



LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, "JEEVAN PRAKASH", PB NO.21, BUDDHA VIHAR VYAVASAYIK YOJNA,
TARAMANDAL ROAD, GORAKHPUR-273016, TELL-0551-2230314, email os.gorakhpur@licindia.com

NOTICE OF TENDER (Annual Rate Contract)

FOR SUPPLY OF PRE-PRINTED POLICY BOND STATIONERY

The sealed tender is invited for rate contract under two bid system for the purchase of Pre printed Policy Bond Stationery as per enclosed Annexure – A, A-1, B, & C. Tender activities are as under---

- 1- **Tender Date** - OS/Sty/Tender No-02/2017-18 Dated /09.05.2017
- 2- **EMD**- 37000 /-(Thirty Six Thousand only) (refundable) by way of Demand Draft/Banker's cheque drawn on any scheduled . Bank payable at Gorakhpur or by Cash deposit on our cash counter.
- 3- **Tender Fee** - 100/- (One Hundred only) (non-refundable) by way of Demand Draft/ Banker's cheque payable at Gorakhpur
- 4- **Address for submission of bid-**

**The Chairman(Store Committee),
Life Insurance Corporation of India,**

**DIVISIONAL OFFICE, "JEEVAN PRAKASH", PB NO.21, BUDDHA VIHAR VYAVASAYIK YOJNA,
TARAMANDAL ROAD, GORAKHPUR-273016, TELL-0551-2230314, email os.gorakhpur@licindia.com**

5. Submission of Bids Date And Time-

Bidders fulfilling the complete information of the Technical Bid along with details of EMD and Financial Bid for printing and supply of Pre-Printed Policy Bond Stationary in the separate sealed, two covers, super scribed as " Technical Bid" (as per **ANNEXURE- A , A-1 & B + DD/Banker cheques for EMD and tender fee** And "Financial Bid"(as per **ANNEXURE-C**)

The above two envelopes must be put together in a large sealed cover super scribed as "**Tender for printing and supply of Pre-Printed Policy Bond Stationery**" with tender ref:OS/Sty/tender No.-02/2017-18., should submit on or before 29.05.2017 by 15.00 hrs.

6. Technical Bid Opening Date / Venue-

The sealed covers having Technical Bids will be opened by the Tender opening committee on 29.05.2017 at 16.00 hrs or next day , in the presence of bidders or one of the their representatives (with valid identity card and authorization letter) who wishes to attend. Venue address as mentioned above at S.NO. 4.

7. Financial Bid-

The Financial Bid of only Technically qualified bidders, will be opened Separately.

8. Contact Details - MANAGER(E&OS) Telephone No.0551-2230314, Email-os.gorakhpur@licindia.com.

9. Official Website- (URL)[http:// www.licindia.in /tender notice](http://www.licindia.in/tender%20notice)

The Tender Document can be downloaded from LIC website [http:// www.licindia.in](http://www.licindia.in) (tender notice). In case there is any change in the schedule, the same will be displayed on the same web site.

ELIGIBILITY CRITERIA FOR BIDDERS

1. The firm supplier should be in the profession for at least 3 years (**copy of proof must be enclosed**)
2. The firm /supplier should be on the approved panel of at least 3 reputed firms.
3. The firm/supplier should have registration with state and local authorities for undertaking the profession (copies of proof to be enclosed)
4. Minimum annual turnover of the company should be Rs. 25 lacs and above during last three years and experience of having executed an order of one PSU/Govt. client worth Rs. 10 Lacs and above for any one of the last three years.
5. Certificate of satisfactory completion of work/supply issued by concerned Department/ authority/ reputed firm must be attached as proof.
6. **The Printer should have his own printing press with all required machines which will be required for the required/ mentioned work.**
7. The firm/suppliers who have been black listed/removed earlier by any office of LIC of India should not apply.
8. The company should have a valid PAN Card No. issued by Income Tax Department.(copy enclose)
9. Copy of VAT/TIN Registration no.(Copy must enclose)
10. Income tax return of last 3 years (copy must enclose)
11. Certificate of Shop & Establishment Act / Factory Act (copy must be enclosed)
12. Undertaking duly notarized has to be executed on a Stamp Paper of Rs. 250/-

Declaration

I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the Information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all losses caused to LIC of India in the process. I/we agree that the decision of the Corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief. I/we have no objection if inspection of my/our premises/workshop, shop etc. is done by the Official of the Corporation including inspection of the quality of any or all items of the tender.

