



कार्यालय सेवा विभाग, वडोदरा मंडल कार्यालय, दूसरी मंजिल जीवन प्रकाश, समत पुलिस स्टेशन के पास सुभानपुरा
वडोदरा -390023
Office Services Dept., Vadodara Divisional, 2nd Floor Jeevan Prakash, Near Samata Police Station, Subhanpura ,
Vadodara-390023.
दूरभाष Tel.: 0265-2306763/230676, email-id: os.vadodara@licindia.com

Ref : OS/P&S/TENDER No. 1/2020-2021

Date : 06.06.2020

**TENDER NOTICE TO RATE CONTRACT FOR PRINTING & SUPPLY OF POLICY DOCKET COVERS
(F.No.4111) FOR THE PERIOD FROM 01/07/2020 UPTO 30/06/2021**

Life Insurance Corporation of India, Divisional Office, Vadodara, GUJRAT - 390023, intends to invite sealed tenders for the above :

1. Tender forms can be obtained on payment of Tender fee Rs. 100/- (NON REFUNDABLE) + 18 % GST (ANY VENDOR WHO WISHES TO CLAIM CREDIT OF GST PAID BY HIM, WILL HAVE TO ATTACH A COPY OF FIRM'S GST NO. WITH TENDER DOCUMENTS) by Demand draft / Bankers Cheque in favour of LIC Of India (CHEQUES NOT ACCEPTABLE), payable at Vadodara or can be paid in cash, at our Vadodara Divisional Office cash counter in Account Code no. 114018 and copy of the receipt should be enclosed, on any working day during cash hours i.e. 10.45 A.M. to 03.30 P.M. on Monday to Saturday (EXCEPT 2ND AND 4TH SATURDAYS, SUNDAYS & PUBLIC HOLIDAYS) from 06.06.2020 to 20.06.2020.
2. Tender will be issued from 10:45 Hours on 06.06.2020 to 15:45 Hours on 20.06.2020. Last date of receipt of filled in tenders is 16:00 Hours on 20.06.2020, by hand or by post, at our office "O.S. Department" LIC of India, Vadodara Divisional Office, 2nd Floor Jeevan Prakash, Subhanpura , VADODARA-390 023.
3. Tender received late, not in properly sealed cover, conditioned or not conforming to the prescribed conditions and not complete in all respect will be rejected. No excuse will be accepted for delay.
4. The name and address of firm should be mentioned on the envelope. The tender application must be accompanied by EMD (Earnest Money Deposit) of Rs. 5,000/-(Five Thousand only) by DD/Banker's Cheque in favour of LIC of India (CHEQUES WILL NOT BE ACCEPTED) payable at Vadodara or can be paid in cash at our Vadodara Divisional Office cash counter in Account Code no. 111135 and a copy of receipt should be enclosed. EMD of unsuccessful bidders will be refunded without interest.
5. **NSIC registered firms who wants to claim for exemption for payment of EMD, Security Deposit & Tender fees, should attach a copy of the latest NSIC Regn. Certificate, which should be valid and if applied for renewal then copy of such supporting papers should be attached for claiming the exemption with tender documents. In absence of any such document, tender shall be considered as not registered under NSIC and Tender Fee and EMD should be deposited by the firm otherwise tender will be liable to be rejected.**
6. Tender without EMD & Tender Fees will be rejected.
7. Successful bidders will have to provide Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds amount of Rs. 1 Lac) in the form of Demand Draft/ Bankers Cheque / Bank Guarantees through Scheduled Banks only & should be valid upto the job is over. The deposit shall not carry any interest the amount will be refunded (without any interest on that) after the job is over. The Earnest Money deposited by the successful bidders will be adjusted towards Security Deposit. Further, in case of failure on the part of the successful bidders to deposit Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds amount of Rs. 1 Lac), LIC of India will be at liberty to deduct the amount of Security Deposit for the entire contracted value from any further payments due to the vendors.
8. The rate contract will remain in force from the period 01/07/2020 to 30/06/2021 and may also extend for one more year on mutual consent.
9. The Sr. Divisional Manager, Divisional office Vadodara, reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever. Further Corporation reserves the right to call for



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additional information/ any information mentioned in the tender (except that in Annexure A) at any stage from the vendors for the successful processing of the tender / rate contract.

