भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE-2, SCOPE MINAR, CORE-2, 9th FLOOR, LAKSHMI NAGAR, DELHI -110092, Ph.Nos.011- 28822231, 28822233

NOTICE INVITING TENDER QUOTATION FOR SUPPLY OF POLICY BONDS CONTINUOUS STATIONERY

LIC of India,Delhi DO-2 intends to invite quotations under TWO-BID system for SUPPLY OF POLICY BONDS CONTINUOUS STATIONERY, in sealed envelope from reputed firms/ vendors having sound financial capacity and proven track record of at least 3 years of supplying above mentioned items to other reputed/Government/PSU organizations etc. The quotations, meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. **For complete details and bid documents please log on to our website www.licindia.in and go to "Tenders" and click on the link "Tender for SUPPLY OF POLICY BONDS CONTINUOUS STATIONERY, LIC, Delhi Division-2".** Application forms may be obtained from OS department of Divisional Office-2 of LIC of India at above mentioned address from **11/12/2015 till 30/12/2015** on all working days from 10 AM to 1.00 PM except on Saturday when forms may be obtained from 10AM to 12 noon.

Last date for submission of tender forms is 31/12/2015 (3PM)

LIC of India reserves 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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LIFE INSURANCE CORPORATION OF INDIA

LIC OF INDIA, DIVISIONAL OFFICE-II, SCOPE MINAR, 9th FLOOR, LAKSHMI NAGAR, DELHI -110092, Tel: 011-28822231, 011-28822233.

Tender Notice for SUPPLY OF POLICY BONDS CONTINUOUS STATIONERY

Life Insurance Corporation of India, Delhi DO-2, 9th floor, Scope Minar, Laxmi Nagar,Delhi-92,invites tender under Two Bid System for supply of POLICY BONDS CONTINUOUS STATIONERY for which description/specification is mentioned in Annexure-E. Technical Bid is required to be submitted as per Annexure-A to D and Financial Bid in Annexure-E. Please note that both Bids shall be submitted in separate envelopes, superscribed with "Technical Bid" or "Financial Bid" as the case may be.

The tenders should be accompanied by a refundable earnest money deposit of Rs 25000/-(**Rupees Twenty five Thousand only**) in the form of DD favoring LIC of India, drawn on any nationalized bank payable at Delhi. The EMD will be refunded to the unsuccessful bidder after finalization of the tender and it will not carry any interest. The EMD deposited by the successful bidder will be converted into security deposit and it will not carry any interest. The sealed cover containing EMD of Rs 25000/- ,Technical Bid from Annexure A to D and Financial Bid in Annexure-E are to be kept in three separate envelops:Envelop-1 should be superscribed as **"Technical Bid** for supply of POLICY BONDS CONTINUOUS STATIONERY" will contain Annexure-A to D(Technical Bid), Envelop-2 should be superscribed as **"Financial Bid** for supply of POLICY BONDS CONTINUOUS STATIONERY" will contain Annexure-E (Financial Bid) and Envelop-3 should be superscribed as EMD containing Demand Draft for Rs.25000/- and copy of receipt of tender fee of Rs. 200 deposited in cash or Rs. 200 in form of DD Fvg. LIC of India, addressed to Chairman, Stores Committee, LIC of India, Delhi DO-2, Scope Minar, 9th floor, Lakshmi Nagar, Delhi-92 containing the Tender Paper to be **dropped in the "TENDER BOX"** located at chamber of Manager (OS), LIC of India, Divisional Office , 9th floor, Lakshmi Nagar, Delhi-92 **on or before 3 PM on 31.12.2015.**

The prescribed Tender application can be obtained **on payment of Rs.200/- by cash** from OS DEPTT , LIC , DELHI DO 2 **or by way of downloading from the website www.licindia.in . Tender downloaded from the website should be accompanied with DD of Rs.200 favouring** LIC of India, drawn on any nationalized Bank payable at DELHI. **Please note the last date of obtaining application form is before 1 PM on 30.12.2015 and last date of submission of the tender form is on or before 3 PM on 31.12.2015.** Application forms can be obtained from O.S. Department, LIC OF INDIA, 9th floor, Scope Minar, Lakshmi Nagar, Delhi-92 from 11.12.2015 till 30.12.2015 on all working days from 10 am to 1 pm except on Saturday. On Saturday the forms may be obtained from 10.00 am.till 12.00 noon.

