

**LIC**भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA**Ref. OS/P&S/Books 2023****Date: 31.10.2023**

Limited Tender

"This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected approved vendors of the processing Procuring Office/Department's registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may apply for registration with procuring Office/Department as per procedure

**Re :Supply of Stationery Items (Books, Kraft cover and Continuous Stationery)– on annual contract basis  
Enquiry No. Stores/OS/P&S/18-10/2023**

Kindly send your minimum quotation for the supply of Stationery Items as per the : particulars given below:

**Kraft Covers**

Sr. no.	Description of Articles	Specifications of paper required by us	Approx. quantity	Rate per 1000 Nos.W/O GST
1	Kraft Covers with printing in one colour 17" x 14" x 3"Flap without gum	80 GSM paper of A grade mill	5000 Nos.	
2	Kraft Covers with printing in one colour 16" x 12" x 3"Flap without gum	80 GSM paper of A grade mill	5000 Nos.	
3	Kraft Covers with printing in one colour 12" x 9" x 2" Flap without gum	80 GSM paper of A grade mill	20000 Nos.	
4	Kraft Covers with printing in one colour 11" x 5" x 2"Flap without gum	80 GSM paper of A grade mill	20000 Nos.	
5	Kraft Cover with printing in one colour 9" x 4" x 1.5" Flap without gum	80 GSM paper of A grade mill	10000 Nos.	
6	Kraft Cover (window) with printing in one colour 11" x 5" x 1.5" Transparent PVC material for window Flap without gumming	80 GSM paper of A grade mill	10000 Nos.	
7	Cloth line Covers (Dhoti Cloth) with printing in corporate blue colour 15" x 12" x 3" without gumming with LIC emblem in 4 colour, bilingual on front of the cover as per our Corporate Identity programme.	95 GSM Ledger Paper of A grade mill	10000 Nos.	
8	Cloth line Covers (Dhoti Cloth) with printing in corporate blue colour 12" x 9" x 3" without gumming with LIC emblem in 4 colour, bilingual on front of the cover as per our Corporate Identity programme.	95 GSM Ledger Paper A grade mill	10000 Nos.	
9	Cloth line Covers (Dhoti Cloth) with printing in	95 GSM Ledger Paper	10000 Nos.	

	Corporate blue colour 17" x 14" x 3" without gumming with LIC emblem in 4 colour, bilingual on front of the cover as per our Corporate Identity programme.	of A grade mill		
10	Kraft Paper for packing; size = 44" x 20" (Ream of 480 sheets.)	70 GSM paper of A grade mill	5 reams (240 nos)	
11	Kraft Paper Sheet ; size F/8 (Ream of 480 sheets)	70 GSM paper of A grade mill	10 reams	

### Book Items

Sr. No.	Particulars	Apprx. Quantity	Rate per Unit W/O GST
1	Short Hand Note Book = 200 pages (Size = 7.5" x 5") Paper = 54 GSM White Cream wove paper of A Grade Mill with ruling Label = LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	50 Nos.	
2	One Quire Note Book = F/8 (Quire of 96 pages) (Size = 8.5" x 13.5") Paper = 60 GSM White Cream wove Paper of A Grade Mill with ruling Label = LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	100 Nos.	
3	Two Quire Note Book = F/8 (Quire of 96 pages) (Size = 8.5" x 13.5") Paper = 60 GSM White Cream wove paper of A Grade Mill with ruling Label = LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	100 Nos.	
4	Three Quire Note Book = F/8 (Quire of 96 pages) (Size = 8.5" x 13.5") Paper = 60 GSM White Cream wove paper of A Grade Mill with ruling Label = LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	100 Nos.	
5	Four Quire Note Book = F/8 (Quire of 96 pages) (Size = 8.5" x 13.5") Paper = 60 GSM White Cream wove paper of A Grade Mill with ruling Label = LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	100 Nos.	
6	Two Quire Note Book - F/8 Ledger Paper (Quire of 96 pages) (Size = 8.5" x 13.5") Paper = 95 GSM Ledger paper with ruling Label = LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	100 Nos.	
7	Four Quire Note Book - F/8 Ledger Paper (Quire of 96 pages) (Size = 8.5" x 13.5") Paper = 95 GSM Ledger paper with ruling Label = LIC's name and emblem label to be printed as per our Corporate Identity programme and pasted on cover	100 nos.	
8	Conference Pads [Size : 8.75" (Length) x 5.25" (Breadth) ] Pages 15 Sheet in each pad (i.e. 30 pages) Perforation : to be done on top at a distance of 0.75 Spiral : side spiral binding. Design for cover page to be done by the supplier. Ruling : As per our specimen on both sides. Binding : A Strip of rexine is to be struck on top to hold the paper strongly Paper : Front and back cover - 300 GSM Super white Indian Art Paper of A Grade Mill Inside Pages - 80 GSM White super sunshine paper of A Grade Mill	5000	



