

**TENDER NOTICE NO. 02/2018-19 FOR PRINTING OF CLUB MEMBER AGENTS STATIONERY
FOR THE MEMBERSHIP YEAR 2016-17, 2017-18 & 2018-19.**

Sealed tenders are invited (under Two Bid System) as per the instructions and Terms and Conditions mentioned in "Annexure A" for the printing of Stationery of the Club Member Agents for the Membership Year 2016-17, 2017-18 & 2018-19 of all Branches under Divisional Office, Gwalior

1. SPECIFICATION OF JOB

Stationery as per the description given in Table 2 are to be printed. There are 7 groups of Club Member Agents – mentioned in Table 1. The Stationery are to be printed for each Member for all these 7 group of club members as per the specification mentioned in Table 2.

Table-1

Membership Year	CLUB						
	Corporate Club	Galaxy Club	Chairman's Club	Zonal Manager's Club	Divisional Manager's Club	Branch Manager's Club	Distinguished Agent's Club
2016-17	3	4	227	180	274	250	75
2017-18	3	6	222	179	291	229	85
2018-19	4	4	223	184	305	230	85
Total	10	14	672	543	870	709	245

Table-2

Specifications	No. of Agents	Visiting Cards	Envelopes		Letter Heads	
Size	-	9.2 (Width) x 5.4cm (Height)	9" (Width) x 4" (Height)	6" (Width) x 3.5" (Height)	210 (Width) x 297mm (Height)	145 (Width) x 227mm (Height)
Paper Quality	-	Sinar Art Card 330GSM	80GSM Ballarpur	80GSM Ballarpur	105GSM Executive Bond	105GSM Executive Bond
Type of Font Bilingual English Hindi	-	Helvetica Devnagari	Helvetica Devnagari	Helvetica Devnagari	Helvetica Devnagari	Helvetica Devnagari
Type of Member	Total Agents for 3 Membership Years	Quantity per Agent				
Corporate Club	10	1000	500	1000	500	1000
Galaxy Club	14	500	250	750	250	750
Chairman's Club	672	250	250	750	250	750
Zonal Manager's Club	543	200	250	500	250	500
Divisional Manager's Club	870	150	250	250	250	250
Branch Manager's Club	709	100	150	150	150	150
Distinguished Agent's Club	245	100	100	100	100	100

Design	Visiting Cards	Envelopes		Letter Heads	
	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog
Use of logo in English and Hindi	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog	As per Corporate Identity Prog
Use of Emblem	Emblem of LIC & respective Club is must	Emblem of LIC & respective Club is must	Emblem of LIC & respective Club is must	Emblem of LIC & respective Club is must	Emblem of LIC & respective Club is must
Printing Side	Both Sides	Single Side	Single Side	Single Side	Single Side

Packing of visiting cards in a box containing 100 cards.

Colour: Club Emblem as per colour of respective Club: Corporate – Gold Foil; Galaxy – Magenta; CM – Red; ZM – Corporate Blue; DM – Green; BM – Orange; Distinguished – Yellow. All other matters like Name, Address, Telephone nos in Corporate Blue. Logos, LIC Emblems etc. as per Corporate Identity Program.

2. GENERAL ELIGIBILITY:

- A) The firm should have experience of at least 3 years of printing jobs.
- B) Firm should have an office or a representative at Gwalior
- C) It should not be black listed or removed from the panel of LIC or any other PSU.
- D) The Turnover of the firm should be at least Rs.25 Lakhs per year during financial years 2015-16, 2016-17, 2017-18.
- E) The firm must have carried out minimum one order of printing amounting to Rs.10 lakhs during the last one year.

3. TENDER FORMS:

Tender forms are available at OS Department, Manager (E&OS), LIC of India, Divisional Office, City Centre, Gwalior-474011 or can be downloaded from our website www.licindia.in from 20.12.2018 to 10.01.2019 till the close of office hours.

4. TIME SCHEDULE OF THE TENDER:

- 1) **Date of Issue of Tender Form:** From 20.12.2018 to 10.01.2019
- 2) **Last date & time of submission of Tender:** 10.01.2019 up to 3.30 PM
- 3) **Date of Opening of Technical Bid:** 11.01.2019 at 12.00 AM
- 4) **Date of Opening of Financial Bid:** Date will be intimated later on.
- 5) **Date of Pre-Bid Meeting:** 28.12.2018 at Divisional Office at 3 PM.

