



LIC of India, Divisional Office, Ayodhya Road, Beniganj Faizabad-224001
Tel.:05278-244260

M/S.....

Date: 30.01.2020

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RE: Tender for Club Stationery of Agents for MY-2018-19

The sealed tender is invited under two-bid system for printing of **Club Stationery of Agents for MY-2018-19** as per Part V of Corporate identity program enclosed in accordance with the following terms & conditions:

As Two-Bid System is to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

i. Envelop 1:

The envelop should be super-scribed as **Technical bid for Club Stationery of Agents for MY-2018-19**

Firm's name and address should be written below the superscription.

This envelope should contain **Annexure-A (Technical Bid Form)** along with **specimen copy of all type of papers to be used (Sinar Art Cards- 330 GSM, Executive Bond-105 GSM, Ballarpur - 80 GSM, Colour - White Minimum Size of sample papers should be 20 x 20 cm) & Demand Draft of Tender fee(if not deposited in cash) & Demand Drafts of EMD (In the favour of LIC of India).**

The envelop should be sealed properly with sealing wax.

ii. Envelop 2:

The envelop should be super-scribed as **Financial bid for Club Stationery of Agents for MY-2018-19**

Firm's name and address should be written below the superscription.

This envelope should contain **Annexure B (Financial Bid Form) & Annexure C (Terms & Conditions)** duly filled & rates quoted.

The envelop should be sealed properly with sealing wax.

iii. Envelop 3:

The envelop should be super-scribed as **"Please place in Tender Box-To be opened by Tender Opening Committee- Tender for Club Stationery of Agents for MY-2018-19 (last date -24.02.2020 at 03:00 PM)**

Firm's name and address should be written on the superscription.

Both the envelopes (Technical Bid Envelop 1 and Financial Bid envelopes 2) prepared as above, are to be put into this envelop.

The cover should be sealed properly with sealing wax

Enclosure :

1. Annexure A-Technical Bid Form
2. Annexure B- Financial Bid Form
3. Annexure C-Terms & Conditions
4. Corporate Identity Program Part V

Sr. Divisional Manager