	Printing : By screen printing process in bilingual on front of the pad in four colour and LIC's emblem in 4 colour to be printed on each page front and back .		
9	Four Flap Folders (Corporate blue colour) Size : 14" X 10" with full flap & 5" strong tape running horizontally & vertically through 32 oz cardboard	1000	
10	Two Flap Folders (Corporate blue colour) Size : 14" X 10" with 3" flap & " strong tape running horizontally through 32 oz cardboard	2000	
11	Budget Control Register : 200 pages, 11.5" x 18" – Closed & 23" x 18" – Open. Paper: 95 GSM A grade Ledger Paper Printing: In bilingual on both side in one single colour i.e. Black as per our specimen. LIC's name and emblem to be printed as per our Corp. Identity Programme.	50	
12	Staff Car Movement (Size : 6.5" x 8.5" – Closed & 6.5" x 17" – Open ) Each book should be of 200 pages. Numbering to be done serially. Cardboard binding (Front & back) with marble paper for sides. Cloth patti at back. A printed label of the above item with LIC emblem & logo to be pasted on each book. Paper : 17" x 27" – 58 GSM Ledger Paper of A Grade Mill	50	
13	Index File (Box File) – Size : 13.5" x 11" x 3" with LIC name emblem and logo slip pasted as per our Corporate Identity Programme. Quality : 36oz Strawboard with perfect new Kangaroo Button clip	2000	
14	Office Spring Files (Spring File) – Size : 14" x 22" – open & 14" x 11" – closed. Printing of LIC name, emblem and logo as per Corporate identity programme. Paper : 31 kg Sirpur paper, assorted colours with superior quality (chromium spring clip of 9" + Attached patti on page) with 3 side printing in single colour	5000	
15	XEROX PAPER TRIDENT F/S (75 GSM)	100	
16	XEROX PAPER TRIDENT A3 (75 GSM)	50	

### Particulars of Pre printed Continuous Stationery

Sl. No.	Particulars	Quantity [Sheets] (Approx. yearly requirement]	Rate per 1000 Nos W/O GST
1	10" x 12" – Single Paper Pre printed with Water mark 80 GSM Sunshine Paper	50,000	
2	10" x 12" – Two Parts Pre printed with Water mark 80 GSM Sunshine Paper	50,000	
3	15" x 12" – Single Paper Pre printed with Water mark 80 GSM Sunshine Paper	25,000	
4	Continuous sticker 80 GSM sunshine paper 10' x 12' single paper having 16 stickers on one page.	5000	

**Taxes : If applicable kindly mention separately in percentage, also GST if any**

Your rates will be applicable for a period of one year. It may be noted that we will order any amount of quantity and at any time during the period of the contract. You will have to deliver the items as and when the piecemeal order is placed by us within 1 or 2 days from the date of order. Please note that the quantity mentioned is our approximate requirement and likely to increase or decrease.

If the rates quoted by you are approved by us, we will place order with you for supply of the above for a period of one year. During this period you shall not seek nor shall we agree to any increase in the rates, except to the extent of any additional Statutory Levy. At the end of



the said period, the contract may be reviewed; either continued with or without amendments on a mutually agreed basis for one year or may be discontinued. Notwithstanding what is stated herein above,

if circumstances warrant, the Corporation reserves to itself the right to terminate this contract even during its currency.