Place

Date

Signature

With seal of firm/company



ANNEXURE – A

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, “JEEVAN PRAKASH”, PB NO.21,BUDDHA VIHAR VYAVASAYIK YOJNA,
TARAMANDAL ROAD,GORAKHPUR-273016,TELL-0551-2230314,email os.gorakhpur@licindia.com

APPLICATION FORM - TECHNICAL BID

Sl.N o	Particulars of the Firm/Business Details	To be filled by vendor/suppliers Printers/service providers etc.
01	Name of Firm	
02	Nature of ownership	
03	Name of the proprietor/partners/directors	
04	Name of representatives who Would be calling on us and Attending to our jobs.	
05	Correspondence address of the Firm/Company	
06	Office Telephone no. Fax no. Mobile no. e-mail-address	
07	Date of Establishment of Firm In present name ----- If name change, earlier Name And Address of the Firm	
08	Nature of business (copy of Registration Cert.under Shop & Establishment Act is required)	
09	Name of the bankers with address & telephone no. A/C No. IFSC Code-	
10	Latest Income Tax assessed yr.and the amount of tax assessed-	
11	Last tax assessment /balance Sheet duly certified by CA(Copies of last 03 years, IT Return, Balance Sheets & Revenue A/c to be enclosed)	
12	VAT NO. (Pl.enclose photocopy of registration)	

13	PAN NO. Pl.enclose photocopy of PAN	
14	Firm registration no.	
15	Are you agreeable to make deliveries to Corporation's Office within & out of Gorakhpur When directed?	
16	Are you agreeable to enter into Rate contract of Running Contract with us?	
17	Details of empanelment with Other institutions. Turnover for the last three financial Years' (Pl.enclose photocopy of Proof 2015-16..... 2014-15 2013-14..... Details of stationery supplied to any office of LIC of India and /or prestigious P.S.U.(Central), (Please enclose photocopy of certificate)	
18	Name and address & telephone no. of your most valued clients (min. 2)	1- 2-
19	Have you ever been blacklisted by LIC of India or PSU/BFSI Organization/Govt./Semi Govt./Quasi Govt. Departments in India as on or before date of submission of Bid	
20	Mention any other specialities of your Establishment.	
21	Is the Firm registered under the Factory Act,1948? If so,state a)Licence Number: b)Date of Last renewal of Licence (Copy of licence to be enclosed) c)ESIS No.,If any (enclose copy) d)EPF Registration No., If any(enclose copy)	
22	Whether registered under the Central Sales Tax Rules,mention CST No..... (enclose copy)	

23	Is the Firm registered for Micro & Small Enterprises (MSE) with Director of Industries/District Industries Center as manufacturing/service enterprises or registered with National Small Industries Corporation(NSIC) under Single point vendor registration Scheme. If so, enclose copy.	
24	Is the Firm owned by SC/ST entrepreneurs? If so enclose copy.	

Please type this form or fill it legibly in ink .Use separate sheet, if space provide is Insufficient.

I/We..... request the Life Insurance Corporation of India, Div. Office ,Gorakhpur to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS AND DUTIES of Supplier and assure to render the services to the fullest satisfaction of The Corporation.

This day of 2017 at

Signature

With office seal

Details of Existing Clients: -- (at least two)

Annexure – B

(Separate page must be submitted for each client)

Name of Company	Address of the Company	Name of the contact person & Designation	Landline No. Mobile No. E-mail ID
Details of services provided in last 2 years to the above mentioned company (Ref. no., date of work order etc.with photocopies of the same)			

Place

Date

Signature

With seal of firm/company

INSTRUCTIONS TO BIDDERS

The Bidders are advised to follow the following instructions:--

As two bid system is to be followed, three envelopes sealed properly with sealing wax and super scribed as

“Tender for Pre Printed Policy bond Stationery” (2017-18) with Firm's name and address written on the envelope should be used for submission of tender as detailed below:-

Envelope No. 1:-- Technical Bid (Annexure – A, &

B duly completed and signed + DD/Banker's Cheque for tender fee & EMD) super scribed 'Technical Bid'.

(Annexure –

B' should be supported with the specimen copies of the sample papers which the firm intends to supply as per our specifications. Sample must be submitted for each item properly signed & sealed with technical bid.

Envelope No. 2:--

Financial Bid (Annexure **C** List of items completed and signed) super scribed as'Financial Bid'.

Envelope No. 3 --

Envelope No. 1 and 2, are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as“Tender for Pre Printed Policy Bond Stationery” (2017-18)
The name of firm should be mentioned on the envelope.

