last date – 06.10.2017.”**
33. Sealed/closed quotation should reach this office **by 06.10.2017 before 3:30 PM.** The quotation should be addressed to Manager (Sales), LIC of India, “Jeevan Prakash” Divisional Office, Sanjay Place, Agra (UP)-282001.

Encls: (1) Proforma for Tender (2) Weekly Progress Report (3) Questionnaire for printing press / firms
(4) CD containing club wise specifications as per CIP (5) Technical Information (Part II)

Sr. Divisional Manager, L.I.C. Of India
Divisional Office, Jeevan Prakash”
Sanjay Place, Agra-282002

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:

Divisional Office, Sanjay Place, Agra (U.P.) – 282002
Ph. (0562) 2521416, 2521203, E-Mail: sales.agra@licindia.com

**QUESTIONNAIRE FOR PRINTING PRESS/ FIRMS
(To be submitted by the Firms / Vendors for the said Job)**

Part 1: General Information

1. Name of the Press / Firm : _____
(In Block Letter)
2. Date of Establishment / Incorporation : _____
3. Address & Telephone No : _____
4. Address & Telephone No. of office : _____
(if separate)
5. Status : Whether Partnership/Private/ : _____
Public Limited Company
6. Name of Partners / Directors : _____
7. Name of Chief Executive with : _____
his/her present address & Tel No.
8. Name of Representative(S) indicating : _____
designation who would be calling on
us and attending to our jobs .
9. Name of Bankers : _____
(With Address & Telephone Nos)
10. Is the Press /Firms registered : _____
under the factories Act ?
If so , state
(a) Licence No. : _____
(b) Date of last renewal of licence : _____
(Copy of the licence to be enclosed)
11. Other details:
(a) PAN(attach copy) : _____
(b) ESIS No , if any : _____
(c) EPF Registration No. if any(attach copy) : _____
(d) GST No.(attach copy of registration) : _____
12. Whether holding certificate under : _____
shop & establishment act, duly renewed .
Copy should be enclosed)
13. State the latest income Tax Assessed Year : _____
and amount of Tax assessed (Copies of last 3 years ,
IT return , Balance Sheets & Revenue A/C to be enclosed)

14. How do you propose to compensate the loss to the Corporation arising out of theft , fire or otherwise in respect of Paper Material supplied to you by LIC : _____
15. Are you agreeable to make deliveries within and out of Agra when so desired. : _____
16. Are you agreeable to abide strictly by the Terms and conditions of the tenders & contracts. : _____
17. Area Occupied by the Press / Factory /Firm : _____
18. Total Number of Employees _____
- | | Permanent | Temporary | Skilled | Unskilled |
|---------------------------------------|-----------|-----------|---------|-----------|
| 19. Number of shift you work normally | _____ | _____ | _____ | _____ |
| 20. Timing of shift | _____ | _____ | _____ | _____ |
| 21. Weekly Holiday | _____ | _____ | _____ | _____ |
22. Name of the office of the LIC whose printing / work you may have done during the last 3 years . Mention only those offices for whom you have done sizable jobs or have done constant work . (Details of jobs done to be given) : _____
23. Name , Address and Telephone Nos of some of your most valued clients : _____
24. Approximate Value of your output / Year : _____
25. Do you carry stock of papers and any other Materials . If so what stock do you generally hold : _____
26. State the nature of printing jobs under taken by you. (Full details to be given) : _____
27. Do you undertake manufacturing of : _____
- (a) Envelopes
- (b) Office Files
- (c) Stickers
28. Mention any other specialties of you Establishment: _____

