

Divisional office, Jeevan Prakash Building, Model Town Road, Jalandhar
Tele: 0181 -2227488, E-Mail Id: os.jalandhar@licindia.com

NOTICE OF TENDER FOR BLANK & PRE-PRINTED COMPUTER CONTINUOUS STATIONERY		
S.NO	ACTIVITY	DETAILS
1.	Tender No. and Date	Tender No 01-A/2018-19/Computer Continuous Stationery Dated 27.09.2018
2	EMD	Rs. 47,000 /- (Forty Seven thousand only) (refundable) by way of Demand Draft drawn on any Scheduled Bank payable at Jalandhar.
3	Tender Fee	Rs.200/- + 36/- (18% GST)(Two Hundred Thirty six only) (non-refundable by way of Demand Draft in favour "Life Insurance Corporation of India" payable at Jalandhar.
4	Address for submission of bid (To be put in Tender Box)	Chairman, Stores Committee, Life Insurance Corporation of India, Divisional Office, Jeevan Prakash Building, Model Town Road, Jalandhar – 144001
5	Submission of Bids Date and Time	Bidders fulfilling the eligibility conditions of Blank & Pre-Printed Computer Continuous Stationery as per Technical Specifications mentioned in the separate sealed covers superscribed as " Technical Bid " & on separate Envelope " Financial Bid " put together in a large another sealed cover superscribed as "Tender for supply of Pre-Printed Computer Continuous Stationery "Tender No 01-A/2018-19/Comp. Cont. Sty"., Name of Tenderer should reach us upto 17th October 2018 at 15:30 P.M. on all working days from 10.00 AM to 15.00 PM.
6	Technical Bid opening Date and Time	The sealed covers having Technical Bids will be opened by the Tender Opening Committee on 18 th October 2018 at 11:00 A.M. in the presence of bidders or one of their representatives who wishes to attend. Venue address as mentioned above at Serial No. 4 .
7	Financial Bid	The Financial Bid will be opened on a later date which will be intimated separately to technically qualified bidders only.
8	Contact Details	Manager (O.S.), LIC of India, Divisional Office, Jeevan Parkash Building, Model Town Road, Jalandhar. Pin code -144001 Telephone No. 0181-2227488 E mail id - os.jalandhar@licindia.com
9	Official Website (URL)	http:// www.licindia.in/tenders

The Tender document can also be downloaded from our website [http:// www.licindia.in/tenders](http://www.licindia.in/tenders).
In case there is any change in the schedule, the same will be displayed on our website.

APPLICATION FORM – TECHNICAL BID

ANNEXURE - A

Divisional office. Jeevan Prakash Building, Model Town Road, Jalandhar
Tele: 0181 -2227488, E-Mail Id: os.jalandhar@licindia.com

NO.	INFORMATION SOUGHT	Information Provided
1.	Name of the Firm(In Block Letters)	
2.	Date of Establishment /Incorporation	
3.	Registration No. for registration under Companies Act,1956(Please enclose photocopy of certificate)	
4.	Correspondence address and telephone no. with email ID	
5.	Address of Head Office (If Separate) and telephone No.	
6.	Status of Firm Proprietary/Partnership/ Private Limited Company/ Public Limited Company	
7.	Name of the Partners/Directors	
8.	Name of Chief Executive with his present address and Telephone Nos.	
9.	Name of Representative(s) with Designation who would be calling on us and attending to our jobs and his Contact Number	
10.	Neft details with cancelled cheque leaf.	
11.	PAN No. of the Firm(Please enclose self attested photocopy)	
12.	State the latest Income Tax assessed and amount of tax assessed(copies of last Three years, IT Returns, Balance Sheets & Revenue A/C to be enclosed.)	
13.	Turnover for the last three financial years	
14.	Details of stationery supplied to any office of LIC of India and/or prestigious P.S.U.(Central),(Please enclose	

	photocopy of supply order)	
15	Have your ever been blacklisted by LIC of India PSU/BFSI Organization/Govt./Semi Govt./Quasi Govt. Departments in India as on date of submission of bid	

16	GST Registration details (please attach copy of registration	
17	Whether Proprietary of Firm belongs to SC/ST (please specify)	
18	Whether holding MSME Certificate	

Note: Please type this form or fill it in legible ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We_____request, Life Insurance Corporation of India, Jeevan Prakash, Model Town Road, Jalandhar 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.

