कार्यालय सेवा विभाग, केंद्रिय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, पो. बा.न. 19953, मुम्बई- 400 021.
Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai- 400 021.
दुरभाष Tel.: 22810689, 22028486 फैक्स/ Fax: 22045607

Ref: OS / B / D&C – 2016 Date: 30.05.2015

Enquiry Details: **Tender No. Stores / CC / 7 / 05 / 2015**
Supply of Internal Plain Calendars – 2016

The Life Insurance Corporation of India is inviting bids from well established and reputable Printers located in India for printing of its Internal Plain Calendars for the year 2016 under two bid systems.

Procedure for submitting tender:
The tender should be submitted in two parts viz. Part I (Technical Bid) and Part II (Financial Bid) in two separate covers which are to be sealed and put together in a master envelope superscribed with the words **" Tender for supply of Internal Plain Calendars-2016 Tender No. Stores / CC / 7/ 05 / 2015**

Part –I

TECHNICAL BID

The bidder shall furnish the following documents duly signed by the bidder/it's authorized signatory apart from acceptable proof of satisfying the prequalification criteria (see Annexure II).

a) Bidder/Firm/company profile specifying Annual Turnover during last 3 years (Audited balance sheet for last 3 years shall be submitted)

b) Details of Similar jobs executed in the past 3 years along with the quantum and value of the job and names and addresses of the clients for whom the jobs were executed (please submit copies of purchase orders).

c) Copies of satisfactory work completion certificates from the above clients (If available, not compulsory)

d) Paper to be used for printing of the items for which rates are quoted. (alongwith samples, give the details of the paper sample) as per quality of paper mentioned in the inquiry.

e) Demand draft of Rs. 25,000/- (Rupees Twenty five Thousand only) drawn in favour of LIC of India, payable in Mumbai, on any scheduled bank towards Earnest Money Deposit (EMD). It may be noted that the EMD shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded only after finalization of the tender or within 90 days from the date of opening Technical Bid, which ever is earlier. **Tender without EMD will not be considered and shall be rejected.**

f) If your firm is registered with District Industries Centre or registered with National Small Industries Corporation, or registered as micro or small unit, you are required to submit necessary valid document to claim the applicable exemption from payment of Tender fee and Earnest Money Deposit.

g) Sample copies of latest Calendars printed by the bidder should be submitted. Supporting order copy should also be enclosed as proof. Please note, applications without sample of Calendar and supporting order copy will be rejected.

h) Local Sales Tax Registration number, PAN No. and E.C. C. No.

i) Declaration on letterhead of the bidder that it has never been involved in any illegal activity of financial frauds.

j) Declaration on letterhead of the bidder that they have not been Black Listed by any of the offices of LIC of India.

k) Signed copy of the terms and conditions stipulated in the tender document **(Annexure-I)** alongwith the tender document.

l) All the pages of the Tender duly signed alongwith the letter of the bidder on his letter head applying for the tender.

m) Undertaking to the effect that in case the bidder withdraws bid/fails to accept/execute the work order for any reason, EMD will be forfeited/ Corporation reserves the right to invoke the Bank Guarantee and deduct necessary amount as decided by the Corporation, as penalty. In that event LIC may decide to delete/debar/blacklist the concerned bidder and the decision will be final and binding on all concerned.

n) Undertaking by the bidder in the enclosed format. (Annexure IV)

o) It may be noted that tenders/bids not accompanied by any one of the above documents or satisfactory explanation thereof shall be liable for rejection forthwith.

p) Technical Bid shall not contain any Financial Bid.

q) Documents mentioned above from (a) to (m) may be submitted in serial order.

Part - II

Financial Bid

Financial bid shall be furnished separately as per the format given in **Annexure C**. The financial bid will be opened subsequently after short-listing the successful bidders based on technical bids and subject to the following conditions.

i) Bidders shall satisfy pre-qualification conditions (Annexure II) to qualify in the Technical Bid.

ii) LIC of India reserves right to call for further information or any missing information from any of the bidder/s. Corporation also reserves the right to decide on the omission of the participating bidders on the basis of Technical qualifications, without giving explanation to any one of the participants or any other parties and also exclude them on the basis so decided by the Corporation to participate in the financial bid.

iii) On opening of the financial bid, LIC of India will conduct Reverse Auction Event through service provider.L1 Rate quoted for total quantity to be supplied, will be a base price. The bidders, whose financial Bids are opened will be eligible to participate in the reverse auction. The date of the reverse auction alongwith the terms and conditions of the reverse auction will be intimated to the eligible bidders subsequently. While conducting reverse auction for any zone after fixing the base price, if there are no further bids, the Bidder who has submitted the lowest financial bid whose rate is placed as a base price, that bidder is liable to execute the order for that particular zone.

iv) The Corporation does not bind itself to accept the lowest or any tender and reserves the right to reject any tender without assigning any reason whatsoever. The Corporation also reserves the right to cancel the tender/Reverse Auction without assigning any reason. The decision of the Corporation in this regard shall be final, conclusive and binding on the bidders.

v) **RATES (to be quoted both in figures & words) :** The bidder is required to quote **Per Internal Plain Calendar rate.** The rate so quoted should include total cost of finished product. It should also include per Internal Plain Calendar cost of transportation for the delivery at 8 zone centres and packing and forwarding charges. The rate should be inclusive of all Taxes, Cess, Duties (i.e. Central /State, Local Taxes, VAT, CST, Excise, Entry Tax, Octroi, Service Tax etc.) and transit insurance. **No separate/additional payment other than the above quoted rate will be made by us.**

vi) The bidder is required to quote single rate as mentioned above. The bidder interested in submitting the rates will have to necessarily quote for the entire quantity to be supplied to 8 zone centres,.