The Envelope containing Tender should be super scribed as **"RATE CONTRACT FOR PRINTING & SUPPLY OF POLICY DOCKET COVER (F.No.4111) FROM 01/07/2020 UPTO 30/06/2021"**

10. **The Envelope should be sealed properly and shall be submitted** by addressing to "The Chairman, Stores Committee, LIC of India, Vadodara Divisional Office, Second Floor, Jeevan Prakash , Subhanpura, Vadodara – 390023.
11. Tender complete in all respect can be dropped in Specified Tender Box or can be submitted by hand delivery to Administrative Officer", O.S. Department, Life Insurance Corporation of India, Divisional Office, Vadodara, 2nd FLOOR, " JEEVAN PRAKASH " SUBHAN PURA, NEAR SAMATA POLICE STATION VADODARA-390 023.
12. Tender will be opened on 22.06.2020 at 11.30 A.M, (21ST JUNE BEING SUNDAY)
13. Bidders or their representative may be present at the time of opening of tender.
14. All empanelled vendors/ firms have to submit tender quoting rates.

All other details and Terms & conditions are given in Tender document.

**Sr. Divisional Manager
VADODARA DIVISION**

Terms & Conditions

RATE CONTRACT FOR PRINTING & SUPPLY OF POLICY DOCKET COVERS (F.No.4111) FOR THE PERIOD FROM 01/07/2020 UPTO 30/06/2021

The Tender consists of **06** pages including tender notice i.e. Page No.1 & 2, Terms and Conditions : Page No. 3-5 & Annexure A : Page No. 6. All pages are part of tender the bidder has to put his signature and seal on each page of the tender document.

1. The tender should be sent so as to reach this office ON OR BEFORE 16.00 Hrs on date 20.06.2020. Tender received after that will be rejected.
2. The envelope should be sealed properly and super scribed as “TENDER-1/2020-2021, **RATE CONTRACT FOR PRINTING & SUPPLY OF POLICY DOCKET COVERS (F.No.4111) FOR THE PERIOD FROM 01/07/2020 UPTO 30/06/2021.** The name of firm should also be mentioned on the envelope.
3. Earnest Money Deposit (E.M.D.) will be forfeited in case the bidder refuses to execute the Order, either full or part, if placed at the quoted rates. In that event LIC may decide/debar/blacklist the Concerned Supplier and the decisions will be final and binding on all concerned.
4. The rates quoted in the Annexure A shall be on F.O.R. Basis **excluding G.S.T but including all other charges like Packing, delivery, transportation and unloading charges, for good quality paper from a reputed brand. The rate of G.S.T. will be as applicable from time to time. Please attach a copy of GST No. of the firm.**
5. All bidders are requested to submit self attested copy of PAN CARD along with cancelled cheque bearing IFS Code and bank account number and type of account viz SB/ Current etc. Also please mention whether PAN CARD is in the name of firm or individual.
6. Printing job may be performed in any Language viz. Gujarati, Hindi, English, bilingual or trilingual as per our requirement/specifications.
7. Rate Quotations must be given, as per prescribed format as mentioned in Annexure A duly sealed and signed by Proprietor/ Director/ Manager of the firm and should be either TYPE WRITTEN or must be IN INK and should not be with any hedging conditions or overwritten. If the rates are overwritten or not legible, the quotations will be subject to rejection. If the rates quoted in words and figures are different then rates of that bidder will not be considered.
8. Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may, within in its right, award tendered job in part to one of the vendor and remaining job to another vendor.
9. All deliveries must be made at our Stores Department located at Vidya Chambers, 2nd Floor, Opp. Reliance Petrol Pump , Besides Jai Ratna Building , R V Desai Road, Vadodara – 390001.
10. If at any point of time, it is discovered that materials received are not according to the specification with regard to the quantity and quality of the paper/printing/packing, penalty will be decided by the Sr. Divisional Manager, LIC of India, Vadodara Divisional Office, on the merit of each case, will be invoked which is part and parcel of the terms and conditions of the tender. Penalty may be imposed as decided by our competent authority or SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST and they will have to supply materials exactly according to the specification and in the event of non- compliance with the condition, Corporation will be at liberty to take such action as it deems fit.
11. Art work is to be **submitted within 5** days from date of order. Supply of stationery is to be 30 days from the date of receipt of purchase order or date of approval of proof reading / art work, whichever is later. Any delay in completion of work over the stipulated period will attract penalty of 0.1% of the bill amount per day, subject to Maximum of 5% of the bill amount. **If the delay of supply goes beyond 90 days from the date of receipt of purchase order, then the Competent Authority reserves the right to cancel the order**

with deduction of 5 % of the order value from EMD at the time of refund of EMD after successful completion of term of rate contract. Apart from Financial Penalty Corporation reserves the right to impose any other Penalty which include Cancellation of order, Termination of Contract or Blacklisting of the firm etc as deemed fit by our competent authority.

