



Divisional Office : "Nai Basti, Gahra Nala, Rewa Road,  
Satna -485001 (M.P.)

Ref: Sales /2022-23/Calender & Diary-2023

Dt. 04.11.2022

To,

.....  
.....  
.....

Sir/Madam,

**Re:- Tender for Supply of "CALENDER & DIARY-2023"**  
**FROM EMPANELLED VENDORS UNDER SATNA DIVISION ONLY**

Tender are invited for supply of "**CALENDER & DIARY -2023**" as per details and specification attached:

1. Specificification : **Sample** Photograph of CALENDER is attached herewith

| s.no. | Item             | Particulars  |
|-------|------------------|--|
| 1.    | Hanging Calender | Size : L 20" X W 15" , 130 GSM (6 pages) with Iron Strip (15")   |
| 2.    | Dairy 2023       | Single color Printing, 4 Leaf(8 pages) Photo, Art Paper 130 GSM, Inside Color Map india &World, <b>SIZE 9.25" X 7"</b> |

Kindly send sample Diary and calender -2023.

2. Delivery :- Delivery of the consignment at Sales Department, Divisional Office, Gahra Nala, Nai Basti, Rewa Road, Satna and within 10 days from the Purchase order .
3. Terms & Conditions :
  - a. The tender in a SEALED envelope marked "**Tender for supply of "CALENDER & DIARY 2023"**" should reach Chairman, Purchase Committee, LIC OF INDIA, DIVISIONAL OFFICE, Gahra Nala, Nai Basti, Rewa Road, SATNA- 485001 latest by 5.00 PM on 24.11.2022. Tender received after the time will be rejected. The Tender Opening date 25.11.2022 Time 11.30 AM at Divisional Office-Satna.
  - b. Tender must be sent in the ATTACHED FORMAT duly signed by Proprietor/ Partner/ Director/ Manager with seal of the Firm.
  - c. Rate quoted must be inclusive of all Taxes/ GST / Transportation etc.
  - d. If after the delivery of items, it is found that the materials supplied are not according to the specifications, such supply will be rejected at the supplier's cost. Damaged items will have to be replaced at supplier's cost.
  - e. Payment will be made through NEFT. No advance payment will be made.
  - f. Any tender not in compliance with these terms & conditions will be liable for rejection. Corporation reserves the right to accept any quotation in full or part.
  - g. Any dispute arising out of or relating to this tender shall be deemed to have arisen in SATNA and shall be under jurisdiction of a court in SATNA.

Yours faithfully

Chairman  
(Purchase Committee)

To,  
The Chairman  
Purchase Committee  
LIC of India, Divisional Office,  
Gahra Nala, Nai basti, Rewa Road,  
Satna-485001 (MP).

**Reg: Tender for supply of Gift Article "CALENDER-& DIARY 2023"**

In compliance with your letter dated 04.11.2022 calling for quotations for supply of "CALENDER & DIARY -2023", we quote here under our rates for the desired "CALENDER & DIARY-2023" inclusive of Taxes, GST, delivery charges, Transportation etc. We agree to abide by your Terms and Conditions and undertake to supply materials "CALENDER & DIARY -2023" :

Rate per Gift Articles : Rate quoted inclusive of all :-

| Quantity                      | Cost Upto 1000<br>(Rs.) | Cost More than 1000<br>(Rs.) |
|-------------------------------|-------------------------|------------------------------|
| <b><u>"CALENDER-2023"</u></b> |                         |                              |
| <b><u>"DIARY-2023"</u></b>    |                         |                              |

1. Delivery of Items will be done by us :  
Sales Department, Divisional Office, Gahra Nala, Nai Basti, Rewa Road, Satna with in 10 days of Purchase Order.
2. Terms & Conditions :-
  - 2.1 The Tender in a SEALED envelope marked: "Tender for supply of **CALENDER & DIARY-2023** should reach this office latest by 5.00 PM on 24.11.2022. Quotations received after the time will be rejected. The tender opening date 25.11.2022 Time 11.30. AM at Divisional Office-Satna.
  - 2.2 Tender must be duly signed by Proprietor/ Partner/Director/ Manager with seal of the Firm.
  - 2.3 Rate quoted must be inclusive of all (GST/ VAT/ Transportation etc).
  - 2.4 If after the delivery of items, it is found that the materials supplied are not according to the specifications, such supply will be rejected at the supplier's cost. Damaged items will have to be replaced at supplier's cost.
  - 2.5 Payment will be made through NEFT. No advance payment will be made.
  - 2.6 Any Tender not in compliance with these terms & conditions will be Liable for rejection. Corporation reserves the right to accept any quotation in full or part.
  - 2.7 Any dispute arising out of or relating to this tender shall be deemed to have arisen in SATNA and shall be under jurisdiction of a court in SATNA
  - 2.8 Sample Diary & Calender sent (YES/NO)

**ALL THE ABOVE TERMS & CONDITIONS AS MENTIONED IN YOUR LETTER DATED 04.11.2022 ARE ACCEPTED BY US.**

Dated :.....

(Signature of Authorized Signatory)

Seal of Firm/Supplier