5. TENDER FEE:

Non-refundable **Tender Fee of Rs.295/- (Rs 250/- Tender Fee + 18% GST)** payable by Cash at the Divisional Office Gwalior at Cash Counter during Cash hours, i.e. from 10.30 AM to 3.30 PM on working days or through Demand Draft payable in favour of **“Life Insurance Corporation of India” payable at Gwalior.**

6. EARNEST MONEY DEPOSIT:

Earnest Money Deposit of Rs.35,000/- (**Rupees Thirty Five thousand only**) payable by Demand Draft in favour of **“Life Insurance Corporation of India” payable at Gwalior** to be submitted along with the Technical Bid and Financial Bid as per instructions contained in Annexure “A”. The same would be refundable without interest to Unsuccessful vendors who fail to get the order or any other reason. The EMD will not carry any interest and it will be refunded to the unsuccessful bidders after the finalization of the

Tender. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest. MSME Firms with NSIC Registration and with exemption Certificate in-force as on date from Government of India or Government of Madhya Pradesh are exempted from EMD on submission of such Certificate.

Any Corrigendum regarding modification/addition in the Tender Specification or in Terms and Conditions of the Tender shall only be uploaded or published on our official website: www.licindia.in (Tender link). Hence all interested bidders are advised to visit our above website regularly for latest information regarding the above tender till the last date of Bid submission.

The Sr. Divisional Manager reserves the right to accept or reject any/all tenders without any reason whatsoever.

Date: 18.12.2018

Senior Divisional Manager



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation Of India, Divisional Office ,City Centre, Gwalior-474011

ANNEXURE-A

Instructions and Terms and Conditions of Tender for Printing of Stationery for Club Member Agents.

Read carefully and sign with seal at the end each sheet as a token of having understood the Terms and Conditions and agreeing to them.

I INFORMATION:

1. Tenders shall be submitted to the" Chairman, Stores Committee, LIC Of India, Divisional Office, City Centre, Gwalior 474011", in sealed envelope clearly mentioning that "Tender for printing of Stationery for Club Member Agents", **containing 3 sealed envelopes** clearly mentioned:
 - a) **Envelope-1:- Technical Bid (page No.1 to 10 inclusive of Annexure-A & B)**
 - b) **Envelope-2:- Financial Bid** (Annexure C)
 - c) **Envelope-3:- Envelope containing DD towards Earnest Money Deposit (EMD)& Tender Fee.**
 - d) **Envelope-4:- All the 3 envelopes** to be kept in Envelope 4.
2. The Tender forms should be properly filled in along with Name, Address, Telephone nos, email ID, signature and rubber stamp of the authorized person and should be in sealed cover/envelope as per Sl. No. 1 above.
3. Tenders should be submitted on or before last date of submission i.e. 10.01.2019 upto 3.30 pm. Tenders received after the last date will not be entertained.
4. Technical Bid is liable to be rejected if the rate is quoted or any indication is given thereof.
5. Each and every page should be signed by the authorized person of the firm with seal.
6. Size and specification of the Club stationery will be as per Corporate Identity programme-2006, Part – 5 and it will be part of the tender (The program has been appended).
7. Quantity/strength of the Club Member agents as mentioned above may vary +/- 10%. Actual quantity/strength of the club member agents will be communicated by the concerned Branch Offices at the time of final order.
8. **One original paper Sample of each type of items** as quoted stating clearly thereon full specifications like Make/Name of the paper mill, size, GSM, quality and item/form number should be submitted with quotation.

II CONDITIONS:

1. The successful bidder has to deposit **10% of the tender value as Security Deposit** (through Demand Draft/Banker's Cheque/Bank Guarantee of any Nationalized Bank only and should be valid for period upto completion of Work) before the work starts and it will be refunded (without interest) after the work is successfully completed for all the Branches of the Division.
2. No deviation from the Corporate Identity Programme 2006 para – 5 norms such as size, quality and colour and printing on any count would be accepted and in case of deviation, action against the firm including forfeiting of the Security Deposit and action of black listing would be taken and payment will also not be made.
3. Concerned Branch will provide their printing particulars i.e. Name, address, mobile number etc. and the proofs will be checked by them.
4. Delivery of the printed stationery is to be made to the concerned Branch as mentioned on Sl No.12 in a separate pack under proper acknowledgement signed by a concerned Branch Official within 60 days from the date of work order. No extra carriage and freight charges will be paid for delivery.
5. Packing - One set of all items for individual Agent in a separate pack.
6. Rates quoted shall be inclusive of GST and all other taxes, if any. No subsequent increment of rate or imposition of any other conditions from the part of the vendor would be accepted.
7. **The tender shall be approved to one vendor on the basis of the total amount of all the seven categories (Corporate, Galaxy, CM, ZM, DM, BM and DCM) quoting the lowest rate.**
8. After supply of goods to the concerned Agent/Branch, if it is found that the material supplied is not according to the approved samples and specifications the same will be rejected and no payment will