Place.....

Date.....

Signature

(With seal of firm/company)

Note: **The Corporation** reserves the right to accept or cancel tender/bids of any of the Firms at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

Annexure B

Divisional office. Jeevan Prakash Building, Model Town Road, Jalandhar

Tele: 0181 -2227488, E-Mail Id: os.jalandhar@licindia.com

Details of Existing Clients:

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 same)

Place.....

Date.....

Sign.....

With seal of firm/company

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE : JALANDHAR

REF : TENDER NO 01/A/2018-2019 .Financial Bid for Blank/ Pre-Printed COMPUTER CONTINUOUS STATIONERY

FINANCIAL BID

ANNEXURE 'C'

S NO	PARTICULARS	PAPER SPECIFICATION & MILL	SIZE OF PAPER	APPROX QUANTITY SHEETS	RATES (PER THOUSAND IN FIGURES	RATES PER 1000 IN WORDS
1	10"x12"x1	70 GSM 'A' GRADE MILL	10"x12"x1	30 LACS		
	PLAIN COMPUTER CONTINUOUS	PAPER WITH LIC LOGO				
	STATIONERY (SHEETS SHOULD	ON TOP IN CORPORATE				
	BE SERIALLY NUMBERED)	BLUE COLOR				

2	10"x12"x2	70 GSM 'A' GRADE MILL	10"x12"x2	7 LACS		
	PLAIN COMPUTER CONTINUOUS	PAPER WITH LIC LOGO				
	STATIONERY (SHEETS SHOULD	ON TOP IN CORPORATE				
	BE SERIALLY NUMBERED)	BLUE COLOR				

3	15"x12"x1	70 GSM 'A' GRADE MILL	15"x12"x1	5 LACS		
	PLAIN COMPUTER CONTINUOUS	PAPER WITH LIC LOGO				
	STATIONERY (SHEETS SHOULD	ON TOP IN CORPORATE				
	BE SERIALLY NUMBERED)	BLUE COLOR				

4	15"x12"x2	70 GSM 'A' GRADE MILL	15"x12"x2	1.5 LACS		
	PLAIN COMPUTER CONTINUOUS	PAPER WITH LIC LOGO				
	STATIONERY (SHEETS SHOULD	ON TOP IN CORPORATE				
	BE SERIALLY NUMBERED)	BLUE COLOR				

5	PRE-PRINTED PAYMENT VOUCHER	70 GSM 'A' GRADE MILL	10"x8"x2	80000		
	10"x8"x2 (FORM 3427)	PAPER				
	FRONT SIDE GREEN BILINGUAL					
	PRINTING ON WHITE PAPER					

	INTER LEAF CARBON. RATES FOR					
	1000X2 SHEET (SHEET SHOULD BE					
	SERIALY NUMBERED)					

S NO	PARTICULARS	PAPER SPECIFICATION & MILL	SIZE OF PAPER	APPROX QUANTITY SHEETS	RATES (PER THOUSAND IN FIGURES	RATES PER 1000 IN WORDS
6	PRE-PRINTED RENEWAL PREMIUM RECEIPT 6"X10"1 ON(CORPORATE BLUE) WITH PERFORATION AT APPROPRIATE PLACE.THE RECEIPTS SHOULD BE SERIALY NUMBERED BOTH AT THE TOP AND ALSO AT THE BOTTOM (BILINGUAL ONE SIDE PRINTING)	80 GSM : "A" GRADE PAPER MILL	6"X10"X1	20 LACS		