The sealed tender envelope should reach us on or before 29.05.2017 by 15:00 hrs. Addressed to

Chairman, (Store Committee)

Life Insurance Corporation of India,

**DIVISIONAL OFFICE, “JEEVAN PRAKASH”, PB NO.21,BUDDHA VIHAR VYAVASAYIK YOJNA,
TARAMANDAL ROAD,GORAKHPUR-273016,TELL-0551-2230314,email os.gorakhpur@licindia.com**

The tender received after the stipulated time and date will not be entertained.

Terms and conditions of the Tender

1. The Tenders should be sent in sealed envelopes so as to reach this office on or before 29.05.2017 by 15.00 PM.. Tenders addressed to **The Chairman, Store Committee, c/o LIC of India, Divisional Office O.S depts, PBNo.21, Buddha Vihar Vyavasayik Yojna, Taramandal road Gorakhpur**

Tenders will not be accepted after the due date and time..

2. The quotation should accompany a DD. of Rs.37000/- drawn in favour of LIC Of India payable at Gorakhpur as EMD and a DD of Rs.100/- as tender fee. Without EMD and tender fee, tender will not be considered. Successful bidders with whole order value above Rs.10 lac shall be placed, shall have to deposit 10% of order value as security deposit in shape of DD. The EMD and SD amount shall not carry any interest, or in case of breach of condition or the quality/quantity of the Store supplied both the amount shall be forfeited. **For claiming exemption of EMD and SD the firm has to send a copy of NSIC registration of the firm under single point scheme.**

3. Brand and other specification as mentioned in the Annexure C' must be strictly adhered to. Quotation of any other brand/quality should not be sent. **All stationery should be serially marked.**

4. The rates to be quoted in Annexure – C shall be on F.O.R. basis for Gorakhpur and should be inclusive of all taxes, expenses carriage & freight till it is delivered to us in our stores in D.O. premises and **the rate shall remain valid for a period of one year from the date of acceptance of your offer.**

5. Technical Bids will be opened on 29.05.2017 at 16.00 hrs. You or your representative may attend meeting with prior intimation.

6. Out of total ordered quantity, you should supply according to our demands from time to time. **Part order shall be placed for bulk quantities during the period of contract.**

7. No alteration in quality of the items indented or the enhancement of rate of article shall be accepted by the corporation during the period of contract/execution, unless previously ratified by the corporation. Material should be supplied within 30 days from the date of order /or specified in Order or else,

delay will attract a fine of 1% of Bill value per week, max 5% .Proof reading must be complete

within 10 days In case failure by the firm to deliver the goods within stipulated (including delay) period The Corporation shall be at liberty to purchase the material from any other firm and the firm at default shall make good of any loss or damage that the corporation may suffer thereby.

9. Formalities to obtain Form 38/39 related to Sales Tax (if necessary), should be done by supplier firm.

10. If, after material is delivered, it is discovered that the material is not as per our specification, such supply shall be rejected or necessary penalty as deemed fit shall be imposed on the firm by competent authority.

11. **No part/advance payment shall be ordinarily allowed .Payment shall be made on execution of the full order subject to deduction of Taxes/duties as prevailing Act/Rules.**

12. We have the right to accept or cancel the tender partially or fully without any prior information. Our decision would be final. All disputes in this concern shall lie under the jurisdiction of Gorakhpur only.

13. The Policy Bond supplied by you , can be sent to Central Pulp and Paper Research Centre , Saharanpur for paper quality checking.

For sample/specimen of paper/ for other details & clarifications, please contact with office during office hour.

Thanking you

Yours truly,

Manager (E & OS)

FINANCIAL BID

Annexure - C

1- List OF TENDER ITEMS OF PRE PRINTED POLICY BOND STATIONERY

ITEM NO.	Particulars of items	print color	GSM	Paper Brand	expected requirement in TH/000	Rate/000 including all taxes
01	POLICY BOND STATIONERY 15.12.2 WITH INTERLEAVED GOOD QUALITY OF CORBAN	FRONT MULTI COLOR & BACK TWO COLOR	106/70	POL BOND MAIN COPY 'A' GRADE CENTURY PORCHMENT& OFFICE COPY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
2-A	POLICY BOND STATIONERY 15X12X2 WITH INTERLEAVED GOOD QUALITY OF CORBAN	FRONT MULTICOLOUR & BACK TWO COLOR	106/70	POL BOND MAIN COPY 'A' GRADE CENTURY PORCHMENT & OFFICE COPY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
2-B	ANNEXURE 15X12X2 WITHOUT CORBAN & WITHOUT PERFORATION EACH	BOTH SIDE TWO COLOR	BOTH 70/70	ONLY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
	RATE FOR 2A+2B (TOTAL 4 LEAVES 2+2)				3	
					5	
					10	
					20	
					30	
					50 & Above	
	RATE FOR 2A + EXTRA COPY OF 28 (2 ANNEXURES')=(TOTAL 2+2+2=6 LEAVES)				3	
					5	
					10	
					20	
					30	
					50 & Above	
3-A	POLICY BOND STATIONERY 15X12X2 WITH INTERLEAVED GOOD QUALITY OF CORBAN	FRONT MULTI COLOR & BACK MULTI COLOR	106/70	POL.BOND MAIN COPY 'A' GRADE CENTURY PORCHMENT & OFFICE COPY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	

