



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office : "Jeevan Prakash", Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)
Phone Number – 0771 4054454

Ref/LIC/RDO/Tender/2022.

Dated- 14.11.2022.

Limited Tender for Supply of Envelops & Policy Dockets.

The Sealed Single Bid Limited Tender is invited from our 10 (Ten) Empanelled Vendors for purchase of Various types of Envelops/Policy Dockets etc. as per approximate quantities required during the year as per specifications mentioned in the Annexure "A" and "B" enclosed for our office use.

The prospective bidders may collect the tender documents from the office at the above address. Tender documents will be issued from **15.11.2022 to 24.11.2022 between 10.00 AM to 4.00 PM** on all week days (excluding Holidays, all Saturday & Sundays).

Tender fee (including GST) of Rs 295/- per tender (non refundable) is required to be deposited in cash/DD at our cash counter in F&A department and copy of receipt should be produced and submitted before issue of tender. The last date of submission of filled in tenders in the tender box is **25.11.2022 up to 5.00 PM** at our office "OS Department" first floor LIC of India, Divisional Office, Pandri, Raipur.

TENDER OPEN SCHEDULE :- All received tenders received within stipulated Date & time will be opened by our "Tender Opening Committee" on 28.11.2022 at 11.30 AM. All Bidders are requested to remain present or send only one Representative with Authorization Letter of the Firm during Tender opening Session.

The tender application must be accompanied by **EMD (Earnest Money Deposit)** of **Rs. 10000/-** by DD/Banker's Cheque in favour of LIC of India payable at Raipur (FDR's are not acceptable). EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of tender. The deposit shall not carry any interest. **Tender without EMD will be subject to rejection.** No Brokers/Intermediaries shall be entertained. The Sr. Divisional Manager, Divisional office, Raipur reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

Envelope should contain-

- a/ EMD of Rs. 10000/- by DD/Banker's Cheque in favour of LIC of India payable at Raipur (CG).
- b/ Tender fee of Rs 295/- (non refundable) is required to deposited through DD, if not deposited in cash at our Divisional Office, Raipur Cash Counter.
- c./ **Annexure "A" & Annexure "B" Your Quoted rate of specified items**
- d/ **Annexure "C"** (Undertaking Affidavit on Stamp Paper of Rs. 100/-)

The envelope should be sealed properly and shall be submitted, addressing Manager OS, LIC of India, Divisional Office, Pandri, Raipur (CG) and should be super scribed as **Tender for Supply of Envelops / Policy Dockets.**



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Other Terms & Conditions:

1-The tender should be sent so as to reach this office **ON OR BEFORE THE DATE & TIME SPECIFIED**. Tender received after that will be rejected.

2-Earnest Money Deposit (E.M.D.) will be forfeited in case the tenderer 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. The tender application must be accompanied by **EMD (Earnest Money Deposit) of Rs. 10000/-(Ten thousand only)** by DD/Banker's Cheque in favour of LIC of India payable at Raipur (FDR's will be not be accepted) . EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of tender.Tender without EMD will be subject to rejection.**(MSME & NSIC Registered vendors are exempted from submission of EMD subject to production of valid certificate).**

3-Price quoted should be inclusive of GST and other charges including Packing, delivery, transportation and unloading charges. T.D.S. shall be deducted as per IT rules.

4- **Successful tenderers will have to provide Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds amount of Rs. 01 Lakh in the form of Demand Draft/ Bankers Cheque/Bank Guarantees through Scheduled Banks. The deposit shall not carry any interest.**

5-Quotations must be given, as per prescribed format in Annexure-'A' and Annexure-'B'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.**

6-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 tenderer and remaining job to another tenderer.

7-All deliveries must be made on the basis of F.O.R Divisional Office, LIC of India, Jeevan Bima Marg, Pandri, Raipur at second floor "Stationery Department"or as per our instructions within the jurisdiction of Raipur Division free of charge.If the delivery is not made to place mentioned above,the amount paid for shifting the goods from the place of delivery to stationery department will be deducted from the bill amount and a penalty of Rs 20/- per cartoon will be charged thereon.