7	PRE-PRINTED FIRST PREMIUM RECEIPT 15"X8"X1 ON CORPORATE BLUE WITH VERTICAL PERFORATION AT THE MIDDLE.THE RECEIPTS SHOULD BE SERIALY NUMBERED BOTH (BILINGUAL ONE SIDE PRINTING)	70 GSM : "A" GRADE MILL PAPER	15"X8"X1	70000		
8	PRE- PRINTED RENEWAL PREMIUM INTIMATION LETTER(CORPORATE BLUE) PRINTING IN SHAPE OF INLAND LETTER ON 8'X11"X1 WHITE PAPER. SERIALY NUMBERED. BOTH SIDE BILINGUAL PRINTING	70 GSM "A" GRADE MILL PAPER	8"X11"X1	20 LACS		

9	PRE-PRINTED REMINDER INTIMATION LETTER.BROWN COLOUR PRINTING IN SHAPE OF INLAND LETTER ON 10'X8"X1 WHITE PAPER. SERIALY NUMBERED. BOTH SIDE BILINGUAL PRINTING	70 GSM "A" GRADE MILL PAPER	10"X8"X1	3 LACS		
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10	PRE- PRINTED LAPSE INTIMATION LETTER,RED COLOUR PRINTING IN SHAPE OF INLAND LETTER	70 GSM "A" GRADE MILL PAPER	10"8"X1	3 LACS		
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	ON 10'X8"X1 WHITE PAPER. SERIALY					
	NUMBERED. BOTH SIDE BILINGUAL					
	PRINTING					

S NO	PARTICULARS	PAPER SPECIFICATION & MILL	SIZE OF PAPER	APPROX QUANTITY SHEETS	RATES (PER THOUSAND IN FIGURES	RATES PER 1000 IN WORDS
11	PRE- PRINTED POLICY BONDS AND ITS OFFICE COPIES IN RESPECT OF DIFFERENT PLANS (NO. OF PLANS ABOUT 20) ORIGINAL TO BE PRINTED ON 105 GSM WATERMARK PAPER AND ITS COPIES ON 70 GSM A GRADE PAPER. SIZE OF BONDS BEING 15X12X2 PARTS WITH INTERLEAF CARBON. ORIGINAL AND OFFICE COPY FRONT MULTICOLOUR, BACKSIDE SINGLE COLOUR, BILINGUAL BOTH SIDE PRINTING WITH NUMBERING.	RATE FOR UPTO 5000 SHEET 5001 TO 10000 SHEET 10001 TO 25000 SHEET 25001 ONWARDS	15"X12"X2	AS PER REQUIRE MENT		

12	PRE- PRINTED POLICY BONDS AND ITS OFFICE COPIES IN RESPECT OF DIFFERENT PLANS (NO. OF PLANS ABOUT 20) ORIGINAL TO BE PRINTED ON 105 GSM WATERMARK PAPER AND ITS COPIES ON 70 GSM A GRADE PAPER. SIZE OF BONDS BEING 15X12X2 PARTS WITH INTERLEAF CARBON. ORIGINAL AND OFFICE COPY FRONT MULTICOLOUR, BACKSIDE SINGLE COLOUR, BILINGUAL BOTH SIDE PRINTING WITH NUMBERING. WITH ONE ATTACHMENT SIZE 15X12X2 (WITHOUT CARBON) PART IN 70 GSM "A" GRADE PAPER PRINTING IN TWO COLOUR, BOTH SIDE BILINGUAL WITH NUMBERING.	RATE FOR UPTO 5000 SHEET 5001 TO 10000 SHEET 10001 TO 25000 SHEET 25001 ONWARDS	15"X12"X2	AS PER REQUIRE MENT		
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S NO	PARTICULARS	PAPER SPECIFICATION & MILL	SIZE OF PAPER	APPROX QUANTITY SHEETS	RATES (PER THOUSAND IN FIGURES	RATES PER 1000 IN WORDS
13	PRE- PRINTED POLICY BONDS AND ITS OFFICE COPIES IN RESPECT OF DIFFERENT PLANS (NO. OF PLANS ABOUT 20) ORIGINAL TO BE PRINTED ON 105 GSM WATERMARK PAPER AND ITS COPIES ON 70 GSM A GRADE PAPER. SIZE OF BONDS BEING 15X12X2 PARTS WITH INTERLEAF CARBON. ORIGINAL AND OFFICE COPY FRONT MULTICOLOUR, BACKSIDE SINGLE COLOUR, BILINGUAL BOTH SIDE PRINTING WITH NUMBERING. WITH TWO ATTACHMENT SIZE 15X12X2 (WITHOUT CARBON) + 15"X12"X2 (WITHOUT CARBON) PART IN 70 GSM, "A" GRADE PAPER PRINTING IN SINGLE COLOUR BOTH SIDE BILINGUAL PRINTING WITH NUMBERING	RATE FOR UPTO 5000 SHEET 5001 TO 10000 SHEET 10001 TO 25000 SHEET 25001 ONWARDS	15"X12"X2	AS PER REQUIRE MENT		