vii) Single rate so quoted will be applicable for delivery of Internal Plain Calendar to the designated 8 zone centres. i.e. the Bidder should quote one single rate and this rate will hold good for delivery of the finished product to all the zone centres.(as per Annexure 'A' enclosed).

viii) Interested bidder should quote for total quantity.

ix) Allotment of printing job will be done on the basis of the results of the reverse auction event. Corporation reserves the right to allot the job at L1 rate or other than L1.

x) In case after the Reverse Auction, competitive rates are not arrived at, LIC shall reserve the right to hold the Reverse Auction event on subsequent day.

xi) After placing final order for printing, Bidder will be required to arrange for Transit Insurance while arranging for transportation of Internal Plain Calendar. The cost of the insurance should be included in the rates quoted as mentioned above. No separate payment will be released by the Corporation.

xii) Validity of the Rates: The rates quoted should be valid till the completion of delivery of all the ordered quantity to our consignee offices.

INSTRUCTIONS FOR TENDERING

i) Before submitting the Tender, the bidders are required to examine carefully the Tender Documents, Terms & Conditions of Assignment and Specifications. In case there appears to be any ambiguity, the same should be discussed in pre-bid meeting.

ii) The Tenderer/bidder shall complete the annexed forms of the Tender documents called for therein and shall sign with date all the documents. The Tenderer/bidder or its authorized signatory shall sign on all the pages of Tender document.

iii) The Tenderer/bidder shall indicate the name, designation and address with telephone number/fax number, etc., so as to enable the Corporation to serve the notice regarding the tender.

iv) The tenderer/bidder shall submit the documentary proof for qualifying requirements in the same order as mentioned in the Tender Document. Irrelevant documents or documents which are not required in the Tender should not be submitted.

v) The Corporation is not bound to accept the lowest Tender and has the right to reject any Tender without assigning any reason or whatsoever or select any bidder who meets the printing requirement. In such circumstances, the Corporation shall reserve the right to re-issue the Tender, if required while the tenderer/bidder shall not have a right to object to such re-issue. Further Corporation reserves the right to issue any corrigendum in respect of the above Tender.

vi) The Corporation reserves the right to extend the validity period of the Tender to a date as may be convenient to it.

vii) The Corporation reserves the right to seek clarification/additional documents, if required.

The rates to be quoted are on total cost basis inclusive of all Taxes, Cess, Duties (i.e. Central /State, Local Taxes, VAT, CST, Excise, Entry Tax, Octroi, Service Tax etc.) and transit insurance. The Internal Plain Calendars are to be supplied to 8 zone centres mentioned in the Annexure ‘A’ across the country. The cost of transportation is also to be added in the quote considering the delivery at our Zone centres.

In case of Reverse Auction to be conducted for Internal Plain Calendars, the Bidder should be agreeable to participate in the Reverse Auction Event, conducted by LIC through service provider. In that case, the Bidder will be required to obtain Digital Signature. The Bidder can arrange for the Digital Signature either from the Service Provider arranged by the Corporation or can avail the service from outside.

Tenders placed on LIC of India’s web site for printing and delivery of Internal Plain Calendars for the year 2016, as specified under, subject to the Terms and Conditions attached, forming part of the tender.

TITLE : INTERNAL PLAIN CALENDARS

QUANTITY : 55,865 Calendars meant for Zonal centres as under :-

ZONE CENTRE	**QUANTITY**
Bhopal –	**4,158**
Kanpur –	**6,822**
Kolkata –	**5,864**
Patna –	**4,385**
Delhi –	**8,254**
Chennai –	**7,297**
Hyderabad –	**8,128**
Mumbai -	**10,957**

**** For ZO-wise quantity, please refer enclosed Annexure ‘A’**

Specifications of the Internal Plain Calendar

SIZE OF THE INTERNAL PLAIN CALENDAR	34.29 cms. X 43.18 cms
NO. OF PAGES	6 sheeted (Back to Back) 12 pages printing
QUALITY	Art Paper
SHADE	White High Bright
SUBSTANCE	210 (+/-2.5%) GSM
BRIGHTNESS	88% (minimum)
OPACITY	95% (minimum)
PRINTING	FOUR (4) Colour
SPIRAL BINDING	2 mm Thickness, 34.29 cms length (Black/White)
HANGER	2 mm Thickness, 34.29 cms length (Black/White)
Supporting Gray Board	300 GSM of size 34.29 cm x 8.0 cm (vertical)

BINDING (Internal Plain Calendars) :

All pages to be bound at the top by Spiral Binding with Spiral and Hanger (Black / white powder quoted) of 2 mm thickness including the hook for suspension. The length of the Hanger should be **34.29 cms.** The length of the Grey Board should be **34.29 cms.**

It will be the bidder's responsibility to ensure that the binding is strictly as per the instructions given here.

PRINTING PROCESS:
Offset printing in four colour on twelve pages (back to back on 6 sheets)

Bidders to ensure that printing is as per the Dummy Calendar approved by CC Department.

BUNDLING & PACKING :

50 Calendars in each packet should be wrapped in **polythene sheet** in the first instance and again wrapped with good quality water proof paper. Paste or glue should not be used, but BOPP Tape should be used for holding the calendars in position. This is to avoid contact with water. **In no case the Calendars should be tied with Wire or Plastic / Cotton string. Two such bundles** of 50 Calendars should be packed in New Corrugated boxes of 7 (seven) ply thickness with tear strength not less than 20. Each such box should be properly nylon stripped and covered with water-proof gunny cloth. **Care should be taken to ensure that bundles of Calendars are kept in flat position.** The corrugated boxes and packing should be approved by our nominated officials from Central Office / Zonal Office. **Same bundling and packing to be used both for local and outstation deliveries.**

It will be the Bidder's responsibility to ensure that packing is strictly as per the instructions given in the tender enquiry.

