

**OS Department, Divisional Office, "Jeevan Prakash"**  
**Sub City Centre, Udaipur(Rajasthan) Pin 313001**  
**Tel: 0294-2486640,2481290, E-mail: os.udaipur@licindia.com**

## **NOTICE FOR TENDER**

### **Open Tender No. 03 / 2020-21/ Tender for Photocopy, Spiral**

#### **Binding , Lamination and scanning work**

Sealed Tenders are invited from reputed Firms by the undersigned on behalf of LIFE INSURANCE CORPORATION OF INDIA, DIVISIONAL OFFICE, UDAIPUR for outsourcing the work of **Photocopy, Spiral Binding, Lamination and scanning work** at Life Insurance Corporation of India, Divisional Office, Sub city Centre, P.B.No. 18, Udaipur (Raj.). Please also note that Tender fee of Rs 118/- (Rs Hundred Only) including GST @18% and EMD of Rs 9000 (Rs Nine Thousand Only) for each tender shall be deposited either in cash at our Divisional Office, Udaipur or through demand draft in favour of LIC of India, payable at Udaipur. The M.R. of cash receipt or D.D. should be submitted in a separate envelope super scribing '**Tender Fee & EMD for Photocopy, Spiral Binding , lamination & scanning work.**' The tender is to be submitted to the address mentioned below :-

**Chairman, Stores Committee,**  
**L.I.C. of India, Divisional Office, "Jeevan Prakash"**  
**Sub City Centre, Udaipur - 313001**

Date of issue of Tender Notice : 23-10-2020  
 Last date for receipt of Tender : 12-11-2020 up to 03.00 p.m.  
 Opening of Technical Bid : 13-11-2020 at 11.00 a.m. at above address  
 Date & time of opening of financial Bid : Shall be intimated separately to vendors who qualify in the technical bid

**Estimated Value of Tender is Rs 4.50 Lakhs per year approximately.**

Details of various Annexure are as under:

S.No.	Particulars	Attached as
1.	Terms and Conditions	Annexure –A
2.	Appendix to the Conditions of Contract	Annexure –B
3.	Eligibility criteria for Technical Bid	Annexure- C
4.	Technical Bid Format	Annexure-D
5.	Financial Bid Format	Annexure –E
6.	Instructions to bidders	Annexure-F
7.	Bank and other particulars	Annexure-G
8.	Non- black listing declaration	Annexure –H



Any corrigendum regarding modification/addition in tender specifications or in terms & conditions of the tender shall only be uploaded/published on our official website: [www.licindia.in](http://www.licindia.in) (Tender-link). Hence, all interested bidders are advised to visit our above website regularly for latest information regarding the above tender till the last date of bid submission. The Sr. Divisional Manager reserves the right to accept or reject any/all tenders without any reason what so ever.

No brokers/intermediaries shall be entertained. The representative of the tenderer may remain present at the time of opening of Tender. The Corporation reserves the right to reject any /all applications without assigning any reason whatsoever. For complete details and tender form please log on to Corporation's website [www.licindia.in](http://www.licindia.in). Any further information regarding this tender will be published at our website only.