This enquiry is further subject to the Terms and Conditions as mentioned below.

Quotation to be sent in a sealed cover bearing your name, address, and above reference and addressed it to:

The Secretary (OS),  
L.I.C. Of India, Yogakshema,  
Central Office, O.S. Dept.  
4<sup>th</sup> Floor, (west wing)  
Jeevan Bima Marg,  
MUMBAI – 400 021  
Ph – 66598416/66598422

Quotation should reach us on or before **22.11.2023 up to 2.30 pm.**

Yours faithfully,

  
Secretary (OS)

(P)  
23/11

## TERMS AND CONDITIONS OF THE TENDER

1. The tender should be dispatched so as to reach this office on or before the due date specified.
2. Each page of the offer should be signed by the tenderer.
3. Quotations should be sent in a sealed cover superscribed with the reference number of tender enquiry and due date of opening.
4. Please note that your offer should be kept open for minimum 30 days from the due date.
5. Please note the description and specification of Stores carefully and your offer should be in accordance with the same. If you quote any stores with deviations in specifications, the same may please be clearly mentioned in your tender; otherwise it will be deemed that you have quoted for the specified stores of specific brand.
6. Wherever detailed **SPECIFICATION** are not given for the stores, it will be presumed that the material of highest quality is offered, in such cases, **the tenderer should send a sample for approval alongwith the tender.**
7. Offers subject to conditions, 'like subject to prior sale', 'subject to availability of stores' or with similar conditional offer, will be subject to rejection on technical ground. Please note that any conditional offer will be termed as technically disqualified.
8. All deliveries must be made as per our instructions either at our Offices or at our godown free of any charge.
9. No alterations either in quantity or quality of the items indented or in the period of execution or enhancement in the rate of articles shall be allowed, unless previously ratified by the Corporation in writing.
10. If after the supply is delivered, it is discovered that the materials supplied do not conform to the specifications, such supply may be rejected at the suppliers cost who will have to supply the materials exactly according to specifications and in the event of non-compliance with this condition, the Corporation shall be at liberty to take such action as it may decide to be warranted, in addition to reimbursing the Corporation of such additional cost as may be incurred by it in replenishing it with supplies from other sources. Further, in that event Corporation reserves the right to blacklist the supplier.
11. In case of failure to deliver the goods on or before the specified dates/s, the Corporation shall be at liberty to purchase the goods or such part thereof as it may decided, from any other supplier and the supplier at default shall be liable to make good any loss or damage that the Corporation may suffer due to such purchases as shall be called upon to pay to the Corporation, liquidated damages as provided under Clause 12, herein under. In addition, the Corporation also reserves the right to blacklist the Vendor for not executing the allotted job and for causing damage to the image and goodwill of the Corporation.
12. If the Supplier fails to comply with the provisions of Clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion or in case the Supplier fails to comply with the provisions of any other Clause, it shall pay to the Corporation, liquidated damages at the rate of ½% of the outstanding order value for every week or part thereof of delay (subject to a maximum of 7½ % of the total order value). Such sum will be construed as and taken as liquidated damages and not as penalty, and the Corporation shall be at liberty to deduct such sums from any monies due to the Printer/Suppliers under these presents or may otherwise recover the same separately.



13. The Corporation also reserves the right to blacklist the printer / supplier in case of failure to undertake the job, after placing the order at the quoted rate.
14. Successful bidder will have to submit security deposit to the extent of 10% of total order value within 15 days from the date of placing order. The Security Deposit will be released after settlement of the final bill upon conclusion of the contract.
15. 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.
16. 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 and shall be subject to adjudication by a Court in that City.
17. Stores rejected after the receipt will have to be taken by the suppliers at their risk and cost.
18. 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 quantity shall be considered as valid unless specifically stated to the contrary in your offer.
19. Any tender not in compliance with the above terms and conditions and the specifications sheet will be liable to be rejected.