- be made for the rejected goods. The rejected material has to be substituted by supplying fresh materials as per specified standards within the mutually agreed time.
9. No advance or part payment will be made.
10. Force Majeure Clause:
- The Tenderer shall be liable for any delay in execution of failure of their respective obligations under this agreement except for delay caused by occurrence of events beyond control of the tenderer, including but not limited to natural calamities, fire, explosions, floods, power shortages, acts of God, hostility, acts of public enemy, wars, riots, strikes, sabotage, order/action or regulations of Government, local or other public authorities.
 - In case of a Force Majeure situation arises, the tenderer shall immediately notify LIC of India in writing of such conditions and the cause thereof within two calendar days and prove that such is beyond the control and affect the implementation of the agreement.
 - Unless otherwise directed by LIC of India in writing, the tenderer shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable means for performance not prevented by the Force Majeure event.
11. On submission of bill along with acknowledgement of delivery signed by the concerned Branch and being fully satisfied about completion of the work confirming about quality, quantity and design of printed materials as mentioned in CIP. Payment will be made by the concerned Branch offices. TDS, penalty and any other deduction if any, will be deducted as per rules.
12. List of Local and Outstation Branches:
- | A- LOCAL BRANCHES | B- OUTSTATION BRANCHES |
|--|---|
| BO-1, BO-2, BO-3, BO-4,
BO-Morar and CAB Gwalior. | Bhind, Morena, Gohad, Dabra, Datia, Shivpuri,
Guna, Raghogarh, Ashoknagar, Sheopurkalan. |
13. Rates quoted by the vendor shall be **valid for a period of ONE YEAR** only. Tender period can be extended for one more year with the prior permission of the competent authority and mutual consent. At the same time, competent authority may shorten the tender period during extraordinary circumstances.
14. If the work is not completed **within the specific time schedule of 60 days**, penalty will be imposed as under:
- Within 1 week :1% of the bill amount pertaining to the outstanding job
Within 2 weeks: 2% of the bill amount pertaining to the outstanding job
Within 3 weeks: 3% of the bill amount pertaining to the outstanding job
Within 4 weeks: 4% of the bill amount pertaining to the outstanding job
After 4 weeks : 5% of the bill amount pertaining to the outstanding job
More penalty may be imposed by the Competent Authority for inordinate delay. The decision of Competent Authority will be final and supplier is bound to accept the same.
15. Sr. Divisional Manager is the competent authority to amend or add any conditions or cancel tender fully or partially.
16. For any clarification/dispute regarding the tender form, Senior Divisional Manager, Gwalior would be the final authority.
17. In case of any dispute regarding tender, it will be decided under the jurisdiction of Court at Gwalior.

Senior Divisional Manager.

Encl: Club wise specifications CIP-2006.

I/We have read carefully all paras given above in Annexure-A and have understood the conditions given therein. I/We fully agree to all the Terms and Conditions as laid therein.

Signature of Vendor with Seal

Date:
Place:

Signature of Vendor with Seal



NEFT Mandate Form

APPLICATION FOR PAYMENT THROUGH NEFT /RTGS

Name of the Party.....
(As per Bank A/c)

Address of Party

Phone/Mobile no.

Party's Bank name.....

Bank Branch Name.....

Address of the Bank

Code No. of Bank

Party Bank Account No.
(Full Digit 11-16)

Bank IFSC Code No.
(11 DIGIT IFSC CODE)

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PAN No.

I have checked with my banker the above details and confirm that they are correct and transfer the amount payable to me under details stated above.

Kindly enclose cancelled cheque leaf or photo copy of cheque leaf and photocopy of front page of bank pass book for verification of details.

Seal & Signature of the party

Date.....

Place.....

The Sr. Divisional Manager,
LIC of India,
Divisional Office,
Jeevan Prakash, City Centre,
GWALIOR – 474011.