**Sr. Divisional Manager**

**Terms and Conditions**

1. Sealed tender complete in all respect along with MR/ bank draft/banker's cheque for Rs 118/- & Rs 9000/- towards Tender fees & EMD placed in an Envelope should be submitted at Divisional Office,Sub City Center,P.B.18,Udaipur(Raj.), on or before 12.11.2020 up to 3.00 P.M. Incomplete/conditional/late tenders or those without Tender fees will be rejected. **All the pages of tender Document should be duly signed with seal of the firm.**
2. The tender(Technical bid) shall be opened on 13-11-2020 at 11 AM. Your representative may remain present personally at the time of opening of tender.The financial bid of only those vendors will be opened who qualify for technical bid.
3. The Rate Contract shall be **valid for one year from the date of acceptance.** However, the contract period shall be extended further Two years,subject to satisfactory services,on year to year basis on mutually agreed Terms and Conditions.
4. No advance payment shall be made.The revision of rates will not be allowed during the contract period and TDS under gst & income tax shall be deducted as per Rules,as applicable time to time.
5. The machine must be installed with-in seven working days of signing of agreement.
6. No transport charges or any other charges will be paid by the office.
7. The shortlisted firm will be responsible for maintaining of all required machines.The cost for supply of all stationery items viz.,JK photocopy paper(75 gsm),toner,staplers,stapler pins,binding materials, computer and scanner for scanning work etc. will be borne by the shortlisted firm.Manpower to operate photocopy machine and expenditure incurred on their engagement will also be borne by the shortlisted firm.In case of without paper only photocopy paper(JK 75 gsm) will be provided by LIC,cost of all other items & manpower to operate machine etc. are to be borne by shortlisted firm.
8. It will be for the shortlisted firm to install/provide stand by machine to ensure that the photocopy work in the office goes on uninterrupted & smoothly to avoid any hardship in the execution of work,failing which a penalty of Rs 100/- per day will be imposed post 24 hours .Besides bills for the photocopy work done from the market will also be deducted from the pending bills.
9. It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office.
10. LIC will provide one electricity connection and sufficient space.Rest of all works shall be done by the vendor at their own cost including cartage unloading at site of work etc.
11. LIC reserves the right to terminate the contract at any time without assigning any reason or any notice.The penalty as deemed fit or forfeit part or whole of the earnest money if tenderer fails to work within the prescribed method or found not in accordance with the specification or not in the quality/quantity or there is any breach of the terms of the contract on the part of the tenderer.The earnest money will be forfeited,if the tenderer,after approval of the tender,fails to accept it.
12. LIC reserves the right to reject any tender or reject in entirely without assigning any reason.
13. That the vendor will be responsible for any loss/damage to the building or any injury to workers or occupants,damages to any equipment due to the negligence of your workers or otherwise while performing duties.
14. LIC does not bind itself to take any responsibility for any loss due to theft of any articles.
15. All tools & plants etc. required for work shall be arranged by the vendor at their cost and nothing shall be paid extra on above account.



16. You will furnish name , address with telephone numbers,photo ID proof & police verification of your representative who will remain in office during Office hours.
17. You will make payment of wages to your workers as per minimum wages Act of State/Central Govt in force & in the event of any complaint received or any dispute referred to this office,LIC shall deduct such amount from your pending forthcoming bills & make the payment.
18. It shall be responsibility of the firm to provide uninterrupted service to LIC at no additional cost.
19. In case any dispute the decesion of Senior Divisional Manager,LIC DO Udaipur shall final and binding.
20. The jurisdiction of the above contract shall be at Udaipur.
21. **The lowest tendered whose tender is accepted has to deposit Rs 36000.00[45000-9000(Security deposit@10% of contract value less EMD already paid)] towards Initial Security Deposit before taking over site of work,which will be refunded after contract period.Needless to add that initial secutiry deposit will bear no interest.The said amount had to be deposited within 7 days from the date of receipt of award letter,failing which tender would be cancelled.**
22. **Please fill your rates for photocopy, spiral binding , lamination & scanning work in Annexure-E keeping in view the market rates also. If it seems that your rates are much Lower/higher then market rates although your rates are L1,the tender may be rejected.**
23. Each page of the Tender document should be signed and sealed by the Vendor/Firm in token of having accepted all the terms and conditions of the Tender.
24. TDS and other statutory deductions will be done as per prevailing rules.
25. **L1 will be calculated by multiplying the rates written by the vendors in the Annexure-E with the mention weightage . The resultant figure of all the columns will be added to arrive at the L1 sum. Corporation is not bound to allot Tender to L1 sum, if it seems that rates filled are much Lower /Higher than market rates, the decesion of competent Authority will be final.**
26. In case more than two firms qualify for same L1 sum than the firm having lowest sum in first row – Photocopy on A4 size paper single side will be selected. Even if in first column there is tie than negotiations with L1 Vendor only.
27. All the contract work will be given to single firm only.
28. Life Insurance Corporation is not bound to accept the lowest rate and are at liberity to reject any or all tender/quotations without assigning any reason thereof and further reserve the rights to accept the whole or part of the tender/quotation and our decision shall be final and binding.