Part II : TECHNICAL INFORMATION

1. Particular of composing facilities :
 (a) DTP System
 (make package Languages other features etc
 (b) Other composing facilities
 (Such as hand composing) _____
2. Particulars of scanning machines being used : _____
3. Printing Machines :
 (a) Offset Machine
 (Make size color speed other features if any) : _____
 (b) Letter press machine : _____
 (Make size color speed other features if any)
 (c) Screen Printing Facility : _____
 (d) Pre printed continuous stationery machine : _____
 (Make size color speed other features if any)
4. Particulars of positives and plate making facility : _____
5. Binding & finishing : _____
6. Cutting and Finishing :
 a) Make size of blade Hand / Power Driver : _____
 b) Particulars of punching Machines : _____
 c) Particulars of performing Machines : _____
 d) Particulars of binding department : _____
7. Have you got photo typesetting machine is so,
 please furnish full details of type faces : _____
8. If any of the equipment mentioned above is : _____
 under lease , loan or hire purchase agreement
 Details should be furnished .
9. Please furnish details particulars of any other : _____
 agreements you may have entered in to which
 are subsisting and are likely have it bearing on the jobs ,
 which may be entered to you .

I/Werequest Life Insurance Corporation of India Divisional Office , Agra to consider inclusion of my / our name in the list of their approved printers / Suppliers and agree to give full satisfaction to the Corporation in the event of their doing so.

Signature :

Date :

Name & Designation :

Seal of the Firm :

Divisional Office, Sanjay Place, Agra (U.P.) – 282002
 Ph. (0562) 2521416, 2521203, E-Mail: sales.agra@icindia.com

(This undertaking duly notarized has to be executed on a Stamp paper of Rs.100/-)

Date:

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

Dear Sir,

Re: Supply of “Printing of Club Stationery for Membership Year 2017-2018.

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 “Printing of Club Stationery for Membership Year 2017-2018”

Dated at _____ this _____ day of _____ 2017.

Signature of the Vendor/Authorized person with Seal

TO BE FILLED BY DEALER with seal and signature.)

Sl	CLUB	No of Agents for MY 2017-18	COLOR	VISITING CARD	Letter Heads 210x297 mm	letter heads 145x227 mm	ENVELOPES 9" X 4"	ENVELOPES 6" X 3.5"	RATES PER AGENTS (Excluding All Taxes) & (Including all expenses i.e. transportation charges, packing charges, all type of labour Charges etc.)	Total Amount for each Club Total Agents (Rs.)
				QTY PER AGENT	QTY PER AG.	QTY PER AG.	QTY PER AG.	QTY PER AG.		
1	Galaxy Club	05	AS PER CIP	500	250	750	250	750		
2	CM	234	RED	250	250	750	250	750		
3	ZM	274	BLUE	200	250	500	250	500		
4	DM	519	GREEN	150	250	250	250	250		
5	BM	450	ORANGE	100	150	150	150	150		
6	DC	100	YELLOW	100	100	100	100	100		
Total amount(Exclusive All Taxes) & Inclusive all of expenses for all the Six category										00000000
Mention Tax Rate (Only for information)										

Signature of Authorized person of firm with Name and Designation

Name of Firm

Divisional Office, Sanjay Place, Agra (U.P.) – 282002
Ph. (0562) 2521416, 2521203, E-Mail: sales.agra@icindia.com

Seal of Firm

WEEKLY PROGRESS REPORT (As on :-)

S.NO	BRANCH OFFICE	Galaxy Club	CM CLUB	ZM CLUB	DM CLUB	BM CLUB	DC CLUB	DT OF ORDER	DT. OF ART WORK APPROVAL / FINAL ORDER	DATE OF RECEIVING	SIGNATURE OF RECEIVING	REMARKS
1	AURAIYA											
2	BHARTHANA											
3	CBO-1 AGRA											
4	CBO-2 AGRA											
5	CBO-3 AGRA											
6	CBO-4 AGRA											
7	CBO-5 AGRA											
8	CBO-6 AGRA											
9	DBO AGRA											
10	CAB AGRA											
11	ETAWAH											
12	FARRUKHABAD											
13	FATEHABAD											
14	FATEHGARH											
15	FIROZABAD-I											
16	FIROZABAD-II											
17	KANNAUJ											
18	MAINPURI											
19	SHIKOHABAD											
20	TUNDLA											
Division Total												