14	PRE- PRINTED POLICY BONDS AND ITS OFFICE COPIES IN RESPECT OF DIFFERENT PLANS (NO. OF PLANS ABOUT 20) ORIGINAL TO BE PRINTED ON 105 GSM WATERMARK PAPER AND ITS COPIES ON 70 GSM A GRADE PAPER. SIZE OF BONDS BEING 15X12X2 PARTS WITH INTERLEAF CARBON. ORIGINAL AND OFFICE COPY FRONT MULTICOLOUR, BACKSIDE SINGLE COLOUR, BILINGUAL BOTH SIDE PRINTING WITH NUMBERING. WITH THREE ATTACHMENT SIZE 15X12X2 (WITHOUT CARBON) + 15"X12"X2	RATE FOR UPTO 5000 SHEET 5001 TO 10000 SHEET 10001 TO 25000 SHEET 25001 ONWARDS	15"X12"X2	AS PER REQUIRE MENT		
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	(WITHOUT CARBOM) +15"12"X2					
	(WITHOUT CARBON) PART IN 70 GSM					
	"A" GRADE PAPER PRINTING IN SINGLE					
	COLOUR, BILINGUAL BOTH SIDE					
	PRINTING WITH NUMBERING.					
		PAPER SPECIFICATION	SIZE OF	APPROX	RATES (PER	RATES
S NO	PARTICULARS	& MILL	PAPER	QUANTITY	THOUSAND	PER 1000
				SHEETS	IN FIGURES	IN WORDS
15	PRE- PRINTED POLICY BONDS AND ITS	RATE FOR	15"X12"X2	AS PER		
	OFFICE COPIES IN RESPECT OF	UPTO 5000 SHEET		REQUIRE		
	DIFFERENT PLANS (NO. OF PLANS	5001 TO 10000 SHEET		MENT		
	ABOUT 20) ORIGINAL TO BE PRINTED	10001 TO 25000 SHEET				
	ON 105 GSM WATERMARK PAPER AND	25001 ONWARDS				
	ITS COPIES ON 70 GSM A GRADE					
	PAPER. SIZE OF BONDS BEING 15X12X2					
	PARTS WITH INTERLEAF CARBON.					
	ORIGINAL AND OFFICE COPY FRONT					
	MULTICOLOUR, BACKSIDE SINGLE					
	COLOUR, BILINGUAL BOTH SIDE					
	PRINTING WITH NUMBERING.					
	WITH					
	FOUR ATTACHMENT SIZE 15X12X2					
	(WITHOUT CARBON) + 15"X12"X2					
	(WITHOUT CARBOM) +15"12"X2					
	(WITHOUT CARBON) + 15"X12"X2					
	(WITHOUT CARBON) PART IN					
	70 GSM, "A" GRADE PAPER PRINTING					
	IN SINGLE COLOUR, BILINGUAL BOTH					
	SIDE PRINTING WITH NUMBERING.					

