



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/Media/Sty/4

Tender-Notice

Sealed tenders are invited from reputed vendors for supply of Media Items/Repair of Print Heads etc/Repair and refilling of Printer cartridges under two bid system (Technical & Financial Bid). Before submission of the tender, it must be ensured that your firm is authorized dealer of that company for which rate is being quoted like Wipro, LIPI, Prodot, HP, Samsung, Xerox, Printonix, Epson etc. 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 3.30PM |
| 3.Date of opening of Tender(Technical-Bid) | : 07.10.2017 at 11:00AM |
| 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 only those vendors who qualify in the technical bid. |
| 5.Tender Fee | : Rs.200(Two hundred) Non-refundable(Cash/DD) |
| 6.EMD | :Rs.10,000/-(Ten 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.

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 as per **Annexure-A containing 3 pages** duly completed and signed should be put in this envelope, applicable for the firms not empanelled with us. The

envelope should be sealed properly and super scribed as “Tender for Media-Items (2017-18). This envelop must also contain the **M.A.F.**(Manufacturer’s Authorization Form) issued on the original letter head of the O.E.M as per **Annexure-D**. 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 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 as per **Annexure-B** duly completed and signed should be put in this envelop. It must contain price for every individual items including all taxes and inclusive of all charges (i.e. transportation, loading unloading and packing charges etc.) F.O.R. The envelope should be sealed properly and super scribed as “Tender for Media-Items (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 his envelop. The Envelop should be sealed properly with sealing wax and super scribed as “Tender for Media-Items (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.
2. The Bidder should not be black-listed with LIC or any of the PSU/BFSI/Govt/Semi-Govt/Quasi Govt. departments in India as on the date of submission of BID. Attach notarized affidavit on Annexure D.
3. Minimum Annual turn over should be **Rs.30 Lacs** and above during any of the last three financial years and experience of having executed an order of one PSU/Govt.Client worth **Rs.5Lacs** and for any one of the last three years.(Attach copies of Balance sheets for evidence). Applicable for the firms not empanelled with us.
4. The vendor should be on the approved panel of at least three reputed firms. Applicable for the firms not empanelled with us.
5. The **M.A.F.**(Manufacturer’s Authorization Form) must be issued on the original letter head of the O.E.M as per **Annexure-D**.
6. The vendor should have registration with State & local authorities for undertaking the profession.(Copies of State/local registration license, GST, TIN 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. If the tender value (Total rate quoted by the tenderer) exceeds Rs.10,00,000/- besides tender fee & EMD, a security deposit @ 10% by DD/Bankers Cheque payable at Agra /Bank Guarantee is to be deposited which is refundable without interest. Alternatively Security Deposit @ 10% of total order inclusive of all previous orders (if exceeds 10,00,000) will necessarily be deposited before supply of 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.

SR. DIVISIONAL MANAGER

TERMS AND CONDITIONS

1. The Tender 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 type of taxes like GST etc. Your representative may remain present personally at the time of opening the 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 at LIC of India, Divisional Office, Sanjay Place, Agra-282002 inclusive of all types of taxes and expenses, i.e. GST, transportation expenses, packaging charges, loading unloading etc The supplier has to ensure the delivery of material in good condition at Corporation Store.
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. The delivery of the material will be inside of our Store Room at Life Insurance Corporation of India, Divisional Office, Sanjay Place, Agra-282002 or any other place that may be specified by the Corporation. All the expenses for loading unloading and other labour charges whatsoever will be born by Dealer/Firm.

10. The material should be delivered within the stipulated period mentioned in the order. If delay is more than 20 days a penalty minimum 2% of the bill amount or decided by the competent authority whichever is higher will be imposed.
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.**
11. **In case of any deviation from the tender specifications in Quality/Make/Brand etc, the order shall be liable for rejection at the sole discretion of the competent authority.**
12. The Corporation has right to increase or decrease 25% of the estimated quantity as per our requirement.
13. 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. ,which may be forfeited in case the quality/quantity of stores supplied do not conform to the stipulations contained in the contract.
14. The prices shall remain firm and binding without any escalation whatsoever till the satisfactory completion of the order.
15. The approved rates by our competent authority shall stand valid upto **one year from the date of acceptance of tender.**
16. **MANUFACTURER'S AUTHORIZATION FORM(MAF)** from OEM specifying that the dealer has been authorized to supply consumables of printers. Original MAF as per **Annexure D** duly signed and stamped should be submitted on OEM's letter head. The MAF should be signed by the Authorised Signatory of the OEM . The MAF should contain the following details
- LIC's Tender Reference No. & date
Dealer Name
Contact details of Dealer
Landline number
Mobile number
Email id
17. LIC will be at liberty to refer any MAF to OEM to confirm the authenticity of the MAF. In case LIC does not receive the necessary confirmation from the OEM regarding the authenticity of the MAF, the BID will be rejected. The MAF should be valid till the validity period of the tender under reference unless revoked by the OEM. The MAF should be submitted as per Annexure D along with Technical Bid.
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.
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-E.**

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 of the tenderer will be forfeited in full by us.
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. LIC reserves right to reject any or all of the quotations without assigning any reason.
22. 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.
23. The payment of bill will be made after checking quality of paper and printing work.
24. 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.
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. The goods should be as per prescribed Norms, Make, Company and Standard of Life Insurance Corporation, otherwise LIC will not be liable for the purchase and shall return the same to you. Carriage and freight will also be borne by you. The defective material shall be replaced by you immediately free of cost.
27. TDS and other statutory deductions will be done as per the prevailing rules.
28. No form will be issued from our office.