DESPATCH / DELIVERY :
1) The delivery of material should be given at the ground floor of the 8 Zone Centers' as mentioned in Annexure 'A'. Loading and unloading charges are to be borne by the bidder.

2) Calendars packed in 7-ply corrugated box as mentioned under "Bundling & Packing" should be delivered to the 8 Zones – Bhopal, Kanpur, Delhi, Kolkata, Patna, Chennai, Hyderabad and Mumbai (details given in Annexure 'A').

3) The delivery of Calendars should start on or before **01.10.2015** and the entire dispatches should be completed by **30.11.2015**. Liquidated damages for delay will be calculated as given in **Clause 12** of our terms and conditions. (Annexure I)

4) Door delivery to the Zone Centres must be effected in single lot with advance intimation in writing to them so that the offices can make arrangement for storage of Calendars. Bidder may obtain address and details of contact person for each Zone, from the concerned Zonal office.

5) Transportation of Calendars should be through reputed transporter only. Care should be taken to ensure that the truck is adequately covered so as to avoid the material getting damaged. Bidder should ensure that the truck is not overloaded and truck has not been changed en-route.

6) It will be the Bidder's responsibility to ensure that supply of Diaries to our Offices are made in time and in case of delay, the Bidder will be liable to pay liquidated damages as per **Clause 12**, as detailed below :-

1st week – 1% of the outstanding order value
2nd week – 2% of the outstanding order value
3rd week – 4% of the outstanding order value
4th week – 8% of the outstanding order value
5th week – 15% of the outstanding order value

In addition to above, LIC of India may also decide to debar / blacklist the concerned bidder for delayed supplies and the decision of the Corporation will be final and binding on all concerned. In case of delay of more than 5 weeks, LIC of India reserves the right to reject the delivery.

7) The bidder must arrange to obtain Entry permits, Road permits and Certificates that might be required, from the concerned local / other authorities for final delivery of Calendars and for this purpose should obtain necessary papers, etc. from L.I.C. of India. **Before delivery of the Calendars, the Bidder should give advance intimation to the Consignee Office so as to arrange for the required documents under VAT rules. Please note in case any consignment is confiscated due to lack of proper documents, the same will be viewed seriously.** The local office of LIC will lend necessary assistance and co-operation, however, delay arising in the final dispatches because of delay in obtaining such permits and certificates for whatsoever reasons will also attract liquidated damages under **Clause 12** of Terms and Conditions of the tender (Enclosed as Annexure I).

8) The bidder will be required to enclose two copies of Challan-list of contents of the box alongwith the Calendars at the time of transportation of Calendars. Format of the same will be provided at the time of placing order.

9) Any short supply or damages arising on delivery for whatsoever reasons should be made good forthwith without waiting for admission of claim by the insurer under the policy.

10) After completion of the order if intimation is received regarding short supplies / damaged supplies from the consignee offices, in such case recovery towards such short supplies / damaged supplies will be made from the payment due to the Bidders. **(Clause 13 of terms and conditions enclosed as Annexure I)**

MATTER :

a) Matter to be printed (with instructions for printing) will be sent to you by our Corporate Communication Department in the form of pdf file alongwith digital proof as below.
   Art Work: By 14.08.2015

   The Bidders will have to prepare positives at their cost.

b) Final approval will be given by CC Dept. within a weeks time on submission of proofs/dummy calendar.

c) Bidder should maintain adequate stock of paper required for printing of Internal Plain Calendars. After submission of quote and finalization of the tender, if there is rise in the paper cost, no rise in the rates will be given.

EXECUTION, COMPLETION/DELIVERY:

As soon as the pdf Files are received by you, you will be required to prepare the positives at your cost and the printed matter should be got approved from our CC department so that printing of approved portions and of complete forms can be started and completed. The final dummy should be got approved from our CC department in such a way that dispatches can commence by 01.10.2015. The entire job of printing followed by complete dispatches should be over by 30.11.2015. It will be the Bidder's responsibility to get the printed dummies approved from our CC Dept. within shortest possible time frame so that the TIME SCHEDULE mentioned above is strictly maintained. Non-approval of proofs due to short comings in expected print quality will not be accepted as an excuse for any subsequent delay.

The time frame as above shall be same for all the bidders irrespective of JOB SIZE in terms of quantity allotted on the basis of Reverse Auction.

EXCESS SUPPLY:
Care should be taken not to effect any excess supply and under no circumstances payment will be considered for excess supply unless specifically ordered by L.I.C. of India.

OTHER REQUIREMENTS:

a) It shall be the Bidder's responsibility to ensure that the printing order is executed as per our specifications in the order. Any failure on your part in adhering to our specifications and time-schedule leading to inferior quality of printing, binding, delay in dispatch etc. shall attract penalty for damages caused to the image and goodwill of the Corporation depending on the quantum of the inferior quality of product (as per Clause 14 of our terms and condition enclosed as Annexure I). In addition to that, in that event, LIC of India may decide to debar/ blacklist the concerned Bidder and our decision will be final and binding on all concerned.

b) Transportation of Calendars to be arranged immediately as and when sufficient lot of Calendars is ready for dispatch with advance intimation to the concerned Divisional office.

c) In any case, our printing and binding job should not be outsourced. If, after placing order, it is revealed that any of our job has been outsourced, it will be viewed very seriously and stern action like separate penalty and/or blacklisting of the firm will be initiated against the Bidder.

d) The Bidders are required to confirm that the provisions of Minimum Wages Act are being followed by them and that no Child Labour is being employed in their establishment. Further, it is required to confirm that all the Government Dues as per prevailing Acts and Laws are being paid regularly.

e) Conditional tender will be rejected at the discretion of the Corporation.

f) Offers, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, are liable to be rejected.

g) Offers with any conditions overriding our Terms and Conditions and also Tender enquiry are liable for rejection.

h) (i) The bidder will have to enclose a Demand Draft of **Rs. 25,000/-** (Rupees Twenty Five Thousand only) drawn on Scheduled Bank in favour of L.I.C. of India, payable at Mumbai, towards Earnest Money Deposit (EMD).