		PAPER SPECIFICATION	SIZE OF	APPROX	RATES (PER	RATES
S NO	PARTICULARS	& MILL	PAPER	QUANTITY	THOUSAND	PER 1000
				SHEETS	IN FIGURES	IN WORDS
16	PRE- PRINTED POLICY BONDS AND ITS	RATE FOR	15"X24"X2	AS PER		
	OFFICE COPIES IN RESPECT OF	UPTO 5000 SHEET	Policy	REQUIRE		
	DIFFERENT PLANS (NO. OF PLANS	5001 TO 10000 SHEET	Bonds	MENT		
	ABOUT 20) ORIGINAL TO BE PRINTED	10001 TO 25000 SHEET	only			
	ON 105 GSM WATERMARK PAPER AND	25001 ONWARDS				

	ITS COPIES ON 70 GSM A GRADE					
	PAPER. SIZE OF BONDS BEING 15X24x2					
	PARTS WITH INTERLEAF CARBON.					
	ORIGINAL AND OFFICE COPY FRONT					
	MULTICOLOUR, BACKSIDE SINGLE					
	COLOUR, BILINGUAL BOTH SIDE					
	PRINTING WITH NUMBERING.					

17	PRE- PRINTED POLICY BONDS AND ITS	RATE FOR	15"X24"X2	AS PER		
	OFFICE COPIES IN RESPECT OF	UPTO 5000 SHEET	Policy	REQUIRE		
	DIFFERENT PLANS (NO. OF PLANS	5001 TO 10000 SHEET	Bonds	MENT		
	ABOUT 20) ORIGINAL TO BE PRINTED	10001 TO 25000 SHEET	only			
	ON 105 GSM WATERMARK PAPER AND	25001 ONWARDS				
	ITS COPIES ON 70 GSM A GRADE					
	PAPER. SIZE OF BONDS BEING 15X24X2					
	PARTS WITH INTERLEAF CARBON.					
	ORIGINAL AND OFFICE COPY FRONT					
	MULTICOLOUR, BACKSIDE SINGLE					
	COLOUR, BILINGUAL BOTH SIDE					
	PRINTING WITH NUMBERING.					
	WITH					
	ONE ATTACHMENT SIZE 15X12X2					
	(WITHOUT CARBON) PART IN 70 GSM					
	"A" GRADE PAPER PRINTING IN TWO					
	COLOUR, BOTH SIDE BILINGUAL WITH					
	NUMBERING.					

S NO	PARTICULARS	PAPER SPECIFICATION & MILL	SIZE OF PAPER	APPROX QUANTITY SHEETS	RATES (PER THOUSAND IN FIGURES	RATES PER 1000 IN WORDS
18	PRE- PRINTED POLICY BONDS AND ITS	RATE FOR	15"X24"X2	AS PER		
	OFFICE COPIES IN RESPECT OF	UPTO 5000 SHEET	Policy	REQUIRE		
	DIFFERENT PLANS (NO. OF PLANS	5001 TO 10000 SHEET	Bonds	MENT		
	ABOUT 20) ORIGINAL TO BE PRINTED	10001 TO 25000 SHEET	only			
	ON 105 GSM WATERMARK PAPER AND	25001 ONWARDS				
	ITS COPIES ON 70 GSM A GRADE					
	PAPER. SIZE OF BONDS BEING 15X24X2					
	PARTS WITH INTERLEAF CARBON.					
	ORIGINAL AND OFFICE COPY FRONT					
	MULTICOLOUR, BACKSIDE SINGLE					
	COLOUR, BILINGUAL BOTH SIDE					

