



मण्डल कार्यालय रोहतक

Dated : 24.11.2023

Ref: DO/Sales/Competition

Dear Sir/Madam

**Re: Quotations from empanelled vendors of Rohtak/Karnal/Delhi DO 1,2 & 3 for printing of Pictorial Calendars - 2024 to be distributed as Competition prizes to Agents/CLIAs and Development officers**

Sealed Quotations are hereby called for from the empanelled vendors of **Rohtak/Karnal/Delhi DO 1,2 & 3** for printing of Pictorial Calendars - 2024 to be distributed as Competition prizes to Agents/CLIAs and Development officers.

The sealed quotations in a single envelope marked "**Tender for printing of Calendars-2024**" should reach our office by Monday, **04.12.2023 up to 05.30 PM** duly sealed and addressed to

**Purchase Committee,  
Sales Department,  
LIC of India,  
Divisional Office,  
SCO 3-4-5, Sector 1,  
Rohtak- 124001**

Quotations will be opened on **05.12.2023 at 11:30 AM**. The rate approved by LIC shall remain valid for 3 months from the date of acceptance. Supply should reach us within 15 Days of placing order.

The sample File in pdf format is attached with the tender document. Please note that it is just a sample file. A different file may also be printed subject to approval of the Competent Authority. The selected vendor has to get the sample approved before going for printing.

**Manager (Sales)**

## Tender Form

### Annexure "A"

#### Quotation for providing rates for printing of Pictorial Calendars - 2024

Ref: Sales/ Rohtak


Dated: 24.11.23

Sealed quotations are invited from the empanelled vendors of Rohtak/Karnal/Delhi DO1, 2 and 3 for printing and supply of Pictorial Calendars-2024

Name of the Procuring Office

:

Rohtak Division

Firm Name & Address				
Vendor Empanelled with (Name of LIC Divisional Office)				
PAN Number				
GST Number				
Mobile Number				
E Mail ID				
Sl. No	Name of Article	Description	Quantity (no. of calendars)	Rates (Rs.) exclusive of GST (IN WORDS AND FIGURES BOTH)
1.	Pictorial Calendar	 Adobe Acrobat Document <u>Approx Dimensions</u> 6 Sheeter both side Spiral Binding Multi Colour Printing GSM –130 ART PAPER Size 20" x15" (in Inches)	UP TO 5000	
			5001-10000	
			10001-15000	
			15001 & Above	

Terms and Conditions Accepted

Signature of vendor with stamp

## **Terms and Conditions**

1. Quotations should reach our office by Tuesday, 04.12.2023 up to 05.30 PM. duly sealed and addressed to **Purchase Committee, Sales Department, LIC of India, Divisional Office, SCO 3-4-5, Sector 1, Rohtak- 124001**
2. Quotations will be opened on 05.12.2023 at 11:30 AM.
3. The rate approved by LIC shall remain valid for 3 months from the date of acceptance.
4. Supply should reach us within 15 Days of placing order.

## **Other Conditions**

1. The delivery of goods will be taken at our Stores at our office, as specified by us and no charges other than rates quoted will be allowed. The rates quoted should be on FOR basis.
2. We are not bound to accept the lowest rates and are at liberty to reject any or all quotations without assigning any reason thereof and further reserve the right to accept the whole or part of the quotations and our decision shall be final and binding.
3. The delivery of the articles should be made **WITHIN 15 DAYS** of placing of order, otherwise penalty of @1/2.% ( Half.percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period will be imposed. We reserve the right to cancel the order and buy the same from open market and any difference in price will be recovered from the defaulter supplier.
4. Generally the payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition.
5. Late delivery can be accepted only with conditions that will be settled at that time.
6. Quotations are liable to be rejected with over-writing or cutting or having specification other than required. In case of ambiguity, the amount quoted in words will be deemed as final.
7. Delivery schedule strictly to be maintained as per our terms and conditions agreed.
8. LIC will bear no responsibility whatsoever and not be liable to pay for any loss or damage caused to the items in transit or before being handed over to our stores.
9. In case of any dispute arising out of any of our order or otherwise will be dealt with in Jurisdiction of Rohtak court only.
10. The vendor is required to fill the rates and submit this letter duly signed with rubber stamp at place provided here in below in this letter in token of acceptance of all terms and conditions.
11. **The basic rates without GST will be taken for considering L1.**
12. **In case of multiple L1, the selection of L1 will be conducted in the form of lottery in the presence of representatives of L1 bidders.**

**Sr.Divisional Manager**

**Terms and Conditions Accepted**  
LIC of India, Divisional Office, SCO 3,4,5, Sector 1, Rohtak, Ph No : 0124-228301, 228302

**Signature of vendor with stamp**