12. Any tender not in compliance with given terms and conditions will be liable for rejection. No extra terms and conditions of the bidder will be accepted. If any vendor gives his own terms and conditions, his tender will be rejected without informing him.
13. The rates quoted in **Annexure A** would be valid upto 30.06.2021 and may be extended for one more year, with same rates and keeping other terms & conditions unchanged, depending upon satisfactory services rendered by the printer/supplier and requirement of the office, but Corporation reserves the right for any alteration in period of the tender which will be strictly binding on the suppliers.
14. Payments will be made through NEFT only after the complete and successful supply of order. No advance or adhoc payments will be made. T.D.S. shall be deducted as per prevailing IT rules.
15. Work order may be placed in parts depending upon the requirements during the contract period. Quantity of items required during the period mentioned is approximate however Corporation reserves the right to increase / decrease the quantity required according to future need.
16. The Corporation reserves the right to cancel the contract/annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination of contract/annual rate contract but in case of breach of the terms of the contract/annual rate contract may be terminated forthwith.
17. If at any point of time the Vendor is blacklisted from any of Offices of Corporation then this contract will be terminated immediately.
18. 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.
19. Any dispute arising out of this acceptance shall be referred to for "Arbitration" to The Sr. Divisional Manager, L.I.C. of India, Divisional Office, Vadodara and his decision shall be binding on the Firm/ Vendor/ Supplier. The Firm/ Vendor/ Supplier shall not raise any question of the competence of the Sr. Divisional Manager to act as sole arbitrator. The competent authority reserves all the rights to accept and/or reject any tender without assigning reasons thereof. Any dispute arising out of or relating to this tender shall be deemed to have arisen in VADODARA and shall be under adjudication a court in VADODARA.
20. Successful bidders will have to provide Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds amount of Rs. 1 Lac) in the form of Demand Draft/ Bankers Cheque / Bank Guarantees through Scheduled Banks only & should be valid upto the job is over. The deposit shall not carry any interest and the amount will be refunded after the job is over.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify such books of account, register, other documents and the 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 IRDAI.



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2. In terms of provisions of Section 33 (4) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as “ Investigating Officer ” , to make an investigation as specified under Sec.33 (1) or carry out an inspection as specified under Section 33 (2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, managing Director or Other Officer of the service provider or contractor where the services are outsourced by LIC of India.

Sr. Divisional Manager

We agree with and accept all terms and conditions of the tender, which will be a part of contract and letter of undertaking to supply materials as per tender specifications. It is understood that the stipulated terms and conditions are accepted in toto.

(AGREED & ACCEPTED)

PRINTER'S/SUPPLIER'S SIGNATURE WITH SEAL

NAME OF CONTACT PERSON E-MAIL ID, PHONE/MOBILE NO.

DATE :

ANNEXURE A

Ref : OS/P&S/TENDER No. 1/2020-2021

TENDER SCHEDULE

**RATE CONTRACT FOR PRINTING & SUPPLY OF POLICY DOCKET COVERS (F.No.4111)
FOR THE PERIOD FROM 01/07/2020 TO 30/06/2021**

I/We quote my/our rates for as per specifications mentioned below :

SPECIFICATIONS

Sl. No	NAME OF ITEM	SIZE	ESTIMATED QUANTITY	Descriptions	Rates Per 1000 Policy Dockets	Rates Per 1000 Policy Dockets (on F.O.R. basis, i.e. inclusive of all charges & excluding GST, GST AS PER APPLICABLE RATE.)
					IN WORDS	IN FIGURES
1	POLICY DOCKET (F.No 4111)	14" X 7"	2,00,000	Single side printing in single colour (BLACK INK) having BITUMENISED WATER PROOF 'A' GRADE (SUPER GRADE) PAPER WITH CROSS THREAD LINES SINGLE SIDE PRINTING AS PER THE SAMPLE ATTACHED. Press line on the back side and at the bottom of the Cover. Packaging Required : 1000 Nos. packed in Gunny Bag/ Jute Bag for preparing each Bundle.		

Sr Divisional Manager

I / We agree with and accept all terms and conditions of the tender

Signature and Seal of the Authorized Signatory
of the Company/Firm