

## Terms & Conditions

1. The tender shall be approved to each club separately for Six category (Corporate/Galaxy Club, CM, ZM, DM, BM, DC,) Quoting the lowest rates.
2. The vendor has to collect the list of Club Member agents with their address, recent mobile/phone no. and Other relevant information from the concerned branch office and supply the printed stationery to the concerned branch office within two months from the date of receipt of the order, after getting all the proofs checked by the Branches.
3. No deviation from CIP norms such as size quality, colour of printing on any count will be accepted and in case of deviation, action against from including forfeiting of security money and action of black listing will be taken and payment will also not made.
4. The vendor has to deposit Rs. 500/- as tender fee either by Draft with tender or deposit cash at our counter. The firm will have to deposit Rs. 22000/- as EMD and for this the firm has to send a draft of Rs. 22000/- in favour of LIC of India, Payable at Faizabad with the tender, in case of failure of the above, tender will be not considered. If the tender of the firm is approved for order, the firm has to deposit 10% of the cost of the tender/order as security money, as calculated by the dept.
5. The order is to be completed within 60(Sixty) days from the date of receipt of order. In case of delay, the penalty will be imposed as under :-  
If the delay is upto one month 2.5% of the cost of that Branch  
And for every subsequent month or part thereof 5% of the cost of that Branch
6. All the rules and regulation of Corporation are to be complied with.
7. The Competent Authority can reject the tender without assignment any reason.
8. All the expenses incurred in taking the details, checking of proof and delivery of stationery to branch offices will be borne by the vendor.
9. Guidelines of Corporate Identity Programme Chapter I and Chapter V should be strictly followed for more details please contact to Manager (Sales), LIC of India, Divisional Office, Faizabad Phone No. 05278- 244268.
10. The instructions of payment shall be issued by Divisional Office to the Branches after checking the Quality and Quantity of the supplied stationery (from the sample of the Branches received to us). Payment will be made by the Branches after Tax deduction as per rules.
11. The vendor has to submit A Monthly Report of the progress of the work to us at the end of First and second month from the date of receipt of the order.

12. Vendor has to submit the Certificate regarding handing over of the final stationery to the Branches to us, duly received by the Branch Official with Name seal and date of receipt of final stationery .
13. The tender must reach latest by 19.03.2018 upto 3.00 PM in sealed envelope written on the left corner "Tender For Club Stationery M.y. 2017-18 at the following address :-

Chairman Stores Committee  
OS Department.  
LIC of India  
"Jeevan Prakash"  
Divisional Office,  
Ayodhya Road, Beniganj  
**Faizabad**

Yours faithfully



Manager (Sales)

I/We agree with all the above terms & condition.

Signature and seal of the firm for the consent of above mentioned terms and conditions.

Signature of Tenderer.