	PRINTING WITH NUMBERING.					
	WITH					
	TWO ATTACHMENT SIZE 15X12X2					
	(WITHOUT CARBON) + 15"X12"X2					
	(WITHOUT CARBOM) PART IN 70 GSM,					
	"A" GRADE PAPER PRINTING IN SINGLE					
	COLOUR BOTH SIDE BILINGUAL					
	PRINTING WITH NUMBERING					
19	PRE- PRINTED POLICY BONDS AND ITS	RATE FOR	15"X24"X2	AS PER		
	OFFICE COPIES IN RESPECT OF	UPTO 5000 SHEET	Policy	REQUIRE		
	DIFFERENT PLANS (NO. OF PLANS	5001 TO 10000 SHEET	Bonds	MENT		
	ABOUT 20) ORIGINAL TO BE PRINTED	10001 TO 25000 SHEET	only			
	ON 105 GSM WATERMARK PAPER AND	25001 ONWARDS				
	ITS COPIES ON 70 GSM A GRADE					
	PAPER. SIZE OF BONDS BEING 15X24X2					
	PARTS WITH INTERLEAF CARBON.					
	ORIGINAL AND OFFICE COPY FRONT					
	MULTICOLOUR, BACKSIDE SINGLE					
	COLOUR, BILINGUAL BOTH SIDE					
	PRINTING WITH NUMBERING.					
	With THREE ATTACHMENT SIZE 15X12X2					
	(WITHOUT CARBON) + 15"X12"X2					
	(WITHOUT CARBOM) +15"12"X2					
	(WITHOUT CARBON) PART IN 70 GSM					
	"A" GRADE PAPER PRINTING IN SINGLE					
	COLOUR, BILINGUAL BOTH SIDE					
	PRINTING WITH NUMBERING.					
		PAPER SPECIFICATION	SIZE OF	APPROX	RATES (PER	RATES
S NO	PARTICULARS	& MILL	PAPER	QUANTITY	THOUSAND	PER 1000
				SHEETS	IN FIGURES	IN WORDS
20	PRE- PRINTED POLICY BONDS AND ITS	RATE FOR	15"X24"X2	AS PER		
	OFFICE COPIES IN RESPECT OF	UPTO 5000 SHEET	Policy	REQUIRE		
	DIFFERENT PLANS (NO. OF PLANS	5001 TO 10000 SHEET	Bonds	MENT		
	ABOUT 20) ORIGINAL TO BE PRINTED	10001 TO 25000 SHEET	only			
	ON 105 GSM WATERMARK PAPER AND	25001 ONWARDS				
	ITS COPIES ON 70 GSM A GRADE					
	PAPER. SIZE OF BONDS BEING 15X24X2					
	PARTS WITH INTERLEAF CARBON.					
	ORIGINAL AND OFFICE COPY FRONT					

MULTICOLOUR, BACKSIDE SINGLE					
COLOUR, BILINGUAL BOTH SIDE					
PRINTING WITH NUMBERING.					
WITH FOUR ATTACHMENT SIZE 15X12X2					
(WITHOUT CARBON) + 15"X12"X2					
(WITHOUT CARBOM) +15"12"X2					
(WITHOUT CARBON) + 15"X12"X2					
(WITHOUT CARBON) PART IN					
70 GSM, "A" GRADE PAPER PRINTING					
IN SINGLE COLOUR, BILINGUAL BOTH					
SIDE PRINTING WITH NUMBERING.					

I/WE AGREE WITH ALL THE TERMS AND CONDITIONS OF THE TENDER AND SUPPLY WILL BE MADE AS PER YOUR DEMAND

DATE

TENDERER'S SIGNATURE & SEAL

Divisional office. Jeevan Prakash Building, Model Town Road, Jalandhar
Tele: 0181 -2227488, E-Mail Id: os.jalandhar@licindia.com

ANNEXURE - D

ELIGIBILITY CRITERIA & DECLARATION FROM 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. 30 lacs and above during any of the last three years and experience of having executed an order of one PSU/Govt. client worth Rs. 10 Lakhs and above for any one of the last three years.
5. The company should have a valid PAN Card No. issued by Income Tax Department.
6. Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm must be attached as proof.
7. The firm/suppliers who have been black listed/removed earlier by any office of LIC of India/PSU/Govt. should not apply.

