



Ref: DO Alg./Sales/Sty./2021

Dt. 19.03.2021

Dear Sir,

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

LIC of India, D.O., Aligarh, henceforth, intends 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 One Bid System i.e., (a) Financial Bid. The envelope (sealed) having caption Financial Bid must contain Rates.
- 2.
3. Please enclose a DD of Rs.17000/- as non interest bearing EMD and a DD of Rs. 500/-+18% GST as Tender Money (non refundable) in favour of LIC of India, payable at Aligarh.. These DDs must be placed in a separate envelope superscribed 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 – 05.04.2021 at 5.00 PM.”**
4. Sealed/closed quotation should reach this office **by 05.04.2021 before 5.00 pm.** The quotation should be addressed to Manager (Sales), LIC of India, “Jeevan Prakash” Divisional Office, Masoodabad, G.T.Road, Aligarh (UP)-202001. **Tender will be open on dt. 06.04.2021 at 11.00 A.M.**

Your quoted rates must be inclusive of all taxes, octroi, GST and any other charges & free delivery at our respective Branch of Aligarh Division.(List of Branches is Enclosed.)

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 , otherwise tender will be rejected .

Yours faithfully


Manager (Sales)

Divisional Office, Masoodabad, G.T. Road, Aligarh (UP) - 202001
Ph. (0571) 2420060 eMail : sales.aligarh@licindia.com