

LIFE INSURANCE CORPORATION OF INDIA**मण्डल कार्यालय - आहूजा मार्केट, बुधर रोड शहडोल (एम.पी.) - 484001****Divisional Office - Ahuja Market, Burhar Road Shahdol (M.P.) – 484001 Ph.No-07652-240847**

Ref : LIC/ Comp.Sty2016-17/Tender No-13

Dated- 05.10.2016

NOTICE**Open Tender for Purchase of Blank Continuous Computer Stationery and Pre Printed Continuous Computer Stationary**

Life Insurance Corporation of India, Divisional Office, Shahdol (M.P.) intends to purchase Blank/Preprinted computer continuous Stationery as per specifications in Annexure 'B' and Annexure 'C' (Policy Bonds) for our office from reputed Firms/Vendors under **Two bid system**.

The prospective bidders may collect the tender documents from the office at the above address as per following schedule:

- | | |
|--|---|
| 1. Estimate cost of Tender :- | Rs. 40,00,000/- |
| 2. Earnest Money Deposit:- | Rs. 40,000/- (Forty Thousand only) |
| 3.. Date for issue of tender documents:- | 05.10.2016 to 20.10.2016 |
| 4. Last date for Submission :- | <u>25.10.2016 up to 3.00 PM</u> (both technical and financial bid) |
| 5. Opening date of Technical bid:- | 25.10.2016 at 4.00 P.M.
and the financial bid will be opened after approval of technical bid by competent authority. |
| 6. Tender fee:- | Rs 250/- (non refundable). |

The Tender Document can be downloaded from our website [http:// www.licindia.in/tender_notice](http://www.licindia.in/tender_notice).

Tender fee is required to be deposited in cash/DD at our cash counter in F&A department of DO SHAHDOL and copy of receipt should be produced and submitted before issue of tender. Tender received by post should contain tender fee in form of DD. Documents should be dropped in the tender box at our office "E & OS Department" LIC of India, Divisional Office First Floor, Ahuja Market, Shahdol. The technical bids will be opened by the tender opening committee in the presence of bidders or authorized representatives willing to participate. The tender application must be accompanied by EMD (Earnest Money Deposit) in form of DD/Banker's Cheque in favour of **LIC of India payable at Shahdol**. EMD of unsuccessful bidders will be refunded without interest after the date of finalization of tender. **Tender without EMD will be subject to rejection**. No Brokers/Intermediaries shall be entertained. The Sr. Divisional Manager, Divisional office, Shahdol reserves the right to accept or reject any or all offers in full/part without mentioning any reasons whatsoever.

NOTE - "THOSE FIRMS WHO HAVE ALREADY DEPOSITED THE EMD WITH EARLIER TENDER i.e. TENDER NO.8 NEED NOT DEPOSIT AGAIN"

**LIFE INSURANCE CORPORATION OF INDIA****मण्डल कार्यालय - आहूजा मार्केट, बुढ़ार रोड शहडोल (एम.पी.) - 484001****Divisional Office - Ahuja Market, Burhar Road Shahdol (M.P.) – 484001 Ph.No-07652-240847**

Ref : LIC/ Comp.Sty2016-17/Tender No-13

Dated- 05.10.2016

M/S

Reg:- Tender for Blank continuous Computer stationary and Pre Printed Continuous Computer Stationary for “A” grade Paper Mill

As sealed tender is invited for rate Contract under Two Bid System for purchase of above stationary as per enclosed Annexure “B” and “C” accordance with the following terms and condition:-

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

A. Envelope No. 1 should contain-

- a **Technical BID - Annexure-‘A’** and NEFT details, envelop should be sealed properly
- b **(E M D) of Rs. 40000/-** by DD in favour of LIC of India payable at Shahdol. It is must with tender. NSIC registered firms are exempted from payment of EMD. Hence they have to send a copy of the latest NSIC registration Certificate for claiming the exemption subject to date of validity at the time of tender and up to validity of the tender.
- c. **Tender fee of Rs 250/- (non refundable)** is required to be deposited through DD, if not deposited in cash at our counter on aforesaid office. NSIC registration certificate holder also Exempted for deposit of Tender fee as per above validity condition.
- d. Any other information. paper sample, clientele, Terms and conditions and other vital informations if any and envelope should be sealed properly with sealing wax. **The cover should be super scribed as “Tender dated 05.10.2016 for continuous computer stationary and preprinted computer stationary “TECHNICAL BID”**