Date-19.09.2017

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
(Applicable for the firms which are not empanelled with us)
(TO BE KEPT IN THE ENVELOPE OF TECHNICAL BID ALONGWITH ALL
RELEVANT DOCUMENTS)

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(c)	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 posses certificate of authorization from manufacturers, if yes, please provide copy of the same.	
25	What type of printing machine do you use? Give details with capacity and properties(For printers only)	
26	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.	
27	Is the Firm owned by SC/ST entrepreneurs? If so enclose copy	
28	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

Signature of the Vendor/Authorized person with seal

Details of the Existing Clients

(Applicable for the firms which are not empanelled with us)

(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.

MANUFACTURER'S AUTHORIZATION FORM(MAF)

**The Sr. Divisional Manager,
LIC OF INDIA
DIVISIONAL OFFICE
AGRA**

SIR,

REG: LIC's Tender Ref:..... dated.....

We, M/Swho are established and reputed manufacturers of
.....having factories/depot atand
.....do hereby authorize M/S
-.....(Name and address of the bidder) to offer their quotation and conclude
the contract with you against the above invitation for the Bid, as one of our Authorized Dealers.

We, hereby, extend our full guarantee and comprehensive warranty as per terms and conditions of the
above RFP for our products quoted against this invitation for BID by the above firm.

Dated at _____ this _____ day of _____ 2017.

Authorized Signatory

Signature:

Name:

Designation:

Name & address of the company

Seal of the Company

Annexure-E

(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**

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



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

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Annexure-B

(i) RATES FOR SUPPLY OF MEDIA ITEMS:(Inclusive of all types of taxes and expenses)

Sl.no	Description of Item	Make	Model	Estimated requirement	Price per piece including all taxes	Remark
1	DMP Print Head	Epson	LQ1150 II	100		
2	DMP Print Head	TVSE MSP 355	MSP 355	100		
3	DMP Ribbon Epson	Epson	LQ1150 II	3000		
4	DMP Ribbon TVSE	TVSE MSP 355	MSP 355	8000		
5	DMP Ribbon LIPI	TVSE MSP 355	MSP 355	2000		
6	Projector Lamp	Acer	FNX1102	05		
7	Projector Lamp	Acer K135 LED	CWX1137	05		
8	Projector Lamp	Acer P1283 DMP	DNX1303	05		
9	Projector Lamp	Epson	EB-X 11/EB-S 11	05		
10	Tonner Cartridge	Canon	LBP6018B	30		
11	Tonner Cartridge	HP MFP 3 in 1	PRO 3620 BLK(960 XL)	250		
12	Tonner Cartridge	Samsung	ML 1866	50		
13	Tonner Cartridge	Samsung	ML 1911	5		
14	Tonner Cartridge	Samsung	ML 2010	20		

Sl.no	Description of Item	Make	Model	Estimated requirement	Price per piece including all taxes	Remark
15	Tonner Cartridge	Zerox	Phaser 3117	50		
16	Tonner Cartridge	Ricoh SP 210	Original Richo Cartridge(Compatible)	50		
17	Line Printer Ribbon(Printonix)	Wep	Extrended Life (30000 capacity)	150		
18	Line Printer Ribbon(LIPI)	LIPI	T6306/6312	100		
19	Line Printer Ribbon(Printonix)	Wep	P7-500N	10		
20	Line Printer Ribbon(Lipi)	Tally	Tally Genicom 6800/6600 High Yield RC (18000 pages)	50		
21	CD (R) per 100 piece	Sony/HP/MoserBear		500	Rs. 100 Per	Rate per 100
22	DVD (R) per 100 piece	Sony/HP/MoserBear		500	Rs. 100 Per	Rate per 100

7(ii) RATES FOR REPAIR OF PRINTER HEADS

S.N.	Name of Item to be repaired	Quality/Make	Rates per piece including all taxes	Remarks
1	Print Head Repairing without coil	TVSE & EPSON 24 PINS		Specify warrantee period
2	Print Head Repairing with coil	TVSE & EPSON 24 PINS		Specify warrantee period
3	Print Head Repairing including all	TVSE & EPSON 24 PINS		

7(iii) RATES FOR REFILLING OF CARTRIDGE:

S.N.	Name of Item to be refilled	Quality/Make	Rates per piece including all charges including all taxes	Remarks
1	Toner Refilling	Samsung, Xerox, Canon & Ricoh		Specify refill make and number of pages
2	Supply of Chip Only	Samsung		
3	Supply of Chip Only	Xerox		
4	Supply of Chip Only	Canon		
5	Supply of Chip Only	Ricoh		
6	Supply of Drum only	Samsung		
7	Supply of Drum only	Xerox		
8	Supply of Drum only	Canon		
9	Supply of Drum only	Ricoh		
10	Warranty (Test Print after refilling) (Y/N)			

Signature of the Vendor/Authorized person with seal