(ii) The bidder will have to enclose a Demand Draft of Rs. 500/- (Rupees Five Hundred only) drawn on Scheduled Bank in favour of L.I.C. of India, payable at Mumbai, towards Tender Fees.

(iii) Once the quotation is submitted, no bidder will be allowed to withdraw the quotation on any grounds. In case of unilateral withdrawal, the EMD of the bidder will be forfeited. In that case, in addition to forfeiture of EMD, LIC of India may also decide to debar the concerned bidder for 3 years and our decision will be final and binding on all concerned.

(iv) Earnest Money Deposit (EMD) will be forfeited in case the bidder refuses to execute the order at the quoted rates, if placed after qualifying in the bid. <u>In that event LIC may decide to debar / blacklist the concerned Bidder and the decision will be final and binding on all concerned.</u>

(v) EMD of the successful bidders will be refunded without any interest, on submission of the requisite Bank Guarantee.

(vi) EMD of the unsuccessful bidders would be refunded only after finalization of the tender or within 90 days from the date of opening Technical Bid, which ever is earlier.

(vii) In case of bidder backing out after placing the order and submission of Bank Guarantee, the Corporation reserves the right to invoke the Bank Guarantee and deduct necessary amount as decided by the Corporation, as penalty.

PAYMENTS:

On receipt of statements of particulars of dispatches and subject to recovery towards cost of Calendars short supplied and supplied in damaged condition, payment will be made by the concerned Zonal Office, as detailed below. Bidder to note that, all invoices and receipts for payment should be submitted to the concerned Zonal Office for settlement. All the payments will be made through NEFT / RTGS mode only. Further, the bidder should note that on Internal Plain Calendar, excise duty is applicable. The Bidder should issue the invoices accordingly.

a) On Completion of Dispatches of entire quantity of Internal Plain Calendars, 95% of the bill amount will be settled
b) . Further, the payments will be made on receipt of bill along with concerned L.R. / Challan copies and confirmation from the respective consignee offices having received Calendars as per the quantity according to your dispatch statements, in good condition.

c) On completion of the dispatches of total quantity as per our order and after confirmation of receipt of the Calendars in good condition as to the quality of printing and binding from respective consignee offices, balance 5% payment will be released by the concerned Zonal Office, as per the instructions received from Central Office.

Pre-Bid Meeting:

A pre-bid meeting of the interested bidders will be held on 10.06.2015 at 3.00 p.m. at the following address:

4th FLOOR CONFERENCE HALL
LIFE INSURANCE CORPORATION OF INDIA,
CENTRAL OFFICE, EAST WING,
YOGAKSHEMA, JEEVAN BIMA MARG,
MUMBAI – 400 021.

If felt necessary, LIC of India reserves the right to make amendments/changes in the tender. Those changes will be put on LIC's website, where the original tenders are kept.

Tenders in full conformity with the aforesaid Terms and Conditions attached hereto and forming part of the tender, should be submitted in two parts, Technical bid and Financial bid in two separate envelopes superscribed as Technical Bid and Financial Bid with tender No. Both these envelopes should be placed in One envelope superscribed as **"Tender for supply of Internal Plain Calendars – 2016 – Tender No. Stores / CC / 7/05/ 2015"** and addressed to:-

THE SECRETARY (O.S.),
LIFE INSURANCE CORPORATION OF INDIA,
CENTRAL OFFICE, 4TH FLOOR, WEST WING,
YOGAKSHEMA, JEEVAN BIMA MARG,
MUMBAI – 400 021.

Should be sent to the above address by 11.30 a.m. on or before 26.06.2015

It may be noted that the submission of the tender itself shall be construed as acceptance of all the Terms and Conditions of this tender by the bidder.

The tenders will be opened on 26.06.2015 at 12.00 noon at the above address. One representative of the bidder, if they so desire, may remain present on the stipulated date and time.

Please submit your quote in Annexure 'C' considering your maximum printing capacity that you will be able to undertake, taking into account the above mentioned time schedule for all printing jobs from date of final approval by our CC Department for starting and completing the dispatches, i.e. by 30th November, 2015. The bidders should submit their financial bid and if invited for Reverse Auction Event, should submit their bids for total quantity to be supplied to zone centres, considering their capacity.

Yours faithfully,

EXECUTIVE DIRECTOR (E&OS)

ANNEXURE I

TERMS AND CONDITIONS OF THE TENDER

1. The tender alongwith the sample of paper, sample of latest Calendar, Demand Drafts for EMD and Tender Fees should be sent to us, so as to reach us on or before the tender due date and time. The tender received after specified date and time, shall not be accepted.

2. Each page of the offer should be signed by the bidder. Also any correction to be duly signed by the bidder.

3. The description and specification of the item to be supplied, be noted carefully, and the offer should be strictly in accordance with the same.

4. Finished product should be as per our specifications only.

5. Conditional offer shall not be accepted.

6. No alterations either in quality or quantity of the items ordered or in the period of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the Corporation, in writing.

7. Please note that the offer should be kept open for minimum period of 90 days from the due date of opening of the tender.