3-B	ANNEXURE' 15X12X2 WITHOUT CORBAN & WITHOUT PERFORATION EACH	BOTH SIDE TWO COLOR	BOTH 70/70	ONLY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
	RATE FOR 3A + 3B TOTAL 4 LEAVES (2+2)				3	
					5	
					10	
					20	
					30	
					50 & Above	
	RATE FOR 3A + EXTRA COPY OF 3B (2 ANNEXURES')= TOTAL 2+2+2 =6 LEAVES				3	
					5	
					10	
					20	
					30	
					50 & Above	
4-A	POLICY BOND STATIONERY 15X12X2 WITH INTERLEAVED GOOD QUALITY OF CORBAN	FRONT MULTI COLOR & BACK MULTI COLOR	106/70	POL.BOND MAIN COPY 'A' GRADE CENTURY PORCHMENT & OFFICE COPY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
4B	ANNEXURE' 15X12X2 WITHOUT CORBAN & WITHOUT PERFORATION EACH	BOTH SIDE SINGLE COLOR	BOTH 70/70	ONLY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
	RATE FOR 4A + 4 B = TOTAL 4 LEAVES (2+2)				3	
					5	
					10	
					20	
					30	
					50 & Above	
	RATE FOR 4A + EXTRA COPY OF 4 B (2 ANNEXURES')= TOTAL 2+2+2= 6 LEAVES				3	
					5	
					10	
					20	
					30	
					50 & Above	
5-A	POLICY BOND STATIONERY 15X12X2 WITH INTERLEAVED GOOD QUALITY OF CORBAN	FRONT MULTI COLOR & BACK TWO COLOR	106/70	POL. BOND MAIN COPY 'A' GRADE CENTURY PORCHMENT & OFFICE COPY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
	ANNEXURE'		BOTH	ONLY 'A' GRADE	3	

	15X12X2 WITHOUT CORBAN & WITHOUT PERFORATION EACH	COLOR	70/70	CENTURY MAPLITHO	5	
					10	
					20	
					30	
					50 & Above	
	RATE FOR 5A + 5B = TOTAL 4 LEAVES (2+2)				3	
					5	
					10	
					20	
					30	
					50 & Above	
	RATE FOR 5 A + EXTRA COPY OF 5 B (2 ANNEXURES')= TOTAL 2+2+2 = 6 LEAVES				3	
					5	
					10	
					20	
					30	
					50 & Above	
6 – A	POLICY BOND STATIONERY 15X12X2 WITH INTERLEAVED GOOD QUALITY OF CORBON	FRONT MULTI COLOR & BACK TWO COLOR	106/70	POL. BOND MAIN COPY 'A' GRADE CENTURY PORCHMENT & OFFICE COPY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
6 – B	ANNEXURE' 15X12X2 WITHOUT CORBAN & WITH PERFORATION EACH	BOTH SIDE TWO COLOR	BOTH 70/70	ONLY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
6 – C	ANNEXURE' 7.5X12X2 WITHOUT CORBAN & WITHOUT PERFORATION EACH	BOTH SIDE TWO COLOR	BOTH 70/70	ONLY 'A' GRADE CENTURY MAPLITHO	3	
					5	
					10	
					20	
					30	
					50 & Above	
	RATE FOR TOTAL 6A + 6B + 6C (6 LEAVES) 2+2+2				3	
					5	
					10	
					20	
					30	
					50 & Above	

Note- 1- **Rate should be filled for policy bond & annexures separately and for total(both).**

2- TO AVOID BEAR AND TEAR AND FOR SMOOTH HANDLING –

SUPPLY OF POL.BOND AND ITS ANNEXURES SHOULD BE IN BUNCH OF SAME QUANTITY, NEATLY WRAPPED IN GOOD QUALITY OF POLYTHENE AND ARRANGED IN CARDBORD CARTONS IN CONVENIENT SIZE FOR CARRYING AND TRASPORTATION.

I/WE AGREE WITH TERMS & CONDITION MENTIONED AS ABOVE AND ALSO GIVEN IN TENDER .

SEAL AND SIGNATURE OF AUTHORISED PERSON/FIRM