



LIFE INSURANCE CORPORATION OF INDIA

Office Services Department,

Divisional Office, Deoria bypass Tara Mandal Road
Gorakhpur

Tel: 0551-2230323, 2223014

Email: os.gorakhpur@licindia.com

NOTICE

Dated:-15/09/2015

Open Tender for the Purchase of Continuous Computer Stationery

Life Insurance Corporation of India, Divisional Office, Gorakhpur,
intends to offer tender under TWO BID SYSTEM for the supply of Continuous
Computer Stationery. The details of tender are as under:-

Estimated Cost of Tender	7900000
EMD Amount	79000
Date of issue of Tender	15.09.2015
Last date of receipt of tender	05.10.2015 15:00 hrs
Date of opening of tender	05.10.2015 16:00 hrs
Tender fees	100.00

Detailed information of Tender Form, Terms & Conditions and schedule of quantity and quality can be had from Manager(OS), Divisional Office, Deoria bypass Tara Mandal Road Gorakhpur between 15.09.2015 to 05.10.2015 by 15:00 hrs. Application form, Terms and conditions and schedule of quantity and quality can also be downloaded by clicking "Tender" from our website www.licindia.in. Tenders will be accepted on the forms as prescribed by this office. The tenders should be submitted to **"The Chairman (Store Committee), L.I.C. Of India, Divisional Office, "Jeevan Parkash", Deoria bypass Tara Mandal Road Gorakhpur before 15:00hrs on 05.10.2015.** Sealed Envelopes should be superscribed- "Tender for the purchase of Continuous Computer Stationery for the year 2015-16.

L.I.C. Of India reserves the right to accept/reject the tender without assigning any reason what so ever.

SR.DIVISIONAL MANAGER



LIFE INSURANCE CORPORATION OF INDIA

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Re:-OS/Tender No. 4 /Computer Stationery/2015-16

Dated:- 15.09.2015
Annexure-“A”

M/S _____

Reg:- Tender for continuous computer stationery of “A” grade paper Mill.

The sealed tender is invited for rate contract under two bid systems for the purchase of (**Continuous Computer Stationery**) as per enclosed **Annexure_A & B** in accordance with the following terms and 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 No. 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 superscribed as “(Tender for Continuous Computer Stationery)”.
Technical Bid, Firms’s name and address should be written below the superscription. The demand draft for tender fee and EMD should be enclosed with the technical bid only. This envelope should contain annexure-“A”, “C” and “D” with duly signed eligibility criteria form alongwith technical details such as grading of Mill, name of the Mill, GSM of paper along with specimen copy which the firm intends to supply as per our requirements.
 - (ii) **Cover No. 2 : Financial Bid** , the cover should be sealed properly with sealing wax. The cover should be super scribed as “Tender for Continuous Computer Stationery ,
Financial Bid.” Firms’s name and address should be written below the superscription. This envelope should contain Annexure ‘B’ duly filled and rates quoted.

.....contd P/2...

- (iii) **Cover No. 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 “Tender for Continuous Computer stationery (2015-16).The name of the firm should be mentioned below the superscription.

2. The sealed tender should reach us on or before 05.10.2015 by 15.00 hrs and it should be addressed to

**“The Chairman(Store Committee),
LIC Of India , Divisional Office,Deoria bypass Tara Mandal
Road Gorakhpur 273016.**

The tender received after the stipulated time and date will not be entertained.

3. The stationery supplied should be on approved A-grade paper only.
4. TDS as per rules and other statutory deductions , if any, as per rule.
5. Tender will be opened on 05.10.2015 at 16:00 hrs.
6. Bidders or their representatives may be present at the time of opening of tenders.
7. The tender must be accompanied by a demand draft favouring “LIC Of India” payable at Gorakhpur. The tender fee in cash can also be deposited at our cash counter at our office during cash hours. The tender fee will not be refunded in any circumstances.
8. Earnest money of Rs 79000- should be deposited through Demand draft only which should be enclosed with the tender. No interest will be paid on EMD. In case the supplier refuses to supply the order if placed, at the quoted rates, the EMD will be forfeited. EMD of Bidders not getting the orders will be refunded after finalizing the order.
9. Whenever our order exceeds Rs.10 Lakhs, the qualified bidder shall have to deposit 10% of the total amount of the order as security deposit. The security deposit can also be furnished by way of bank guarantee.
10. The rates quoted should be inclusive of all taxes, VAT & transportation, packing, forwarding ,loading , unloading and any other charges. Nothing extra shall be paid on any account.
11. The rates are F.O.R. Divisional Office, Gorakhpur.
12. The tender should accompany sample of items where it is required. Tender without required samples will not be entertained under any circumstances. The quoted rates will be final and deemed valid upto the next tender or 12 months whichever is earlier.
13. This shall be a running contract with an option to accept supply within the range of +/- 25%. The supplier is legally bound to meet our requirements from 75% to 125% of the ordered quantity at our discretion.

14. Bidders should put full signature on all pages of the quotation and sample paper along with seal of the firm. Rate must be covered with cello tape.
15. The rates should be mentioned in figures as well as in words. If there is any difference in figure and the words then rates mentioned in words will be considered.
16. Overwriting / white inking of any word/figure in the quotation, unless authenticated by the Bidders, are liable to be rejected at the option of LIC of India.
17. The tender should be submitted by the firm themselves either by registered post/speed post or in person and not through any third party.
18. The vendors/suppliers are requested to put their firm's endorsement on each page of the tender document in token of acceptance.
19. The job of supply of continuous computer stationery should be completed within the time frame mentioned in the order.
20. No advance payment shall be made.
21. 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 as explained below subject to maximum of 3%

Supply received within 30 days of the date of order	=	No Penalty
Supply received from 31-45 days of the date of order	=	2 % of the supply received late
Supply received from 46-60 days of the date of order	=	3% of the supply received late
Supply received beyond 60 days from date of order	=	Cancellation of order

22. In case variation in the GSM of paper is observed on receipt of consignment the entire lot will be rejected. This rejected consignment should not be delivered to any of our offices otherwise it will be treated a breach of conditions of contract and penalty will be imposed including Blacklisting for future.
23. Part of Delivery/Supply of items shall be considered as Non-delivery/Non-supply. Delay in the performance of the delivery obligation and violation of agreed terms and conditions including usage of other than agreed paper quality, Mill, lower GSM etc shall render the vendor liable to any or all the following penalties.

- (i) **Imposition of Penalty** . Proportionate recovery in case of lower GSM and at least 5% of the total bill amount in case of usage of paper other than agreed quality and Mill etc , which may extend to cancellation of order, return of stock at vendor's cost and debar/de list/black list of the vendor/firm.
 - (ii) Forfeiture of EMD and Security Deposit amount.
 - (iii) Termination of contract for default by vendor/firm.
24. All type of computer stationery/pre printed computer stationery should be packed in polythene paper and further packed in 5 ply corrugated carton with tape. Stationery without carton will not be accepted.
25. No extra terms and conditions of the vendor will be accepted. If any vendor gives his own terms and conditions , his tender will be rejected without informing him.
26. The rates must be quoted on our prescribed format otherwise tender will not be accepted and a formal agreement will have to be done with the Corporation to supply the above items.
27. Firm will manage Form No 38/39 itself to supply computer stationery.
28. The competent authority reserves all the rights to accept and/or reject any tender without assigning reasons thereof. In case any dispute arises in the matter, jurisdiction will be at Civil Court , Gorakhpur only.

SENIOR DIVISIONAL MANAGER

We have clearly gone through the terms and conditions and we give our consent for acceptance of the same.

Signature of the dealer
With Rubber Stamp