8. The bidder should specify the full address of the Unit.

9. Bidder is required to submit final proof of Diary/Calendar for approval to Corporate Communication Department of LIC of India If it is found that the Press is unable to arrange for approval after submission of two consecutive proofs, or if, it is found that the Press is unable to carry out the instructions given, the order may be withdrawn by the Corporation, in which case, the Corporation shall not be liable for payment of damages or compensation but the bidder shall, in such an event, be liable to make good any extra charges, the Corporation may incur in getting the job done by another Press.

10. The bidder shall bear all costs associated with the preparation and submission of its bid including obtaining digital signature for participating in the Reverse Auction Event. No additional payment other than the rates quoted by the bidder will be made by the Corporation.

11. All deliveries must be made as per our instructions given in the Printing Order.

12. **Liquidated damages for delayed supplies** - If the bidder fails to comply with the provisions of the Clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion, it shall pay to the Corporation, liquidated damages at the following rates :-

1st week – 1% of the outstanding order value
2nd week – 2% of the outstanding order value
3rd week – 4% of the outstanding order value
4th week – 8% of the outstanding order value
5th week – 15% of the outstanding order value

In addition to above, LIC of India may also decide to debar/blacklist the concerned bidder for delayed supplies and the decision of the Corporation will be final and binding on all concerned. In case of delay of more than 5 weeks LIC of India reserves the right to reject the delivery.

13. **Recovery towards short supplies / damaged supplies** - In case of short supplies / damaged supplies, recovery towards such short supplies / damaged supplies will be made from the payment due to the bidders. Recovery will be calculated as per the quoted price of Diaries. In addition, the bidder shall also be liable to pay damages and compensation as decided by the Corporation for the loss of image and goodwill of LIC of India, as mentioned in Point No. 14 below.

14. **Penalty for deviation in the specifications** - If after the supply is delivered, it is discovered that the supply do not conform to the specifications, such supply may be rejected at the bidder's cost and the total amount for the rejected supply shall be recovered from the bidder. In the event of non compliance with the tender conditions, or for any complaint about the quality of the Diaries & Calendars, the bidder shall be liable to pay damages and compensation as decided by the Corporation for the loss of image and goodwill of LIC of India. Further in that event, LIC of India may decide to debar / blacklist the concerned bidder and the decision of the Corporation shall be final and binding on the bidder.

15. Items rejected as damaged after the receipt will have to be taken back by the bidders at their risk and cost. Such damaged lot should be shredded and treated as scrap.

16. No advance payment will be made till the order is fully executed except that the Corporation may, in a particular case, stipulate that payments will be against partial deliveries in which case such partial payments will be made.

17. The Corporation reserves the right to reject any offer in part or full without assigning any reason. In the event of our accepting a part of any item of your offer, quoted rate for the full zone quantity shall be considered as valid.

18. Any tender not in compliance with the above terms and conditions and the specifications shall be liable to be rejected.

19. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification conditions will not be considered and will be rejected forthwith.

20. TDS as per rules will be effected while settling the payment

21. For selection of successful bidder, Reverse Auction Event will be conducted by the Corporation and the technically successful bidders will be invited. Terms and conditions of the Reverse Auction event will be sent to the eligible bidders.

22. The Corporation does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever.

23. No order or billing payment on any other sister concern/associate company will be released by the Corporation. Outsourcing/subcontracting of the printing/binding work will not be permitted.

24. The technically successful bidders will be invited for Reverse Auction, where by rate bids will be invited. It is mandatory for the technically successful bidders to have a valid digital signature for the purpose of participating in the Reverse Auction. The technically successful bidders should ensure that Digital Signature for the purpose of Reverse Auction event is arranged well in advance, i.e. before the date of Reverse Auction Event. Bidders invited for Reverse Auction will have to adhere to the terms and conditions and business rules prescribed for participation in the Reverse Auction proceedings and will be required to send us the signed copy of the terms and conditions of Reverse Auction event, as a token of their acceptance, within the stipulated time. Participation in the Reverse Auction will be subject to receipt of signed copy of terms and conditions from the technically successful bidders. The technically successful bidders will be required to execute all the required documents for the reverse auction, if any, as per the stipulation, as and when necessary.
Reverse Auction based on L1 rate shall be mandatory process in which all technically qualified bidders, who are invited for Reverse Auction shall participate, failing which the bidder may be black listed.

25. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the headquarters of the Corporation's Office placing the order i.e. Mumbai and shall be subject to adjudication by a Court in that City.

I / We accept the above conditions

(Signature & Seal of the Bidder)

Date:

Place:

Annexure II

Technical Bid

A list of Qualifying Requirements and the supportive documents that need to be submitted by the bidder is given below. Any bidder not complying with any of the following qualifying requirements or not submitting any of the documents shall be summarily disqualified. Only those bidders who satisfy all the qualifying requirements and submit requisite documents will be eligible for opening of their financial bid and those bidders only will be invited for Reverse Auction as per the process.

i) The bidder should have good reputation in business for supplying quality products with operations in India.

ii) The bidder should be in business for at least 3 years. (Certificate of incorporation and updated certificate under shop and establishment Act to be enclosed with Technical Bid).

iii) The bidder should have a valid Factory License (Copy of the Certificate should be furnished with Technical Bid)

iv) The bidder should have a total printing business Turn over of at least Rs. 10 Crore during any one of the preceding three years. (Submit copy of the P&L account and Balance sheet)

v)The bidder should have worked for at least one Public Sector or Govt. Undertakings or both, including LIC of India during last 3 years. (Submit order copies)

vi) The bidder should be able to demonstrate ability to handle high volume order for printing of diaries. The bidder should have executed at least one single order of 2 lacs quantity of Calendars during any of the last three years. (Submit order copies).

