



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/2017-18 & 2018-2019/03 Date: 04/09/2017

Tender for supply of Pre-Printed & Blank Computer Stationery

Last Date &Time for Submission of Tender	27/09/2017 01:00 pm
Tender Opening Date & Time	27/09/2017 03:30 pm

TERMS AND CONDITIONS

Re. Rate/Running Contract for Tender for supply of COMPUTER PRE-PRINTED & BLANK STATIONERY 2017-2018 & 2018-2019 Under two bid system.

Sealed tenders are invited for the supply of **COMPUTER STATIONERY** [Under two bid system] listed in the Annexure A/B/C/D. Please quote your rates as per terms and conditions given below. Quote your rates for desired stationery items listed in the Annexure A/B/C/D hereto and submit the same duly filled in and signed with your official seal in a sealed cover marked with tender No 3 **COMPUTER STATIONERY** in our Tender Box on or before 27.09.2017 at 01.00 PM. **(Kept with OS Department of this office)**

TERMS AND CONDITIONS OF THE TENDER:

1. The offer shall be in Three separate parts for the above item, first envelope containing technical bid (as per Annexure '1') Second envelope containing financial bid (as per Annexure 'A/B/C/D') and third envelope containing tender fee and EMD. These three sealed envelopes put together in a large forth envelope which is Sealed and super scribed as "Tender Ref. No 03 and Name of the Tender FOR THE SUPPLY OF THE COMPUTURE STATIONARY". The tender will not be considered if Technical/Financial and Tender fees & EMD are submitted together in one envelope only i.e. they should be in three separate sealed envelopes but all envelopes should be placed in one large envelope.
 - A. The Envelope No.-1 containing Technical bid (as per Annexure '1') should not contain any price information and should indicate whether the STATIONARY ITEMS is as per the specifications in the tender enquiry and other requirements as asked with reference to Annexure '2' along with Annexure '1' duly signed by authorized person with rubber stamp of the firm this envelope also contained paper sample, order received from the other LIC offices or PSUs e.t.c. with other necessary information.
 - B. Envelope No.-2 containing financial bid (as per Annexure 'A/B/C/D') should not contradict the technical bid in any manner. The price schedule must be filled in completely without any error, cutting or alternations in rates (both in figures & words). The Financial bid of only those Vendors who qualify themselves in Technical bids will be inform separately for the opening of the Financial bid.
 - C. Envelope No.-3 Demand draft in favoring of Life Insurance Corporation of India for Rs.50,000/- (Rs. Fifty thousand only) drawn on any Scheduled Bank at Bhopal towards Earnest Money Deposit (EMD). This envelope should also contain tender fees as Demand Draft favoring Life Insurance Corporation of India for Rs. 250/- payable at Bhopal being the non refundable application/tender fees.
02. Tender fees of Rs 250/- should accompany with tender applications in the form of Demand Draft favoring LIC of India, payable at Bhopal OR in cash to be deposited at any of our office cash counter on or before Last Date & Time for Submission of Tender under A/C 114018. Tender fees will not be refunded under any circumstances.
03. Interest free Earnest Money Deposit (EMD) Rs. 50000/- are to be deposited by Demand Draft/Banker's Cheque (favoring LIC of India, payable at Bhopal). It is adjustable towards security deposit and/or refundable without interest after contract period to qualified bidder and within three months from the date of finalization of tender to other bidders. NSIC registered firms are exempted from payment of EMD & Security deposit. Hence they are to attach a self attested copy of the latest NSIC Regn. Certificate for claiming the exemption with tender document. It should be duly authenticated by the bidder.
04. **PLEASE QUOTE YOUR RATE IN ATTACHED ANNEX'-A/B/C/D**
05. Approved vendor has to deposit of Security Deposit @10% of the value of work with in, one week from the date of order, by the Demand Draft/Banker's Cheque/Bank Guarantee, (favoring LIC of India, payable at Bhopal) which is refundable, without interest after the contract period.
06. The tender should be sent so as to reach this office ON OR BEFORE THE DATE & time SPECIFIED above.
07. **All paper samples of size 10x12 of each item [FOR ANNEX] must accompany the tender clearly bearing the specifications [GSM, make (name of the mill) as specified in Annex, quality, size and weight] with signature and stamp of the vendor/firm, without which the tender will not be considered.**
08. The rates quoted should be EXCLUSIVE of all taxes i.e GST, but inclusive of all expenses/cost & all other expenses of transportation etc, at destination. Enclose latest dealership or distributor ship certificate of the particular company or make [THROUGH MAF]. The rates quoted will be final and valid for 12 months from the date of contract and may be extended for next 12 months on the same rates and terms and conditions, depends upon the satisfaction of the competent Authority [supply, quality, punctuality, responsiveness etc].

09. Quotations should be either TYPE WRITTEN or explicit/speaking IN INK and should NOT be with any hedging conditions. Please sign on every page of tender before submission.
10. The LIC reserves the right to accept or reject any or all quotations in full or part. This does not necessarily mean that the quotations will be accepted on the basis of rate only.
11. All deliveries must be made either at our office, or as per our instructions, FREE OF CHARGES, NO EXTRA CHARGES/PRICE WILL BE PAID FOR DELIVERY.
12. The Vendor will have to supply materials exactly according to the specifications. 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 in such event/events the vendor will have to make fresh supply. In event of non-compliance with condition/conditions, the Corporation will be at liberty to take such action as it deems fit.
13. 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.
14. 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 etc. In such an event, the amount will be deducted from the security deposit of the vendor, to get the job done by other Vendor and appropriate intimidation send to NSIC.
15. Any tender not in compliance with these terms and conditions will be liable for rejection.
16. 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 date, which shall not in any case exceed 20% 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 may be liberty to deduct such sums from any moneys due to the Vendor under these payment or may otherwise recover the same separately or regret to accept supply.
17. No advance payment will be made.
18. **The vendor will be the liable for all statutory compliances regarding supply.**
19. **The vendor will be required to enter in to a contract agreement at his/her/their cost with L.I.C. of India, Divisional Office, Bhopal.**
20. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Bhopal City and shall be under adjudication at Court in Bhopal City.
21. Please quote your rates exclusive taxes i.e. GST **but inclusive of all expenses/cost.**
22. **Supply of the items should be within 30 days from the date of order OR as per our order and conditions.**
23. **The last date for receipt of tender is 27.09.2017 at 01.00 pm. On the top of the envelope please write tender for computer stationery items. Tender will be opened on next day 27.09.2017 at 03.30 PM.**
24. **Financial bid would be opened only if technical bid will be accepted.**

Quotation should reach us Addressed to:

TO,
Chairman (Stores Committee)
LIC of India, Jeevan Prakash,
 60, A-Arera hills. Bhopal -462011

MANAGER (OS)