8-If after the supply of materials, it is discovered that the materials supplied are not according to the specification accepted, **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.



9- Packing- should be strictly as per specifications attached,size of packing box should match to the size of the contained Envelopes / Dockets so that it does not get damaged in transportation.Labels should be printed and pasted on each carton/box displaying name of vendor,particular of item,serial number if required and quantity.

10-Time limit for supply of Envelopes / Dockets would be **21 days** from the date of receipt of purchase order or date of approval of art work (whichever is later). If supply is done from 22 days to 35 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 1% penalty will be imposed on bill amount. If supply is made after 35 days to 45 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 2% penalty will be imposed on bill amount If supply is made after 45 days to 60 days from the date of receipt of purchase order or date of approval of art work (whichever is later) 3% penalty will be imposed on bill amount and after 60 days from the date of receipt of purchase order or date of approval of art work order will be treated as rejected.

11-Expected GSM of the Envelopes / Dockets is indicated in the chart enclosed separately for each item.GSM quality should be necessarily according to the tender.Deviation of 4% +/- may be ignored,but penalty as the competent authority thinks fit will be imposed in case of variation of GSM between 4% to 7%.Quantum will be decided by the Corporation and will be binding on the vendor.In case of variation more than 7% of GSM, entire stock will be returned & payment will not be made.

12-NO ALTERATIONS IN QUANTITY OR QUALITY of the items indented will be accepted and the period of execution and no enhancement in the rate of article shall be accepted unless previously ratified by the Corporation in writing.

13-Any tender not in compliance with given terms and conditions will be liable for rejection.

14- **The Tender shall initially be for a period of one year from the date of first work order , with a provision to renew the contract on the same terms & conditions with mutual consent for another one year (maximum two extensions / renewal). Corporation reserves the right to pre- maturely terminate the contract / Agreement without assigning any reason thereof by giving one month's notice before the expiry of the contract period.**

15- Payments will be made through NEFT,within 15 days of receiving the report of quality check committee and only after the complete and successful supply of order and on duly verification of quality of goods supplied with the quality/brand/company mentioned in tender .No advance or adhoc payments will be made.

16/- Quantity of items required during the period mentioned is approximate however Corporation reserves the right to decrease the quantity required according to future need or any changes if required and this will be acceptable to all.



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17-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 contract/annual rate contract but in case of breach of the terms of the contract/annual rate contract may be terminated forthwith.

18-If it is found that the vendor is incompetent to complete the job even after the submission of consecutive proofs or is unable to follow the instructions given,the order may be withdrawn from such a vendor and he will be intimated of cancellation of order without any damage or compensation.

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, Pandari, Raipur and his decision shall be binding on the Firm/Vendor/Manufacturer. The Firm/Vendor/Manufacturer shall not raise any question of the competence of the Sr. Divisional Manager to act as sole arbitrator.Any dispute arising out of or relating to this tender shall be deemed to have arisen in RAIPUR and shall be under adjudication a court in RAIPUR.

20- Please put initials/Sign on all pages of tender and supporting Documents

Manager (OS)

We accept all the Terms and Conditions from S.No 1 to 20 mentioned in the tender above & shall be binding upon us.

Dated -

Signature of Supplier/Vendor.

Seal



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Annexure-“A”- Particulars of Envelopes Required:

Sr. No.	Type of Envelope, Size /Form No.	Required GSM and Paper	Approximate Quantity Required during the Year	Rate Per Thousand (Rs) Inclusive of GST & all other charges
1	Kraft Envelope E-5 – WINDOW Size- 9” X 4”	80 GSM Andhra Ribbed Paper	3 lacs	
2	Kraft Envelope E-5 – ORDINARY (PLAIN) Size- 9” X 4”	80 GSM Andhra Ribbed Paper	2 lacs	
3	Kraft Envelope E-6 – ORDINARY (PLAIN) Size - 12” X 5”	80 GSM Andhra Ribbed Paper	1 lacs	