vii) The bidder shall have a clean track record and they shall not have any involvement in illegal activities or financial frauds. Tender must be accompanied with declaration to this effect on letterhead of the bidders. Tenders without declaration will not be considered and will be rejected forthwith.

viii) The bidder should submit declaration on their letterhead that they have not been Black Listed by any of the offices of LIC of India. The bidder who is black listed, or temporarily debarred (during the debarred period) need not apply and will not be considered for this contract.

ix) The bidder should have capacity to complete delivery of the ordered quantity within the allotted time schedule.

x) The bidder shall submit Earnest Money Deposit of Rs. 25,000/- (Rs. Twenty Five Thousand Only) by way of Demand Draft drawn in favour of LIC of India payable at Mumbai issued by any Scheduled bank.. Any bid without EMD will be rejected.

xi) The bidder will have to submit a Demand Draft of Rs. 500/- (Rupees Five Hundred only) drawn on Scheduled Bank in favour of L.I.C. of India, payable at Mumbai, towards tender fees. Any bid without tender fees will be rejected.

xii) If you firm is registered with District Industries Centre or registered with National Small Industries Corporation, or registered as micro or small unit, you are required to submit necessary valid document to claim the applicable exemption from payment of Tender fee and Earnest Mondy Deposit.

xiii) The successful bidder awarded with the contract should provide a performance Bank Guarantee of a Scheduled Bank to the tune of 10 % of the total order value, within 15 days from the date of placing order. Bank Guarantee should be valid up to 31st March, 2016. Please note that the bank guarantee in the format given by us in Annexure III, should be sent to Secretary (OS), LIC of India, Central Office, 4th Floor, Yogakshema, west wing, J.B. Marg, Nariman Point Mumbai-400 021, directly by the issuing bank under Registered Post (A.D.) and not through the bidder himself. The Bank guarantee will be released without interest along with the final payment. Late submission of Bank guarantee will be viewed very seriously. (Please refer Annexure III)

xiv) The bidder should have minimum two 4 colour printing machines, two Punching machines.

xv) The bidder should have capacity to do all types of bindings in-house. In case of Pictorial Calendars the bidder should be able to undertake: Punching and binding.

xvi) The bidder should have minimum area of 15000 sq.ft.of premises owned and/or rented under the same name (submit the proof: municipal certificate for owned premises, lease agreement for the rented property).

xvii) The bidder shall required to undertake transportation of Pictorial Calendars for a particular zone for which they have submitted a bid as per the zone centre specified (Annexure A)

xviii) The bidder should submit the copies of their Income Tax Returns for last 3 years.

xix) The bidder should comply with the provisions of Child Labour Act. While accepting the order, the bidder will be required to submit an Affidavit in compliance with this act. (Submit declaration regarding non employment of child labour on bidder's letter head).

xx) The product Pictorial Calendar attracts Excise Duty. The bidder awarded with the order will have to pay Excise Duty on the product. The unit of the bidder should be Central Excise registered. The bidder should furnish the ECC number (Excise Control Code No.) Bidder not submitting the required details will be straight away technically disqualified. (Submit copy of the document)

QUESTIONNAIRE TO BE COMPLETED BY THE BIDDERS AS A PART OF TECHNICAL BID FOR SUPPLY OF INTERNAL PLAIN CALENDARS

PART A : GENERAL INFORMATION

1. Name of the Press
   (in block letters)

2. Date of Establishment / Incorporation:

3. Address & Telephone No. of the Unit
   and the e – mail address
   (In case of multiple units, details for every unit should be furnished separately)

4. Address of Office (If separate) :
   and Telephone Number

5. Address of the Godown (If separate):
   and Telephone Number

6. Status: Whether Proprietary / Partnership /
   Private Ltd. Co. / Public Ltd. Co.

7. Names of Proprietor/ Partners / Directors :

8. Names of Chief Executives with their :
   present addresses & Telephone Nos.
   (landline and Mobile)

9. Names and Phone Nos. of Representative (s), indicating designations who would be : calling on us & attending to our jobs

10. Names of Bankers with addresses & Telephone Nos.

11. Details of registration under Factories Act (submit copy of the documents)

(a) Date of Registration :

(b) Licence No. :

(c) Date of last renewal of Licence :

(d) Validity of Licence upto :

12. Details of registration under the following (submit copy of documents)

(a) Sales Tax Registration No./ VAT Registration No:

(b) CST Registration No.:

(c) PAN No.:

(d) ECC No. for Excise registration

13. State the latest income tax assessed year: & the amount of tax assessed. (Copies of I.T. Returns for last 3 yrs. to be attached)

14. Mention the Annual Turn over of the firm for the last 3 financial years (copies of P&L A/c. and balance sheets For the last 3 years to be attached)

2012 – 13

2013 – 14

2014 – 15

15. Whether all the Statutory requirements as directed by Government authorities are fulfilled ?

16. Business Premises:

(a) Whether owned or rented :

(b) Area in Sq. ft. of

Office :

Press :

Godown :

17. Total No. of Permanent Employees:
(1) Skilled ______ (2) Unskilled _______

18. Number of shifts you work normally:

19. Timings of Shifts:

20. Weekly Holiday:

21. Per day Capacity for finished product of
Calendars:

---

22. Whether you have undertaken the printing work of any of our Offices during the last 3 years. If yes, give details (not compulsory) (copies of printing order to be attached)

1)
2)
3)
4)

23. Whether you have worked for at least 1 Public Sector or Govt. Undertakings or both including LIC of India During last 3 years (attach order copies)

24. Details of printing jobs undertaken during any of the last 3 years
(single order of minimum 2 lacs no. of Calendars during Any of the year during last three years)

---

25. Names, Addresses and Telephone) Nos. of six of your most valued) Clients :

1)
2)
3)
4)
5)
6)

26. Approximate output per year :

27. Do you carry stocks of papers and other material :

If so, what stocks do you generally hold ?