#### **ACCEPTANCE OF THE TENDERER**

The terms and conditions enumerated in this tender form read by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)

(SEAL WITH COMPLETE ADDRESS)

**ANNEXURE-B**

**APPENDIX TO THE CONDITIONS OF CONTRACT**

**Open Tender for Photocopy,Spiral Binding,**

**Lamination and scanning work through out sourcing**

- |                                     |  |
|-------------------------------------|--|
| <b>(1) Contract labour act</b>      | <b>Contractor to obtain labour licence before commencement of work if applicable.</b>  |
| <b>(2) Contract Period</b>          | <b>1 Year</b>  |
| <b>(3) Approximate Tender value</b> | <b>Rs Four Lakhs &amp; Fifty thousand.</b>   |
| <b>(4) Payment</b>                  | <b>Monthly charges will be paid only after providing satisfactory services for one complete month and bills will be settled within 30(Thirty) days of the submission after complying necessary requirements.</b> |
| <b>(5) Validity</b>                 | <b>Quoted rates shall be valid for year from the date of installation by successful tenderer.</b>  |

**(SIGNATURE OF THE TENDERER)**

**(SEAL WITH COMPLETE ADDRESS)**

**MANAGER[OS]DM**

**Annexure-C**

**Eligibility criteria for qualify in Technical Bid.**

1. The firm should have been established at least three years before. A copy of Registration Certificate must be enclosed, in case the firm is not empanelled with us.
2. The Bidder should not be black-listed by LIC or any of the PSU/BFSI/Govt/Semi-Govt/Quasi Govt. departments in India as on the date of submission of BID.
3. The vendor should have registered with State & local authorities for undertaking the profession.[copy of GST reg. no (if registered under GST) and PAN (Compulsory) should be enclosed.]
4. Copy of income tax returns for last three financial years
5. Letter of undertaking that all the details/documents are true in best of my knowledge and belief.

Date:15.10.2020

SR.DIVISIONAL MANAGER

**Note -: Submit copies of all the relevant documents mentioned above along with Technical Bid.  
format in Annexure -D**

## Annexure-D

### LIFE INSURANCE CORPORATION OF INDIA

#### DIVISIONAL OFFICE

#### SUBCITY CENTRE, RETI STAND, UDAIPUR

#### TECHNICAL BID TO BE SUBMITTED WITH TENDER

(TO BE KEPT IN THE ENVELOPE OF TECHNICAL BID ALONGWITH ALL CONCERNED ANNEXURES)

1.	Name of the Dealer/Firm(In block letters)	
2.	Date of establishment/Incorporation	
3.	Address and Telephone no.(Landline & Mobile no.)	
4.	Address of office(If Separate) : And Telephone no./Mobile no and email id.	
5.	Name of Proprietor/Partners/Directors	
6.	Name of Representative(s) indicating designation who would be calling on us and attending to our job	
7.	GST No (If applicable) and PAN No.(mandatory)	
8.	Whether holding certificate under shops and establishment act, duly renewed, If yes, copy should be enclosed.	
9.	State the income reported in last three ITRs	2017-18 2018-19 2019-20
10.	Are you agreeable to enter into a rate contract or running contract or fixed quantity contract ?	
11.	Are you agreeable to abide strictly by the terms and conditions of the tenders and contracts as and when laid down by the Corporation(copy enclosed)	
12.	Is the firm registered for Micro & Small Enterprises (MSE) With Director of Industries/District Industries Centre as manufacturing/service enterprises or registered with	

	National Small Industries Corporation(NSIC) under single point vendor registration Scheme. If so enclose copy.	
13.	Is the firm owned by SC/ST entrepreneurs? If so enclose copy	
14.	Mention any other specialties of your establishment.	

**Write NA(Not Applicable)in the information column if the question is not relevant to your firm/work. No column should be left blank.**

**Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.**

### DECLARATION

1)- I/We have read the instructions , terms and conditions of the tender. I/We understand that if any information is revealed false at a later date, than the contract made between ourselves and the Corporation, can be treated as invalid at sole discretion of the Corporation and I/We will be solely responsible for the consequences.

2)-I/We understand and agree that the appropriate Life Insurance Corporation of India, authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors/agencies in the event of my/our submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

3)-I/We certify that the particulars furnished in all the documents/forms are correct and if found False than Life Insurance Corporation of India may remove my/our name from the list of contractors .

4)-I/We agree that I/We have no objection if inspection of my/our premises/ workshop, shop etc. is done by the officials of the Corporation,

PLACE :

DATE

SIGNATURES OF VENDER

With Seal.