B. - Envelope No. 2 should contain:-

Financial Bid in Annexure “B” and ‘C’ . The envelop should be properly sealed with sealing wax. The cover should be super scribed as **“Tender dated 05.10.2016 for Continuous stationary and preprinted computer stationary “FINANCIAL BID”**

C-Envelope No. 3 should contain :

Both the Technical bid” Envelope No. 1” and Financial bid” Envelop No-2”, Cover prepare as above are to be put into this envelope No-3. The envelope should be sealed properly with sealing wax. The cover should be superscripted as “Tender dated 05.10.2016 for Continuous computer stationary and pre printed Computer stationary 2016-2017” and the name of the firm should be mentioned . Tender shall be submitted to :-

*The Chairman,
Store Committee,
LIC of India, First floor ,
Divisional Office, Ahuja Market
AT/POST-SHAHDOL DIST-Shahdol (M.P.)
484001*

The sealed tender should reach us on or before 25.10.2016 by 15.00 hrs.

MANAGER (E&OS)

ELIGIBILITY CRITERIA FOR BIDDERS

1. The firm/supplier should 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 30 lacs and above during any of the last three years and experience of having executed an order of one PSU/Govt. client worth Rs.5 lakhs and above for any amount of the last 3 years.
5. The company should have a valid PAN card issued by Income Tax Authorities.
6. The company should have a VAT NUMBER (copy of proof to be enclosed)
7. Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm must be attached as proof.
8. The firm/suppliers who have been black listed/removed earlier by any office of LIC of India should not apply.

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 losses 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 knowledge and belief.

I/We have no objection in 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.

Sign.....

With Seal of the firm / Company

UNDERNTAKING

I/We hereby confirm that we have not been black- listed by LIC or PSU/BFSI Organization/Government / Semi Govt. / Quasi Govt. /Department in India, as on date of submission of bid in response to the above RFP.

I also agree with your terms and condition quoted in the tender.

Place _____

Date _____

Sign.....

With Seal of the firm / Company

LIFE INSURANCE CORPORATION OF INDIA**मण्डल कार्यालय - आहुजा मार्केट, बुढ़ार रोड शहडोल (एम.पी.) - 484001****Divisional Office - Ahuja Market, Burhar Road Shahdol (M.P.) – 484001 Ph.No-07652-240847****Terms & Conditions**

- 1- The tender should be sent so as to reach this office ON OR BEFORE THE DATE & TIME SPECIFIED. Tender received after stipulated date and time will not be entertained.
- 2- Earnest Money Deposit (E.M.D.) will be forfeited in case the tenderer refuses to execute the Order, either full or part, if placed at the quoted rates. In that case LIC will have the rights to debar/blacklist the concerned Supplier and the decisions will be final and binding on all concerned.
- 3- Price quoted should be inclusive of all Taxes (Sale tax/VAT/Octroi/Excise etc), and other charges including Packing, delivery, transportation and unloading charges. T.D.S. shall be deducted as per norms prescribed by the GOVT. from time to time .
- 4- Successful tenderers will have to provide Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds amount of Rs. 10 Lacs) in the form of Demand Draft/ Bankers Cheque/Bank Guarantees through Scheduled Banks. The deposit will not attract any interest.
- 5- Quotations must be given, as per prescribed format in Annexure-‘A’ and Annexure-‘B’ duly sealed and signed by proprietor/Director/Manager of the firm and should be either TYPE WRITTEN or must be IN INK and Overwriting/white inking of any figure of Rate in the quotation NOT accepted Bidders should put full signature on all pages of the quotation and sample paper alongwith seal of the firm. At this stage quotations will be subject to rejection.
- 6- Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within in its right award tendered job in part to one of the tenderer and remaining job to another tenderer.
- 7- All deliveries must be made on the basis of **F.O.R Divisional Office, LIC of India, Ahuja Market Ist Floor Stationary Department DO SHAHDOL or as per our instruction within the jurisdiction of shahdol Division free of charge.**
- 8- After the supply of materials, if it is found that materials supplied are not according to the specification , **SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER’S COST** and they will have to supply materials exactly according to the specification and in the event of non- compliance with the condition, Corporation will be at liberty to take such action as it deems fit.
- 9- Time limit for supply of stationery would be 30 days from the date of receipt of purchase order or date of approval of art work. Whichever is later .otherwise penalty may be imposed as under (1) up to 30 days no penalty (2) After 30 days delay of 2 weeks penalty will be @1 % (3) After 30 days delay of 3 weeks penalty will be @ 2.5% (4) After 30 days delay of 4 weeks penalty will be @5% (5) Delay beyond as mentioned in (5) penalty will be @10% penalty will be imposed on bill amount.
- 10- Expected gram maje(GSM) of the stationery is indicated in the chart enclosed separately for each item. GSM quality should be necessarily according to the tender .Deviation of 4% +/- may be ignored, but penalty as the competent authority thinks fit will be imposed in case of variation of GSM between 4% to 6%. Quantum will be decided by the Corporation and will be binding on the vendor. In case of variation 7% or more than 7% of GSM ,entire stock will be returned without making any payment..