The sealed cover will be opened at 04.00 PM on 31.12.2015 in OS department of LIC of India, Divisional Office-2, 9th floor, Scope Minar, Lakshmi Nagar, Delhi-92. The concerned agency/firm may send their representative at the time of opening of the Tender.

Please note that only qualified technical bids will be eligible for opening of financial bid as per rules. The date for opening of financial bid will be intimated at a later date. One representative of each eligible vendor may be present at the time of opening of Financial & Technical bid. **The financial bid** must have clear break up as required in the format. Further, please append your signature with seal in on all **Annexures A to E (All Pages).**

Sr. Divisional Manager

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LIFE INSURANCE CORPORATION OF INDIA

LIC OF INDIA, DIVISIONAL OFFICE-II, SCOPE MINAR, 9th FLOOR
LAKSHMI NAGAR, DELHI -110092, Tel: 011-28822231, 011-28822233.

APPLICATION FORM – TECHNICAL BID **Annexure-A**

S. No.	Information sought	Information Provided
1.	Name of the Firm (In Block Letters)	
2.	Date of Establishment/Incorporation	
3.	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4.	Correspondence address and telephone no. with email id	
5.	Address of Head Office (If separate) and Telephone no.	
6.	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7.	Name of the Partners/ Directors	
8.	Name of Chief Executive with his present address and Telephone nos.	
9.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
10.	Name of Bankers with address & telephone nos. IFSC Code & A/C No.	
11.	PAN No. of the Firm (Please enclose photocopy)	
12.	Whether the firm has enough capacity for storing required raw materials needed for printing &supply of stationery/POLICY BONDS CONTINUOUS STATIONERY)	
13.	Details of binding/finishing/printing/cutting/stitching/ Perforating/colour printing machines available with the firm for execution of orders.	
14.	Details if registered with any other Government Authority	
15.	State the latest Income tax assessed year and the amount of tax assessed (Copies of last 03 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	

16.	Turnover for the last three financial years	2014-15 ………. 2013-14………… 2012-13…………
17.	Details of stationery supplied to any office of LIC of India and /or prestigious P.S.Us.(Central), (Please fill Annexure-B).	
18.	Mention any other specialties of your Establishment	
19.	Whether holding certificate under shops and establishment act,(If yes duly renewed copy should be enclosed.)	
20	Is the firm is registered under the factories act, Details of License No. (Please enclose photocopy of the renewed license certificate)	

(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 duly authenticating the same with seal and signature and attach it to the form)

I/We ____request Life Insurance Corporation of India, Divisional Office-2, Delhi to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of supplier/printer of policy bond continuous stationery and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable of printing & supplying of POLICY BONDS CONTINUOUS STATIONERY the ordered materials to L.I.C of India,Delhi DO-2 office i.e. Laxmi Nagar,Jeevan Pragati,Delhi within the stipulated time as desired by LIC of India.

Dated at ………………………………………this………………………………day
of …………………………………..2015

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

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Annexure-B

Details of Existing Clients:

(Separate page must be submitted for each Client)

Name of the Company
Address of the Company
Name, designation of contact person
with telephone no. and e-mail ID
Name:
Designation:
Landline No.:
Cell No. :
Email ID:
Details of material supplied in last 3 years (Ref.No, date of work order with photo copy of same)

AUTHORISED SIGNATORY
NAME / DESIGNATION AND
SEAL OF THE FIRM / COMPANY
Date…………

LIC भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA

LIC OF INDIA, DIVISIONAL OFFICE-II, SCOPE MINAR, 9th FLOOR, LAKSHMI NAGAR, DELHI -110092, Tel: 011-28822231, 011-28822233.