28. Mention any other specialties of your Establishment :
(separate sheet can be submitted)

29. Whether Declaration regarding complying with the Provisions of Child Labour Act is submitted ?

PART B : TECHNICAL INFORMATION

A. PRINTING MACHINES :

INTERNAL PLAIN CALENDAR

1. No. of printing machines (sheet-fed machines)
   (specify 2 colour / 4 colour separately)

Particulars	Make of machine	Size of machine	Yr. of manufacture	Speed
a.				
b.				
c.				

2. No. of Web-based printing machines
   (specify no. of colours)

Particulars	Make of machine	Size of machine	Yr. of manufacture	Speed
a.				
b.				
c.				

3. List of other machines:
   (Automatic / Semi automatic machines generally used for Calendars& Calendars)

Particulars	Make of machine	Size of machine	Yr. of manufacture	Auto/Semi auto/ Manual
a.				
b.				
c.				

4. Cutting machines

Particulars	Make of machine	Size of machine	Yr. of manufacture	Auto/Semi auto/ Manual
a.				
b.				
c.				

5. Punching machines

Particulars	Make of machine	Size of machine	Yr. of manufacture	Auto/Semi auto/ Manual
a.				
b.				
c.				

6. Wiro Binding Machines

Particulars	Make of machine	Size of machine	Yr. of manufacture
a.			
b.			
c.			

Other Facilities :

7 Do you have independent DTP Section?

8. Do you have independent C.T.P. ?

9. Please furnish detailed particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs which may be entrusted to you.

10. Has your company been black listed/debarred
    by any of the office of L.I.C. of India?
    (If yes furnish full details)

11. Has your company been under litigation or any
    action has been initiated by any authority
    for violation of any provisions of law, or have
    you been blacklisted by any Organization ?
    (If yes, give details)

Annexure III

FORMAT OF BANK GUARANTEE TO BE SUBMITTED BY THE SUCCESSFUL BIDDER

Instruction to the Bankers : This Bank Guarantee to be executed on appropriate value stamp paper and directly sent to LIC by Registered A.D. Post.

SPECIMEN OF BANK GUARANTEE

To,

Life Insurance Corporation of India,

Central Office,

"Yogakshema",

MUMBAI.

Dear Sirs,

M/s. ____________________________________(Name of the Bidder with address), (hereinafter called as "Bidder") have taken up the work printing of Calendars for the year 2016, entrusted to them by Life Insurance Corporation of India, (constituted under Insurance Act, 1938 and 1956) having its Head Office at "Yogakshema", Jeevan Bima Marg, Mumbai-400021, as per Order dated ___________ for printing of Calendarsand Calendars for the year 2016.

AS per the tender conditions for execution of printing job of Calendars for the year 2016, the Bidder is required to deposit Bank Guarantee of Nationalized Bank/ Reputed Scheduled Bank, to the extent of 10% of the order value of the Contract. _______________ Bank is executing the guarantee on behalf of the Bidder and undertakes full responsibility to indemnify Life Insurance Corporation of India, for Rs.________________ in case of default in performing any of the terms and conditions of the tender and the order dated _____________.

THE Bidder has approached us and at their request and in consideration of the promise, we ______________ Bank, a body corporated, constituted under _____________ ____________________________________ Act, 19…… having its Head Office at ______________ and a branch at __________________________ (hereinafter called the "Bank") have agreed to give such guarantee as hereinafter mentioned in your favour.

WE, ________________ Bank, do hereby undertake to indemnify Life Insurance Corporation of India to the extent of Rs.______________ (Rupees ______________ Only) against any loss caused to or suffered by Life Insurance Corporation of India by

reasons of non-performance, poor performance, etc.. in terms and conditions of the tender of contract and against any loss caused to or suffered by Life Insurance Corporation of India towards the poor printing quality and undertake and agree with you that in the event of Life Insurance Corporation of India being satisfied that the default has been made by the Bidder in performing any of the terms and conditions of the tender and/or in payment of any money payable to Life Insurance Corporation of India, we _____________ Bank shall on demand pay to you without any demur in such manner as you may direct the said amount of Rs._________ (Rupees _________ Only) or such portion thereof not exceeding the said sum as you may require or is payable to you by the Bidder for all or any such default and you can look to us as the Principal Debtor.

THE guarantee herein contained shall not be determined or affected by any dissolution or change of constitution or insolvency of the Bidder ____________________ (Name) but shall in all respects and for all purposes be binding and operative until full payment of all monies due to you in respect of such liabilities is received by you to secure your ultimate dues in the promises.

WE further agree that we shall not be discharged or relieved from this guarantee herein contained by any arrangement made between the Bidder and Life Insurance Corporation of India with or without our consent or by any forbearance/indulgence and/or any act or omission/commission on your part, will not vitiate our liability under this guarantee.

WE, ___________ Bank lastly undertake not to revoke the guarantee during its currency except with the previous consent of Life Insurance Corporation of India in writing.

Notwithstanding anything contained hereinabove, our liability under the guarantee is restricted to Rs.___________ (Rupees __________ Only) and will remain in force till 31.03.2016. Unless a demand or claim is made on us in writing on or before 31.03.2016, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all our liability under the guarantee thereafter.

Dated at _____________ this ________ day of ________________ 2015.