Dear Sir,

Re: Tender for Printing of Stationery for Club Member Agents

UNDERTAKING

We hereby confirm that we have not been Black Listed by LIC of India or any PSU or BFSI Organisation/Government or Semi Government or Quasi Government Departments in India as on date of submission of Bid in response to the above Tender for Printing of Stationery.

Dated at _____ this _____ day of _____, 2018.

Signature of Vendor with Seal



CHECK LIST :-

Documents to be enclosed along with Technical Bid in Annexure-A

1. Demand Draft of Rs.295/- (Rs.250/- Tender Fee + 18% GST) towards Tender Fee favoring LIC of India, payable at Gwalior OR Original Receipt (if the fee is deposited directly at Cash Counter)
2. Demand Draft of Rs.35000/- towards EMD, favoring LIC of India, payable at Gwalior OR Original Receipt (if the fee is deposited directly at Cash Counter)
3. Self Attested photocopies of the following documents:
 - a) Certificate of Registration under Companies Act, 1956.
 - b) Audited Financial Statements (Profit and Loss and Balance Sheet) for the last Three Financial Years.
 - c) Income Tax Assessment orders/returns for last Three Financial Years.
 - d) Certificate of Income Tax PAN Number.
 - e) Copy of GST Registration.
 - f) NEFT Form.
 - g) Cancelled Cheque Leaf containing Account Number, Type of Account, IFSC Code.

NOTE: All the pages are to signed with Seal of the Vendor.

Annexure – B

TECHNICAL BID
TO BE SUBMITTED IN ENVELOPE – 1

S.No	Description	Remarks	
1	Name of the Firms / Agency :		
2	Status of the Firm (Individual/Sole Proprietorship/Partnership/ Pvt Ltd Co/Public Ltd Co		
3	Local Address at Gwalior:		
	Phone No.		
	E-mail id		
4	Name of the contact person		
	Phone No.		
5	If head office is other than in 3 above give full address and contact No.		
	Correspondence Address		
	E-mail id and Phone No.		
6	Nature of business (Copy of registration certificate under Shop and Establishment act is required)		
7	Firm Registration No. and no. of Employees		
8	EPF & ESI Regn. No. (if any) Enclose photo copy		
9	PAN Card (Enclose Photo copy)		
10	TAN No. (Enclose Photo copy)		
11	GST No. (Enclose photo copy)		
12	Turnover of the Firm for last 3 years (enclose the Balance and P&L statement) Turnover of Rs.25 lacs or more per FY for the last 3 Financial Years.	2015-16	
		2016-17	
		2017-18	
13	State the latest Income Tax assessed (Enclose copies of last 3 years ITR)	2015-16	
		2016-17	
		2017-18	
14	Name-Address of your most valued clients.		
15	Have you ever been blacklisted by LIC of India or PSU/BFSI Org./Govt/Semi Govt/Quasi Govt.Deptt.In India as on or before date of submission of Bid.		

16	Details of the jobs executed in last 12 months (attach separate sheets if required)	
17	If your Firm is already empanelled/enlisted in LIC of India, give full details (Enclose letter of empanelment/enlistment)	
18	Payment details of Tender Fee of Rs.295/- (Rs.250/- Tender Fee + Rs.45/- GST)	
19	Details of Earnest Money Deposit	
	Bank Account Details	
	Name of the Bank	
	IFS Code	
	Account No.	
	Type of Account (Saving/Current)	
20	Is the Firm registered for MSME/NSIC ? If so, enclose copy.	
21	Is the Firm owned by SC/ST entrepreneurs? If so, enclose copy.	

NOTE:

Please type this form or fill it up legibly. If space provided is insufficient, please type or write your replies on a separate sheet giving appropriate question no. duly authenticating the same with seal and signature and attach it to the form. All required documents shall be self-attested with seal and signature. All original certificates/documents should be submitted for verification if required by LIC of India.

I/Werequest the LIC of India, Gwalior Divisional Office to consider our bid. I/We agree to abide by all the eligibility criteria and other terms and conditions and scope of services prescribed in the addendum and promise to render the services to the best satisfaction of the LIC of India.

DECLARATION

I/We have read the instructions appended to the form and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Corporation, on the basis of the information given by me/us can be treated as invalid by the Corporation and I/We will be solely responsible for the consequences.

I/We agree that the decision of the Corporation in selection of the vendor would be final and binding on me/us.

I/We agree that I/We have no objection if enquiries are made about the work performance by the Corporation.