- 11- Stationery should be fit for printing not only on the Dot matrix printers but on line printers and line matrix printers of 800 LPM speed too..Quality of carbon should be used in case of multiple copies,so as to get the proper printing on copy/copies.
- 12- Serial number is to be printed on each page as per our instructions.Punching/Locking of Continuous Stationery must be tallied with first and last page.
- 13- Packing- should be strictly as mentioned in Annexure”B” and Annexure”C” as per specifications attached,size of packing box should match to the size of the contained stationery so that it does not get damaged in transportation.Labels should printed and pasted on each cartoon/box displaying name of vendor,particular of item,serial number if required and quantity.
- 14- NO ALTERATIONS IN QUALITY of the items indented will be accepted and the period of execution and no enhancement in the rate of article shall be accepted unless previously ratified by the Corporation in writing.
- 15- Any tender not in compliance with given terms and conditions will be liable for rejection.
- 16- **The rates quoted in financial bid shall be valid for 60 days from the date of opening of Technical Bid i.e.25.10.2016 However, if rates are approved, rates will be valid up to next tender or one year whichever is earlier for purpose of supply .**Order shall be placed time to time accordingly, as per requirement, our requirement and total quality may vary + - (Plus or Minus) 25% as per our running contact. But Corporation reserves the right for any alteration in period of the tender which will be strictly binding on the suppliers.
- 17- Payments will be made through NEFT,only when the supply is in order and as per specification of our order and on duly verification of quality of goods supplied with the quality/ brand/ company mentioned in tender .No advance or adhoc payments will be made.
- 18- Quantity of items required during the period mentioned is approximate however Corporation reserves the right to decrease the quantity required according to future need or any changes if required and this will be acceptable to all.
- 19- The Corporation reserves the right to cancel or reject the contract/annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/annual rate contract but in case of breach of the terms of the contract/annual rate contract may be terminated forthwith
- 20- If it is found that the vendor is incompetent to complete the job even after the submission of consecutive proofs or is unable to follow the instructions given,the order may be withdrawn from such a vendor and he will be intimated of cancellation of order without tendering any damage or compensation.

21- Any dispute arising out of this acceptance shall be referred to for “Arbitration” to The Sr. Divisional Manager, L.I.C. of India, Divisional Office, Ahuja Market, Shahdol and his decision shall be binding on the Firm/Vendor/Manufacturer. The Firm/Vendor/Manufacturer shall no raise any question of the competence of the Sr. Divisional Manager to act as sole arbitrator. Any dispute arising out of or relating to this tender shall be deemed to have arisen in SHAHDOL and shall be under adjudication a court in SHAHDOL.

22- The tender notice is also available at our official website:

[www.licindia.in/tender notice](http://www.licindia.in/tender_notice).

Manager (E&OS)

We agree with all terms and conditions of the tender.

Signature of the dealer
With Name and Seal