Annexure IV

Undertaking to be furnished on the letter head of the Bidder/Firm/Company

The Secretary (OS)
Life Insurance Corporation of India,
OS Dept., Central Office,
Yogakshema Bldg., 4th Floor, West Wing,
J. B. Marg, Nariman Point,
Mumbai – 400 021

Dear Sir,

Sub: Supply of Diaries & Calendars for LIC of India for the year 2016

1. I/We have read and understood the terms & conditions of the above referred tender for the supply of Diaries & Calendars for LIC of India.
2. I/We fulfill all the prequalification criteria mentioned in the referred tender document and enclose a Demand Draft Nos.________ dated________ Rs._______ & Rs._________towards EMD and Tender Fees.
3. I/We offer to undertake and complete the work in conformity with LIC of India's requirement and the terms and conditions set out for the same.
4. I/We agree to abide by the referred tender for validity of rates as mentioned in the tender and terms and conditions.
5. I/We confirm that I/We have in-house facility and our machinery is capable of printing and designing the calendars as per the specification required by LIC of India.
6. I/We hereby confirm to follow and abide by all instructions as laid down by LIC of India and as also given in tender.
7. I/We note that LIC of India is not bound to accept the lowest or any other tender that may be received by it.
8. I/We agree to print diaries & calendars strictly confirming to the quality of paper mentioned in the tender enquiry.
9. I/We undertake to participate in the online Reverse Auction on being qualified in the Technical Bid.
10. I/We further agree to pay the Penalty/liquidated damages as mentioned in the tender.
11. I/We hereby binds my/our self that LIC of India has the right, without assigning any reasons thereof, to
    i) Reject, amend and modify their offer/service as mentioned in the tender.

ii) Terminate this Tender Process.
iii) Make no award to any of the Participants and/or recommence the entire process.
iv) Contract with one or more Participants for reasons other than the lowest price.
v) Modify the requirements and terms of this Tender Document and request revised proposals from some or all of the Participants/Bidders.
vi) Cancel the allotted work order/award.
vii) Forfeit the EMD in the event of withdrawal of bid/ any evasion, refusal to undertake the job/service or delay on my/our part to sign and execute the order or refusal in participating in Reverse Auction Event.

12. I/We shall unconditionally and irrevocably, (jointly and severally in case of partnership concern) indemnify the LIC of India against any claims, losses, costs, actions, suits, damages and or otherwise arising due to or on account of bidder's violation of any terms and conditions of this bid/tender, violation of trademarks. Patents, copyrights and licenses or any law, act and/ or rules/ regulations including customs, foreign exchange etc. and shall always keep the LIC of India, it's officers, directors and employees, indemnified at all times, from and against all claims, losses, damages, costs, actions, suits, compensation or expenses or otherwise, if any, that the LIC of India may incur by reason of any action, proceedings which may be brought by or taken against the LIC of India, by anybody including the customers for anything of any nature whatsoever. This clause shall survive the termination of this Agreement for any reason whatsoever. The Deed of Indemnity shall be executed in the form and to the satisfaction of LIC of India.
13. I/We shall irrespective of my/our participation in the Bid process, shall treat the details of the Bid Documents as secret and confidential at all times and agree that I/we shall hold in trust any confidential information/logo/mark/design received from LIC of India under this bid/tender and the strictest of confidence shall be maintained in respect of such confidential information and shall not disclose to a third party any such confidential information or the contents of the referred bid/tender without the prior written consent of LIC of India. Further, upon termination of the referred bid/tender, confidential information shall be returned to LIC and/or shall be permanently deleted from our computer/system or destroyed, if incapable of return.
14. I/We declare that we have all necessary registration under various taxation laws required for manufacture and supply of Diaries and Calendars. We undertake that on supplying the Diaries & Calendars to LIC of India, if any tax related issues arise, we will be answerable and will be liable to comply to the authorities.

15. I/we undertake to participate in the Reverse Auction Event conducted by LIC of India if invited for the same on finding technically successful. If we fail to participate in the Reverse Auction, LIC of India, may take action against us for blacklisting our firm.

16. List of documents attached with the tender.
    - Details of Tendering Bidder/Firm/Company
        a) Name:________________________________
        b) Registered Address:____________________
        c) Website Address:______________________
    - Print Shop Address (from where diaries will be printed)
      ____
    - Details of Authorized contact person
        a) Name:___________________________________
        b) Designation:_____________________________
        c) Phone No:________________________________
        d) Mobile No:_______________________________
        e) Email Address:____________________________
        f) Fax No:__________________________________

Dated day of 2015

(Signature of the authorized person of bidder)

(Name and address of the bidder in Block capital letter)
(Seal of the company)

ANNEXURE ‘A’

QUANTITY OF INTERNAL PLAIN CALENDARS – 2016 – ZONE-WISE

NAME OF THE ZONE	QUANTITY
BHOPAL	4158
KOLKATA	5864
PATNA	4385
KANPUR	6822
DELHI	8254
HYDERABAD	8128
CHENNAI	7297
MUMBAI	10957
TOTAL	**55865**

'ANNEXURE C'

LIFE INSURANCE CORPORATION OF INDIA

CENTRAL OFFICE

Tender No. Stores / CC / 7/05/ 2015 dated 30th May, 2015 due on 26th June, 2015

QUOTATION FOR SUPPLY OF INTERNAL PLAIN CALENDARS (2016)

Job description	Bidder should submit the quote for Total quantity of Calendars 55865	Rate per Internal Plain Calendar Upto Maximum Capacity (inclusive of printing charges, Packing and Forwarding charges, all taxes & levies, VAT, Excise Duty and Transportation Cost)
1)Supply of Internal Plain Calendars in 4 Colours The bidder has to supply finished product at our Zone Centres. Calendar is printed and bound vertically. The bidders will have to prepare positives at their cost.	**55865**	

**** For Zone centres, kindly refer Annexure 'A'**

Date: **Signature and Seal of the Bidder**

Place: