



Life Insurance Corporation of India, Divisional Office, 60-A Arera Hill M.P. 462011
Telephone No.-0755-2551356,2676253,2676262
E-mail os.bhopal@licindia.com

Ref: DO/OS/Stat./Tender /2016-18/14

Date : 1/09/2016

To,

Last Date & Time for Submission of Tender	22/09/2016 2:00 pm
Tender Opening Date & Time	22/09/2016 4:00 pm

Re. Rate/Running Contract for Tender for supply of BLANK COMPUTER STATIONERY/PRE-PRINTED COMPUTER STATIONERY

Sealed tenders are invited for the supply of **BLANK COMPUTER STATIONERY/PRE-PRINTED COMPUTER STATIONERY** listed in the annexure A/B/C/G. Please quote your rates as per our terms and conditions given below. Quote your rates for desired stationery items listed in the annexure hereto and submit the same duly filled in and signed with your official seal in a sealed cover marked with tender No14 and date in our Tender Box on or before 22.09.2016 at 2.00 pm

TERMS AND CONDITIONS OF THE TENDER :

- Tender fees of Rs 250/- should accompany with tender applications in the form of Demand Draft favouring LIC of India, payable at Bhopal OR in cash to be deposited at our cash counter during cash hours under A/C 114018. Tender fees will not be refunded under any circumstances.
- Earnest money deposit Rs 40000/- [approximately equal to 1% of the valuation of the tender] is to be deposited by Demand Draft/Banker's Cheque (favouring LIC of India, payable at Bhopal) which is refundable without interest. Having Valid [DATE OF VALIDITY] NSIC certificate registered firms are exempted from payment of EMD, Security deposit & Tender fees. Hence they are to attached a copy of the latest NSIC Regn. Certificate for claiming the exemption with tender document..
- Tenders should be submitted in the form of Two Bid system viz.:**

- A] First sealed cover super scribes as 'Technical Bid' along with enclosures**
B] Second sealed cover super scribed as only 'Price Bid' in 'Annexure A/B/C/G'
C] Third sealed cover super scribed D D contains EMD 40000/- and Tender fees.250 by receipt or DD.

These three individual sealed covers are to be kept in a single big sealed cover super scribe as "Tender for COMPUTER STATIONERY ". Last date for submission of tender is 22 SEPTEMBER 2016. ON OR BEFORE 2.00 PM.

- Approved vendor has to deposit Security Deposit @10% within , one week from the order , by the Demand Draft/Banker's Cheque /Bank Guarantee , which is refundable , without interest after the tender period .
- The tender should be sent so as to reach us this office ON OR BEFORE THE DATE SPECIFIED.
- All paper samples of size 10x12 AND 15X12 [FOR ANNEX A/B /C /G] must accompany the tender bearing clearly the specifications (GSM, make {name of the mill }, quality, size and weight) without which the tender will not be considered.**
- The rates quoted should be inclusive of all taxes, VAT and FOR destination at LIC BHOPAL STORES. The rates quoted will be final and valid for 12 months and may be extended for next 12 months on the same rates and terms and conditions , depends upon the satisfactory services [supply, quality, etc].Within the extended period only govt. duties and taxes if increased , by the govt. will be payable extra.**
- Quotations should be either TYPE WRITTEN or must be IN INK and should NOT be with any hedging conditions.
- The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted.
- All deliveries must be made either at our office, or as per our instructions, FREE OF CHARGE.
- After the supply if it is found that the materials supplied are not according to the specifications accepted , such SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST and they will have to supply materials exactly according to the specifications and in the event of non-compliance with condition, the Corporation will be at liberty to take such action as it deems fit.
- NO ALTERATIONS IN QUANTITY OR QUALITY i.e GSM, SIZE ,OR MAKE [NAME OF THE MILL] OF PAPER AS SPECIFIED IN THE TENDER is allowed .
- If it is found that the Vendor is incompetent to complete the job and even after submission of two consecutive proofs, is unable to carry out the instruction given, the order may be withdrawn by the Corporation without being liable for payment of any damage or compensation. In such an event, the amount will be deducted from the security deposit of the vendor , to get the job done by other Vendor.
- Any tender not in compliance with these terms and conditions will be liable for rejection.
- If the Vendor fails to comply with the provisions of clause regarding delivery on or before the date mentioned or within such extended time as may be granted by the Corporation in writing or in case it fails to comply with the provisions of OTHER CLAUSES , they shall pay to the Corporation a sum of money equivalent to 1% of amount of order for SEVEN day's delay after the stipulated period , which shall not in any case exceed 4% of amount of the order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the other for breach of the stipulations contained in the said Clauses and not as penalty, and the Corporation shall be at liability to deduct such sums from any moneys due to the Vendor under these presents or may otherwise recover the same separately.
- No advance payment will be made.
- Any dispute arising out of or relating to this tender shall be deemed to have arisen in Bhopal City and shall be under adjudication a Court in Bhopal City.
- Apart from all the above conditions if a Firm does not participate in 03 (Three) consecutive Tenders the name be removed from our panel.
- Supply of the items should be within 30 days from the date of order OR as per our order conditions.**
- The last date for receipt of tender is 22.09.2016 on or before 2.00 pm . On the top of the envelope please write tender for computer stationery items . Tender will be opened at the same date at 4.00 pm .**
Quotation should reach us Addressed to :

Chairman (Stores Committee)
LIC of India,Jeevan Prakash,
Divisional office ,60-A,Arera Hills,
Bhopal-462001

ENCL ANNEX : A/B/C/G FINANCIAL BID
GENERAL INFORMATION

MANAGER{OS}