## ANNEXURE-E

### FINANCIAL BID FOR PHOTOCOPY, SPIRAL BINDING , lamination & scanning WORK

#### 1. Rates for work of photocopy, spiral binding, lamination work

S.NO	PARTICULARS	Weigh tage	Basic Rates (without GST) for each category up to 15000 copies per month per copy		Basic Rates (without GST) for each category more than 15000 copies per month per copy.	
			With paper	Without paper	With paper	Without paper
1	Photocopy on A-4 Size paper single side	100				
2	Photocopy on A-4 Size paper both side	50				
3	Photocopy on Full scape/Legal size paper single side	3			NA	NA
4	Photocopy on Full Scape/Legal size paper Both side	3			NA	NA
5	Photocopy of Building/Engg. Drawing single side( Rate in square feet.)	1			NA	NA
	Particulars		Upto 50 pages	Upto 100 pages	Above 100 pages	
6	Soft Binding per item	1				
7	Spiral Binding per item	1				
	Particulars		Upto 1200 pages per month		Above 1200 pages per month	
8	Scanning rates (Per page)	40				
9.	Multi colour Flash A4 Size(Qty not applicable)	1				
	Total Weightage	200				

**Note: GST will be paid separately as per prevailing Government Rules.**



2. Machine Model No. And Make\_\_\_\_\_

3. Tender Fees details bank draft:\_\_\_\_\_

\_\_\_\_\_

4. PAN No.\_\_\_\_\_TIN No.\_\_\_\_\_

GST No.\_\_\_\_\_

5. Contract Labour Licence No. (if Any)\_\_\_\_\_

The terms and conditions of the tender are acceptable to me/us.

Signature of the Tenderer\_\_\_\_\_

Name & address with seal & Date\_\_\_\_\_

\_\_\_\_\_

Phone(O)\_\_\_\_\_

(Mob.)\_\_\_\_\_

## **ANNEXURE-F**

### **Instructions to Bidders**

The sealed tender is invited for rate contract under two bid system for **Photocopy, Spiral Binding, Lamination and scanning work** The bidders are advised to follow the following instructions:

**(i) Envelop No.1:** The Technical Bid (**Annexure-D**) containing **2 pages** duly completed and signed should be put in this envelope. The envelope should be sealed properly and super scribed as” **Tender for Photocopy, Spiral Binding, Lamination and scanning work(2020-21) - Technical-Bid**” Firm’s name and address should be written on the envelope. The MR/DD/Bankers Cheque for tender fee and EMD should be enclosed separately with the technical bid only.

**(ii) Envelop No.2:** The Financial Bid (Annexure-E) duly completed and signed should be put in this envelop. It must contain Rates per paper for every individual items including all taxes(Except GST) and expenses (i.e. transportation expenses ,loading unloading and packing charges etc) F.O.R. The envelope should be sealed properly and super scribed as **Tender for Photocopy, Spiral Binding, Lamination and scanning work - (2020-21)-Financial-Bid**”. The name of the firm should be mentioned on the envelop.

**(iii) Envelop No.3:** Both the Envelop No.1 and 2 are to be put into this envelop. The Envelop should be sealed properly with sealing wax and super scribed as **Tender for Photocopy, Spiral Binding, Lamination and scanning work - (2020-21)**”. The name & address of the firm should be mentioned on the envelop.

Sealed Tender should reach us on or before 12.11.2020 up to 3.00 P.M. The sealed tender envelop should be addressed to The Chairman, Stores Committee, LIC of India, Divisional Office, Jeevan Prakash, Reti Stand, Subcity Centre, Udaipur(Raj.) 313002

**The Tender received after the stipulated time and date will not be entertained.**

**Bank & Other Particulars :**

Firms / Vendors are requested to furnish below mentioned particulars so that we can refund / release their payments through NEFT / RTGS. This has to be treated as the part of the Tender Condition.

SR NO	DESCRIPTION	REMARK
1	Name of the beneficiary ( agency / service provider ) as in bank records	
2	Beneficiary's Account Number	
3	Account Type ( Savings Account, Current Account)	
4	Beneficiary's Bank Branch	
5	Bank's MICR Code	
6	Beneficiary's Bank IFSC Code	
7	Beneficiary's contact number	
8	Beneficiary's e-mail id	
9	PAN NO	

Note : 1. No payment will be made by cash / cheque. Payment will be made only through NEFT / RTGS.

2. Please enclose cancelled cheque.

Authorized Signatories With Seal & Date



**Annexure-H**

Date:

**The Sr. Divisional Manager,**

LIC of India,

Divisional Office,

**UDAIPUR**

Dear Sir,

We hereby confirm that we have not been black-listed by LIC or any PSU or BFSI organization/Government or Semi-Government or Quasi Government Departments in India as on date of submission of bid in response to the above tender for Photocopy, Spiral Binding , Lamination & Scanning Work.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2020

**Signature of the Vendor/Authorized person with Seal**