Annexure- C

ELIGIBILITY CRITERIA & OTHER CONDITIONS

1. The firm/supplier should be having the experience of printing/supply of Policy Bonds Continuous Stationery as mentioned in Annexure-E 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 Lacs** and above during **of the last three years** and experience of having executed an order of one PSU/ Govt./reputed pvt firm/company worth Rs 10 Lac and above for any one of the last 3 years.
4. The company should have a valid PAN Card no. issued by Income tax department.
5. Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm must be attached as proof.
6. The vendors/suppliers/printers who have been black listed/removed earlier by any office of LIC need not apply.
7. **10% security deposit will be charged/ deducted against bill where the total quantum of the order placed inclusive of all previous orders under this tender for specific vendor exceeds Rs.10 lac. Further this deposit shall not carry any interest.**

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 loses 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.

Sign……………………….
With seal of firm/company

Name & designation……………………

Place……………date…………

Annexure-D

LIC OF INDIA, DIVISIONAL OFFICE-II, SCOPE MINAR, 9th FLOOR, LAKSHMI NAGAR, DELHI -110092, Tel: 011-28822231, 011-28822233.

Terms and conditions of the Tender

1. The tender in the prescribed format (**Hard Copy only**) should be dropped in the tender box located at chamber of Manager(OS),LIC of India ,DO-II on or before the last date specified. No corrections are to be made in the terms quoted
2. The rates to be quoted in Annexure-E shall be on F.O.R basis, i.e. inclusive of all types of taxes, VAT and Transportation expenses, etc and the supplier has to ensure the delivery of material in good condition, duly packed at corporation store.
3. The rates shall be valid for one year only.
4. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
5. After engaging the services of the firms, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and Corporation shall have the right to engage the services of any of other firms as it may deem fit. In this course if any financial loss/damage to reputation of corporation is caused, the firms shall be legally bound to make good the same in monetary term to be decided by LIC.
6. Mere submission of the application for tender does not confer the right of Selection.
7. The selection on tender would be without any liabilities from our side.
8. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
9. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Delhi and be subject to adjudication of competent Court in Delhi only.
10. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
11. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.
12. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
13. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
14. The vendor shall give the services during the period of contract as per the LIC's requirements.
15. If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.
16. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, LIC, DELHI DIVISION-2 whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Delhi. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
17. The employees/agents of the Supplier shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
18. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from

other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources alongwith other incidental charges of any nature whatsoever incurred by the LIC.

19. It is clearly understood by the Supplier that the persons employed by the Supplier for providing services as mentioned herein, shall be the employees of the Supplier and not of "The LIC". The Supplier shall be liable to make payments to its said employees.
20. If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.
21. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.
22. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
23. The contract shall be for a period of one year and can be extended up to further one year on mutual understanding of both the parties with same rates and terms and conditions.
24. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
25. **10% security deposit will be charged/ deducted against bills submitted where the total quantum of the orders placed inclusive of all previous orders under this tender for specific vendor exceeds Rs.10 lac. No interest is payable on this at the time of refund.**
26. **No Advance payment shall be made for purchasing items.**
27. After the approval of proof of policy bond draft work order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of OS deptt, 2nd floor, Jeevan Pragati ,Laxmi Nagar,Delhi-92 or any other place that may be specified by the corporation if so needed within the stipulated period as decided at the time of placing order but not more than 25 days from the date of order. Date failing which goods will be accepted with price reduced @ 1% per day subject to maximum of 10%. Part of the week is considered as a full week.
28. If any, material supplied falls below the contractual specifications with regard to the quantity and quality of paper, penalty clause (which will be decided by the competent authority on the merit of each case) would be invoked which is part and parcel of the conditions of the tender.
29. 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.
30. If defects of any kind in printing or deviation from specification etc are detected and reported to supplier then suitable replacement is to be made or defect to be removed by supplier free of charge unless additional job is assigned which was not expected of him at the time of placing the orders. The quantity of orders may be increased or decreased at corporation's discretion.
31. Serial no. and LIC Logo should be printed on supplied policy bond. If variation in the GSM/Specification of paper is observed on receipt of consignment, the entire lot may be rejected **besides imposition of penalty as stated in above paras at the discretion of competent authority.**
32. The tender notice is also available at our official website: www.licindia.in. Overwriting/white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC.

We agree with all terms and conditions of the tender.

Tenderer's sign./ name and seal   Sr. Divisional Manager