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LIFE INSURANCE CORPORATION OF INDIA

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Divisional Office : “Jeevan Prakash”, Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)

### SCHEDULE

| TENDER FOR BLANK & PRE PRINTED COMPUTER CONTINUOUS STATIONERY                                                                             |                                                          |                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SNO                                                                                                                                       | ACTIVITY                                                 | DETAILS                                                                                                                                                                  |
| 1                                                                                                                                         | Tender Date                                              | 11.10.2018                                                                                                                                                               |
| 2                                                                                                                                         | EMD                                                      | Rs . 70000/- ( Rupees Seventy Thousand Only ) refundable by way of Demand Draft favouring LIC OF INDIA Drawn on any Scheduled Bank Payable at Raipur ( C.G.)             |
| 3                                                                                                                                         | Tender Fee                                               | Rs 250/- ( Rupees Two Hundred Fifty Only ) non refundable by cash OR by way of Demand Draft favouring LIC OF INDIA Drawn on any Scheduled Bank Payable at Raipur ( C.G.) |
| 4                                                                                                                                         | Address for Submission of bid ( to be put in Tender Box) | The Manager ( OS) ,<br>‘ JEEVAN PRAKASH’<br>LIC OF INDIA, DIVISIONAL OFFICE,<br>JEEVAN BIMA MARG, PANDRI<br>RAIPUR ( C.G.) – 492001                                      |
| 5                                                                                                                                         | Submission of Bids Date and Time                         | The Last Date of submission of filled in Tenders in the Tender Box is 31.10.2018 upto 5.00 PM ( excluding Holidays, Sundays, Second & Fourth Saturday )                  |
| 6                                                                                                                                         | Technical Bid Opening Date                               | The Technical Bids will be opened by the Tender Opening Committee on 01.11.2018 at 3.30 PM.                                                                              |
| 7                                                                                                                                         | Financial Bid                                            | The Financial Bid will be opened on a later date which will be intimated separately to technically qualified bidders only.                                               |
| 8                                                                                                                                         | Contact Details                                          | Manager ( OS ), Telephone No.- 0771-4054454 , email id – <a href="mailto:os.raipur@licindia.com">os.raipur@licindia.com</a>                                              |
| 9                                                                                                                                         | Official Website ( URL)                                  | The Tender document can be downloaded from our website <a href="http://www.licindia.in">www.licindia.in</a> , go to “ Tenders” and click on the link.                    |
| In case there is any change in the schedule , the same will be displayed on our website.                                                  |                                                          |                                                                                                                                                                          |
| LIC of India reserve the right to accept or reject any or all offers / quotations in full / part without assigning any reason whatsoever. |                                                          |                                                                                                                                                                          |
| Sr. Divisional Manager                                                                                                                    |                                                          |                                                                                                                                                                          |



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Divisional Office : “Jeevan Prakash”, Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)

(1)

Ref/LIC/RDO/ Tender/ C Stationery / 18-19/4

Dated: 11.10.2018

### INSTRUCTIONS TO BIDDERS

The sealed tender is invited for Rate Contract under two bid system for the purchase of Blank and Pre Printed computer continuous Stationery **as per specifications in Annexure‘B’ & Annexure ‘C’**. The prospective bidders may collect the tender documents from the office at the above address.Tender documents will be issued from **11.10.2018 to 30.10.2018** between 11.00 AM to 3.00 PM on week days (excluding Holidays, Sundays , Second and Fourth Saturday ).

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

Tender fee of Rs 250/- (non refundable) is required to be deposited in cash at our cash counter in F&A department. Tender received by post should contain tender fee in the form of DD ( Favours LIC OF INDIA payable at Raipur) . The last date of submission of filled in tenders in the tender box is **31.10.2018 up to 5.00 PM ( excluding Holidays, Sundays, Second & Fourth Saturday )** at our office “OS Department” second floor LIC of India,Divisional Office,Pandri,Raipur (C.G.).

The tender application must be accompanied by EMD (Earnest Money Deposit) of Rs. 70000/-(Seventy Thousand only) by **DD/Banker’s Cheque in favour of LIC of India payable at Raipur**. EMD of unsuccessful bidders will be refunded without interest within one month from 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, Raipur reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

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

#### **Envelope No. 1 ( Technical Bid ) should contain-**

a/ (E M D) of Rs. 70000/- by DD/Banker’s Cheque in favour of LIC of India payable at Raipur (CG).

b/ Tender fee of Rs 250/- is required in the form of DD,**if not** deposited in cash at our Divisional Office Cash Counter.

c/ Technical BID - **Annexure-‘A’ and Annexure “A” related documents i.e- copy of PAN etc.**

d/ **Tender document** and Annexure “ D” , “E” and “ F” envelop should be sealed properly with sealing wax and super scribed as “ **Tender for Supply of Blank & Pre Printed Computer Continuous Stationery - Technical Bid** “.

e/ **Sample Papers** which the firm intends to supply as per our Specifications mentioned in Annexure B and C. **Kindly put the stamp / seal of your firm in the sample papers and attest it by mentioning the paper mill and GSM also.**

#### **Envelope No. 2 ( Financial Bid ) should contain-**

a/ **Financial Bid in Annexure “B” and Annexure “ C”** . Envelop should be sealed properly with sealing wax and super scribed as “ **Tender for Supply of Blank & Pre Printed Computer Continuous Stationery - Financial Bid** “.

**Envelope No. 3 should contain** - Both the Envelope No. 1 and 2, are to be put into this envelope. The envelope should be sealed properly with sealing wax and shall be submitted ,addressing Manager OS, second floor, LIC of India,Divisional Office,Pandri,Raipur (C.G.) and should be super scribed as “ **TENDER for Blank and Pre Printed Computer continuous Stationery** ”.