Signature of Vendor with Seal

Date:
Place:

FINANCIAL BID
TENDER NOTICE NO. 02/2018-19 FOR PRINTING OF CLUB MEMBER AGENTS STATIONERY
FOR THE MEMBERSHIP YEAR 2016-17, 2017-18 & 2018-19.
FILL ONLY THE SHADED PORTION AND SIGN WITH SEAL

1. Name of the Firm (In Block Letters) :	
2. Local Address at Gwalior and email id :	
3. Name of the Contact Person and his Contact No. :	

SCHEDULE OF ITEMS:

(A) Club Member Stationery for the Membership Year 2016-17

Club	Visiting Card	Envelopes		Letter Heads		No. of Sets	Rate per Set Rs.	GST	Total Rate per Set Rs.	Total cost for all sets (Rs.)
	9.2x5.4cm	9"x4"	6"x3.5"	210x297mm	145x227mm					
	Sinar Art Card 330GSM	80GSM Ballarpur	80GSM Ballarpur	105GSM Executive Bond	105GSM Executive Bond					
Corporate Club	1000	500	1000	500	1000	3				
Galaxy Club	500	250	750	250	750	4				
Chairman's Club	250	250	750	250	750	227				
Zonal Manager's Club	200	250	500	250	500	180				
Divisional Manager's Club	150	250	250	250	250	274				
Branch Manager's Club	100	150	150	150	150	250				
Distinguished Agents Club	100	100	100	100	100	75				
TOTAL (A)										

(B) Club Member Stationery for the Membership Year 2017-18

Club	Visiting Card	Envelopes		Letter Heads		No. of Sets	Rate per Set Rs.	GST	Total Rate per Set Rs.	Total cost for all sets (Rs.)
	9.2x5.4cm	9"x4"	6"x3.5"	210x297mm	145x227mm					
	Sinar Art Card 330GSM	80GSM Ballarpur	80GSM Ballarpur	105GSM Executive Bond	105GSM Executive Bond					
Corporate Club	1000	500	1000	500	1000	3				
Galaxy Club	500	250	750	250	750	6				
Chairman's Club	250	250	750	250	750	222				
Zonal Manager's Club	200	250	500	250	500	179				
Divisional Manager's Club	150	250	250	250	250	291				
Branch Manager's Club	100	150	150	150	150	229				
Distinguished Agents Club	100	100	100	100	100	85				
TOTAL(B)										

(C) Club Member Stationery for the Membership Year 2018-19:

Club	Visiting Card	Envelopes		Letter Heads		No. of Sets	Rate per Set Rs.	GST	Total Rate per Set Rs.	Total cost for all sets (Rs.)
	9.2x5.4cm	9"x4"	6"x3.5"	210x297mm	145x227mm					
	Sinar Art Card 330GSM	80GSM Ballarpur	80GSM Ballarpur	105GSM Executive Bond	105GSM Executive Bond					
Corporate Club	1000	500	1000	500	1000	4				
Galaxy Club	500	250	750	250	750	4				
Chairman's Club	250	250	750	250	750	223				
Zonal Manager's Club	200	250	500	250	500	184				
Divisional Manager's Club	150	250	250	250	250	305				
Branch Manager's Club	100	150	150	150	150	230				
Distinguished Agents Club	100	100	100	100	100	85				
TOTAL (C)										

TOTAL TENDER COST:

GRAND TOTAL OF (A) + (B) + (C)	= Rs.
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Grand Total in Words (Rupees.....Only).

Please mention PAN No..... and GST No.....

NOTE:

1. Rate should be inclusive of basic price, transportation, packing, loading and unloading charges, etc.
2. No extra charge will be paid over the rate mentioned above.
3. Quantity may increase or decrease.
4. Instructions and conditions (Annexure-A) will also be part of the Tender.
5. Paper quality, size, printing process, type font, design, color, use of logo and emblem, printing side of the printed materials (visiting cards, envelopes and letter head) are as mentioned in the Tender Notice and as per Corporate Identity Program 2006-5.
6. Price quoted should be valid for One Year from the date of acceptance of the tender and items to be supplied within 60 days of Work Order.
7. The Lowest Bidder will be decided on the basis of Total Cost of all the above Tables i.e. (A)+(B)+(C).
8. No cutting or overwriting will be accepted. In case of any cutting or overwriting in Financial Bid, the figures written in words will be considered.

I have read all the terms and conditions of the Tender and agree to them.

Signature of Vendor with Seal

Date:

Place: