



LIC of India, Divisional Office, Ayodhya Road, Beniganj Faizabad-224001
Tel.:05278-244265, 244281, Fax No.05278-244203

M/S.....

Date: 20-12-2016

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**RE: TENDER NO. 03/2016-17 COMPUTER CONTINEOUS & PRE-PRINTED
COMPUTER STATIONERY**

The sealed tender is invited for **rate contract** under **two-bid system** for purchasing of **(COMPUTER CONTINEOUS & PRE-PRINTED COMPUTER STATIONERY)** as per enclosed Annexure-A in accordance with the following terms & conditions:

1. As Two-Bid System is to be followed, three covers duly sealed should be used for submission of tender as detailed below:-
 - i. **Cover 1: Technical Bid** duly completed and signed should be put in this cover. The cover should be sealed properly with sealing wax. The cover should be super-scribed as **“TENDER NO. 03/2016-17 (COMPUTER CONTINEOUS & PRE PRINTED COMPUTER STATIONERY)”**. Firm’s name and address should be written below the superscription. **The Demand Drafts for Tender fee & EMD** should be enclosed with the **Technical Bid only**. This envelope should contain technical details such as paper, quality, name of mill, GSM along with specimen copy which the firm intends to supply as per our requirements.
 - ii. **Cover 2: Financial Bid**- The cover should be sealed properly with sealing wax. The cover should be super-scribed as **“TENDER NO. 03/2016-17 COMPUTER CONTINEOUS & PRE-PRINTED COMPUTER STATIONERY Financial Bid”**. Firm’s name and address should be written below the superscription. This envelope should contain Annexure “B” duly filled & rates quoted.
 - iii. **Cover 3: Both the Technical Bid Cover and Financial Bid** Cover prepared as above, are to be put into this cover. The cover should be sealed properly with sealing wax. The cover should be super-scribed as **“Please place in Tender Box-To be opened by Tender Opening Committee- TENDER NO. 03 / 2016-17 COMPUTER CONTINEOUS & PRE-PRINTED COMPUTER STATIONERY (last date -17.01.2017)**. Firm’s name and address should be written on the superscription.
2. The Sealed tender should reach on or before **17.01.2017 (3.00 P.M.)** addressed to **Chairman Stores Committee C/O Sr.Divisional Manager, LIC of India, Divisional Office, Jeevan Prakash Building, beniganj Ayodhya Road ,Faizabad-224001** in the Tender Box placed in the chamber of Manager(O.S.) at the second floor of the building. The tender received after the stipulated time & date will not be entertained.
3. Tenders will be opened on **17.01.2017 at 16.00 hrs.**
4. Tenderers or their representative may be present at the time of opening of tenders
5. The tender must be accompanied by a **Demand Draft** for Rs.250/- issued in favour of **LIC of India** “payable at **FAIZABAD OR** Rs.250/- in cash to be deposited at our cash counter during cash hours as Tender Fee A/C being 114018. The Tender Fee will not be refunded in any circumstances.
6. **Only Demand Draft favouring LIC of India**, payable at **FAIZABAD** amounting to **Rs.23000** towards Earnest Money Deposit should be enclosed alongwith the tender. No interest will be paid on EMD. EMD will be forfeited in case the supplier refuses the supply if placed at the quoted rates. EMD of tenderers not getting the orders will be refunded after finalizing of the tender.



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7. Whenever our order exceeds Rs. 10 lakhs, the qualified bidder shall have to deposit 10% of the total order as security deposit. No interest is payable on this at the time of refund.
8. **the rates inclusive of all taxes, VAT & transportation expenses must be quoted. The tender should accompany sample of items where it is required. Tender without required sample will not be entertained under any circumstances. The quoted rates will be final & deemed valid upto the next tender or 12 months whichever is earlier.**
9. Tenderer should put full signature on all pages of the quotation & sample paper alongwith seal of firm. Rate must be covered with Cello Tap.
10. Overwriting/white-inking of any word/figure in the quotation unless duly authenticated by the tenderers is liable to be rejected at the option of LIC.
11. The tender should be submitted by the firms themselves either by registered post/speed post or in person and not through any third party.
12. The job of supply of computer continuous & pre-printed computer stationery should be completed within the time frame mentioned in the order.
13. No advance payment shall be made.
14. In the event of delayed supply of items mentioned in the purchase order after the stipulated period, the vendor shall be liable to pay penalty at a percentage of the total order value subject to a maximum of 5% as detailed below :-
 - a. @1% for the first week
 - b. @2.5% for the second week
 - c. @5% for the third week and aboveFor the purpose of this clause part of the week is considered as a full week.
15. Part delivery/supply of items shall be considered as non-delivery/non-supply. Delay in the performance of delivery obligations shall render the vendor liable to any or all of the following sanctions:-
 - a. Forfeiture of EMD /S.D.
 - b. Imposition of penalty
 - c. Termination of contract for default
16. In case the variation in GSM is observed on receipt of consignment, the following clauses will be applicable-
 - (a) If the variation in GSM is observed (+/-) 5% then no penalty will be imposed.
 - (b) If variation in GSM is greater than (+/-) 5% but less than 10%, then penalty will be imposed to the percentage of total variation subject to Quality checking committee's recommendation.
 - (c) If variation is >10% or quality of the paper is not up to the mark to the satisfaction of QC committee, then the entire supply will be cancelled on breach of conditions of contract.
17. No extra term & conditions of the vendor will be accepted. If any vendor gives his term & condition his tender will be rejected without informing him...
18. The rates must be quoted on our provided format. Otherwise tender will not be accepted & a formal agreement will have to do with the corporation to supply the above items.
19. Firm will manage form no 38/ 39 itself to supply computer stationery.



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20. The Competent Authority reserves all rights to accept and/or reject any tender without assigning reasons thereof. In case of any dispute in the matter, jurisdiction will be at the Civil Court, **FAIZABAD** only.

Encl.: 1.Tender Format as per Annexure-A & B
2. Formal Agreement

Sr. Divisional Manager



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FORMAL AGREEMENT

**WE AGREE TO SUPPLY THE TENDER ITEMS ON THE BASIS OF
RATES QUOTED IN THE TENDER & WE SHALL FOLLOW ALL THE TERM &
CONDITIONS MENTIONED IN THE TENDER**

PLACE.....

DATE.....

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SIGNATURE

FIRMS NAME & ADDRESS

WITH SEAL