**Each page of tender document and all the Annexures should be duly signed and sealed.**



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**Divisional Office : “Jeevan Prakash”, Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)**

**Sr. Divisional Manager**

**(2)**

### **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 have registration with State and Local authorities for undertaking the profession ( copies of proof to be enclosed ).
3. Minimum Annual Turnover of the company should be Rs 50.00 Lakhs and above during last three years.
4. The Company should have a valid PAN Card No issued by Income Tax Department ( copy must be enclosed ).
5. Copy of GST Registration No and Tin Registration No. ( copy must be enclosed).
6. Income Tax Return of last 3 years ( Copy must be enclosed ).
7. Certificate of Shop & Establishment Act / Factory Act ( Copy must be enclosed ).
8. The firm / suppliers who have been black listed / removed earlier by any office of LIC of India should not apply.
9. If the Tenderer is registered under DGS&D / NSIC/MSME they have to clearly mention and submit copy of supporting valid documents. In absence of any such documents shall be considered as not registered under DGS&D/NSIC/MSME.

### **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 / 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.



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Divisional Office : “Jeevan Prakash”, Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)

Place

Date :

Sign

With Seal of Firm / Company

(3)

### **Terms & Conditions:**

1-The tender should be sent so as to reach this office **ON OR BEFORE THE DATE & TIME SPECIFIED**. Tender received after that will be rejected.

2- Technical Bid should be supported with the sample paper of Reputed paper mills which the firm intends to supply as per our specifications in Annexure – B and C. **Without sample paper tender will not be accepted.**

3-Earnest Money Deposit (E.M.D.) will be forfeited in case the tenderer to whom the tender is awarded refuses to execute the Order, either full or part. In that event LIC may decide/debar/blacklist the concerned Supplier and the decisions will be final and binding on all concerned.

4-**Rate quoted should be Per thousand unit excluding of GST but inclusive of all other charges** like Packing, delivery, transportation, unloading charges etc. T.D.S. shall be deducted as per IT rules.

5- Successful tenderers will have to provide Security Deposit @ 10% of the contracted value ( where the quantum of order placed exceeds amount of Rs 10 Lakhs) in the form of Demand Draft / Bankers Cheque / Bank Gurantees through Scheduled Banks. The deposit shall not carry any interest.

6-Application form i.e Technical Bid must be given, as per prescribed format in Annexure-‘A’ duly sealed and signed by proprietor/Director/Manager of the firm and should be either TYPE WRITTEN or must be IN INK and should NOT Be with any hedging conditions or overwritten.

7 Quotations i.e Finanical Bid must be given, as per prescribed format in Annexure-‘B’ and “C” duly sealed and signed by proprietor/Director/Manager of the firm and should be either TYPE WRITTEN or must be IN INK and should NOT Be with any hedging conditions or overwritten. Also the rates column should be pasted with a **Transparent Cello Tape** such that the rates mentioned are visible. **If the rates are overwritten or not legible ,the quotations will be subject to rejection.**

8-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.

9-All deliveries must be made on the basis of F.O.R Divisional Office, LIC of India,Jeevan Bima Marg,Pandri,Raipur at second floor “Stationery Department”or as per our instructions within



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**Divisional Office : “Jeevan Prakash”, Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)**  
**the jurisdiction of Raipur Division free of charge.If the delivery is not made to place mentioned above,the amount paid for shifting the goods from the place of delivery to stationery department will be deducted from the bill amount and a penalty of Rs 20/- per cartoon will be charged thereon.**

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**10- In work order supply each sheet will contain print line “ item name / vendor’s name / month year of work order / quantity.**

11-If after the supply of materials, it is discovered that materials supplied are not in good condition or not according to the specification accepted, **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.

12-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) .If supply is done within 31 days to 45 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 2% penalty will be imposed on bill amount. If supply is made after 46 days to 60 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 4% penalty will be imposed on bill amount and after 60 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 6% penalty will be imposed on bill amount **or** Order may be cancelled.

13-Expected Grams per Square Meter (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 & payment will not be made.

14-Stationery should be fit for printing not only on the Dot matrix printers but line printers and line matrix printers of 800 LPM speed also.Quality of carbon should be used in case of multiple copies,so as to get the proper printing on copy/copies.

15-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.

16-Packing- should be strictly as mentioned in Annexure”B” and “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.



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17-NO ALTERATIONS IN QUANTITY OR 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.

18-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.

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19-If any significant changes takes place in industry, government regulations, taxation rules etc, the terms of contract can be re-negotiated with mutual consent of both the parties.

**20- Please Quote the rates of ‘A’ Grade Paper Mill only full filling / confirming to IS Specification, the supplied paper will be tested in government approved lab for quality verification, if required. If the sample fails in any criteria, the supply will be out rightly rejected. The Corporation will not be liable for any such loss incurred to the Vendor and No Compensation will be payable.**

21- The rates shall be valid for one year only. The contract can be extended up to further one year on mutual understanding of both the parties with same rates and terms and conditions.

22- Payments will be made through NEFT,only after the complete and successful supply of 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.

23- 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.

24- The Corporation reserves the right to cancel 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.

25- 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 any damage or compensation.

26- 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, Pandari, Raipur and his decision shall be binding on the Firm/Vendor/Manufacturer. The Firm/Vendor/Manufacturer shall not 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 RAIPUR and shall be under adjudication a court in RAIPUR.

27. – The tender notice is also available at our official website: [www.licindia.in](http://www.licindia.in) (tenders page).



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Sr. Divisional Manager

We agree with all terms and conditions of the tender.

**Tenderer Sign. / Name and Seal**

**(6)**