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.....

Sign.....

With seal of firm/company

Jalandhar DO O. S. Deptt. Jeevan Prakash Building, Model Town Road, JALANDHAR Tele: 0181 -2227488 and
E Mail: os.jalandhar@licindia.com

INSTRUCTIONS TO BIDDERS

The Sealed tenders are invited for running contract under two bid system for the purchase of (Blank & Pre printed Computer Continuous Stationery) as per enclosed Annexure - A, B, C & D. The Bidders are advised to follow the following instructions:

As two bid system is to be followed, three envelopes duly sealed should be used for submission of tender as detailed below: -

- (i) Envelope No. 1: Technical Bid (Annexure - A, B & D) duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "Tender No-01-A/2018-19/ Computer Continuous Stationery"- 'Technical Bid'. Firm's name and address should be written on the envelope. The DD / Bankers Cheque for tender fee and EMD should be enclosed separately with the technical bid only.
Annexure - A should be supported with the specimen copies of the sample paper of concerned mill (Name of mill should be mentioned on the specimen), which the firm intends to supply as per our specifications
- (ii) Envelope No. 2: Financial Bid (Annexure -C) duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "Tender No-01-A /2018-19/ Computer Continuous Stationery" - 'Financial Bid'. Firm's name and address should be written on the envelope. Annexure-C should be duly filled with rates. **EXCLUSIVE G.S.T. .**
- (III) Envelope No. 3: Tender Fee and EMD.

(IV) Envelope No. 4: Both the Envelope No. 1 ,2 and 3, are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as "Tender No-01-A/2018-19/ Computer Continuous Stationery". The name of firm should be mentioned on the envelope.

Each page of all the Annexures - A, B,C & D should be duly signed and sealed.

The sealed tender envelope should reach us on or before 17.10.2018 by 15:30 hrs. addressed to

Chairman, Stores Committee,
LIC of India, Divisional Office,
Jeevan Prakash Building,
Model Town Road, Jalandhar - 144001

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

Sr. Divisional Manager

JALANDHAR DO O.S .Deptt. Jeevan Prakash Building, Model Town Road, JALANDHAR Tele : 0181 -2227488 AND
Email: os.jalandhar@licindia.com

Terms and Conditions of the tender

1. Both the Envelope No.-1(Technical Bid), No.-2(Financial Bid) and No.3(Tender Fee + EMD) are to be put into the Envelope No-4. The envelope should be sealed properly with sealing wax and super scribed as "Tender No-01-A/2018-19/ Computer Continuous Stationery". The name of firm should be mentioned on the envelopes.
2. The rates to be quoted in Annexure - C shall be F.O.R. Stores -in- basement Div. Office Jalandhar, Exclusive of GST and it has to be for A Grade paper with good brightness. The rates shall be valid up to the next tender or 12 months from the date of first work order, whichever is earlier.
3. Please note that fresh EMD is must. Old EMD lying with us will not be adjusted against this Tender at all.
4. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
5. After engaging the services of the firms, if it is found that the services are not rendered to the satisfaction of the Corporation, the services will be terminated immediately and Corporation shall have the right to engage the services of any of other firms as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firms shall be legally bound to make good the same in monetary terms to be decided by LIC of India.
6. Mere submission of the application for tender does not confer the right of Selection.
7. The selection on tender will be without any liabilities from our side. Sr . Divisional Manager, LIC DO Jalandhar reserves all the rights to accept and / or reject any tender without assigning reasons thereof. In case any dispute arises in the matter, jurisdiction will be at competent Court in Jalandhar only.
- 8 Sr. Divisional Manager, LIC of India, D.O. Jalandhar reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
- 9 Any dispute arising out of or relating to this tender shall be deemed to have arisen in Jalandhar and be subject to adjudication of competent Court in Jalandhar only.
- 10 Any tender not complying wholly with these terms and conditions shall be liable for rejection.
- 11 The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.
- 12 The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.