Note:

- 1) Paper Quality – 80 GSM Andhra Ribbed Paper .
- 2) Film Quality - Static free PUC film 30 micron.
- 3) Window size for envelop For 9 X 4 envelop - 11 X 4.5 cms
- 4) Pasting of envelop: Glue should cover 1.00 cm wide area.
- 5) Printing - Name of the DO & logo of LIC in Envelope etc. on Envelopes E-5, E-6) etc.
- 6) Printing - Name of the DO & logo of LIC, Plans Details etc. on Envelope F.NO.3206).
- 7) Printing – Single Color /Front Side Printing on Envelopes E-5, E-6, F.NO.3206
- 8) Packaging - 1000 Envelops/ Dockets
- 9) **Sample – Enclose the sample of Paper.**
- 10) Flap size – For all types of Envelops 1.5 inch.
- 11) Specimen – Bidders can see the Specimen of all Envelops/Docket from our D.O.
- 12) Approximate quantity of yearly requirements is not any Guarantee for placing the order.

We accept all the Terms and Conditions from SI No-1 to 20 mentioned in the tender as well as other enclosed documents and shall be binding upon us.

**Signature of Supplier/Vendor.
Seal**



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Annexure-“B”- Particulars of Policy Dockets

S No.	Particulars	GSM & Size	Approximate Quantity Required during the Year	Rate per Thousand Inclusive of GST & all other charges
1)	Policy Docket No. 4111	135 GSM 14” x 6.5”	2 lacs	

SPECIFICATIONS: -

- 1) Paper quality : Reinforced Paper, Cross line threads net Bituminized, Tar Coated.
- 2) Size : 14”x 6.5” for Policy Docket
- 3) Packaging : As per our requirements.
- 4) Printing : Name of the division etc. & logo of LIC on Dockets.

We accept all the Terms and Conditions from S.No 1 to 20 mentioned in the tender and shall be binding upon us.

Signature of Supplier/Vendor.

Seal



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Annexure –C

(This undertaking duly notarized has to be executed on a Stamp Paper of Rs 100/-)

UNDERTAKING

Ref:OS/TENDER-RAIPUR-DO/ 2022

We hereby confirm that we have not been blacklisted by LIC or any PSU / BFSI Organization/Government /Semi Government/Quasi Govt. Department in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Date -

Place -

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address

SEAL OF THE FIRM/COMPANY.



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**List of Empanelled Vendors in Category of Supply of Envelops & Policy Dockets.
Raipur Division (2020-2023)**

S.NO.	Name of the Firms	Address of the Firms / Suppliers
01	Maruti Traders	Opp. GT Plaza, Lodhipara, Raipur M. NO. 99771-79841
02	Shri Ram Printers	Avanti Bai Lodhipara chowk Raipur (C.G) Contact No.:- 0771-4052600 / 9329102547
03	Aashish Enterprises	Shankar Nagar, Main Road, Raipur (CG) M. NO. 99266-55520
04	Godavari Enterprises,	E-125, Samta Colony, Raipur (CG) 99933-60696
05	Swastik Printery	Near Pawar Sabha Bhawan, New Changora bhata,Raipur (C.G.) Contact No.:- 9826446695/7724891094
06	Smriti Print House	Kedia Business Park Bhilai Road Tatibandh chowk Raipur(C.G) Mob&Tele:- 9425258014/07712572112 / 9993591012
07	Hari Stationery Mart	1 st Floor, NB Market, Banjari Road, Raipur (CG) M .NO. 93291-00491
08	Chattisgarh Printers	59/939, Mukut Nagar, Near Idgabhata water tank Raipur(C.G) Cont. No.:-0771-4060838/839/9827938771
09	Vimal Enterprises	Nathani Compound, Near Telibandha Chowk, Shyam Nagar Telephone No. 0771-2420500/9827162200
10	Mayank Offset Printers	16, Prakash Bhavan, Kankalipara, Raipur (C.G) Mob No.:- 9752711101,9424119678,9827176089 / 9926893240

Manager (OS)