- 13 The vendor shall give the services during the period of contract as per the LIC's requirements.
- 14 If the vendor commits breach of any of the terms and conditions hereof and/or fails/neglects to carry out any instructions issued to him by the LIC of India from time to time, it shall be open and lawful for LIC of India to get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard. The vendor shall be bound to make good the same in monetary terms to be decided by LIC of India.
15. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIC of India, Jalandhar Division. whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Jalandhar The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
16. The employees/agents of the supplier shall never be considered to enjoy any right to enter the premises of LIC of India by virtue of this agreement or otherwise at any time except with the prior permission of the LIC of India.
17. If vendor commits breach of any terms and conditions, the LIC of India may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the order shall forthwith stand terminated and the vendor shall be liable to the LIC of India for losses or damages on account of such breach.
18. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
19. Successful tenderers will have to provide Security Deposit @ 10% of the contracted value in the form of Demand Draft/ Bankers Cheque/Bank Guarantees through Scheduled Banks. The deposit shall not carry any interest.
20. No advance payment shall be made for purchasing items.

21. Penalty Clauses:

1) Work order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of LIC of India, Divisional Office- Basement Jeevan Parkash Building, Model Town Road, Jalandhar or any other place that may be specified by the Corporation if so needed within the stipulated period of 30 days from the date of work order failing which penalty clause will be imposed as below:

If the vendor / Supplier fails to supply the pre-printed materials as per our specification and within stipulated time the penalty clause will be imposed as below : In GSM variation above 6 % order may be cancelled by competent authority

% Variation in GSM	Period within which Supply is Received	% age of Penalty on Order Value
Upto 3%	Upto 30 day	NIL
>3% to 4%	31 to 45 Days	1%
>4% to 5%	45 to 55 Days	3%
> 5% to 6%	56 Days Onwards	5%

For printing jobs where the proof checking is required the time limit may be considered as 30 days after the approval of artwork,

ii). If variations in the GSM/Specifications of paper are observed on receipt of consignment, it will be our prerogative to accept or reject the material with imposing penalty which will be decided by the competent authority if the material is rejected the supplier will be responsible to take away The material at his own cost.

iii). If at any time, material supplied falls below the contractual specifications with regard to the quantity and quality of paper, penalty clause (which will be decided by the competent authority on the merit of each case) will be invoked which is part and parcel of the conditions of the tender.

22.Serial No. and LIC logo should be printed on every sheet of supplied papers.

23.Overwriting /Alterations/ White-inking of any word/figure in the Tender Application Forms unless duly authenticated by the tenderer is/are liable to be rejected at the discretion of LIC of India. The rates should be mentioned in words and figures. The vendors/Suppliers are requested to put their Firm's endorsement on each page of the tender document in token of acceptance terms and condition of the vendor.

24. This shall be a running contract with an option to increase or decrease the quantity of articles within the range of + / - 25%.

25. Please quote the rates both in words and figures in the given Annexure C i.e. Financial Bid. If there is any difference in figure and the words then rates mentioned in the words will be considered.

26. Without tender fee of Rs 200/- + 18% GST = Rs.236.00 (non refundable) and EMD of Rs 47000/-(Non Interest bearing) , the tender will not be considered.

27.No extra Term and Condition of the vendor will be accepted. If any vendor gives his own Terms and Conditions his tender will be rejected without informing him.

28. "In terms of provisions of Section 33(3) of the Insurance Act, 1938 as amended by the Insurance Laws (Amendments) Ordinance, 2014. Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI."

29. The tender notice is available at our official website: www.licindia.in/tenders.

Sr. Divisional Manager.

We agree with all terms and conditions of the tender.
Tenderer Sign. / Name and Seal