



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
NAGPUR DIVISIONAL OFFICE,

NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.

Ph.Nos.0712- 2546444, 2546476, email id: os.nagpur@licindia.com

NOTICE INVITING TENDER QUOTATION FOR SUPPLY OF ENVELOPS FOR DO/BO/MASH DEPTT

TENDER NO. 3/2020-21

LIC of India, Nagpur DO intends to invite quotations under TWO-BID system for SUPPLY OF ENVELOPS FOR DO/BO/MASH DEPTT, in sealed envelope from EMPANNELED VENDORS The quotations, meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. **For complete details and bid documents please log on to our website www.licindia.in and go to “Tenders” and click on the link “Tender for SUPPLY OF ENVELOPS FOR DO/BO/MASH DEPTT, LIC, Nagpur Division”.**Application forms may be obtained from OS department of Divisional Office Nagpur of LIC of India at above mentioned address from **26/06/2020 till 10/07/2020** on all working days from 10 AM to 3.00 PM.

Last date for submission of tender forms is 10/07/2020 (4PM)

LIC of India reserves the right to accept or reject any or all offers/ Quotations in full/part without assigning any reason whatsoever.

Sr. Divisional Manager



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TENDER NOTICE FOR SUPPLY OF ENVELOPS FOR DO/BO/MASH DEPTT		
S.NO	ACTIVITY	DETAILS
1	Tender No. / Date	Tender No. 3 and Date 26/06/2020
2	EMD	Rs. 30,000/- (Thirty Thousand Only) Refundable, by way of Demand Draft drawn on any Schedule Bank Payable at Nagpur Favoring Life Insurance Corporation of India. (Estimated Cost 15 lakhs).It is not applicable to MSME/ NSIC Vendors with valid certificate
3	Tender Fee	250/- (Two Hundred Fifty only) + 18% GST i.e 45/-), non-refundable, by way of Demand Draft payable at Nagpur favoring Life Insurance Corporation of India. In case Tender papers are downloaded from the site of tender page, a Demand Draft of Rs. 295/- (Rs.Two Hunded Ninety five Only) is to be enclosed with Technical Bid. It is not applicable to MSME/ NSIC Vendors with valid certificate
4	Address for submission of bid (to be put in Tender Box)	OS Deptt. Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, S.V.Patel Marg, Station Road, Nagpur. 440001.
5	Submission of Bids Date And Time	Bidders fulfilling the eligibility conditions as per Technical Specifications mentioned in the tender should submit separate sealed covers superscripted as " Technical Bid " & " Financial Bid " put together in a large sealed cover Superscripted as Tender No.3, dated 26/06/2020 " Tender for supply of ENVELOPS FOR DO/BO/MASH DEPTT " and Name of Tenderer on or before 10/07/2020 upto 4.00 PM (last date of submission of tender). Tender Application Forms may be obtained from OS Deptt. Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, Station Road, Nagpur. 440001 from 26/06/2020 to 10/07/2020 on all working days from 10 AM to 3 PM on payment of Rs. 250/- as tender fee + GST 18% 45/- by cash on cash counter , if applicable.
6	Technical Bid opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender Opening committee on 13/07/2020 at 11.30 AM . The concerned agency/firm may send one representative at the time of opening of the Tender. Venue address as mentioned above at S.NO. 4.
7	Contact Details	Ph.Nos.0712- 2546444, 2546476, email id: os.nagpur@licindia.com go to " Tenders " and click on the link " TENDER FOR SUPPLY OF ENVELOPS FOR DO/BO/MASH DEPTT, Nagpur. "

INSTRUCTIONS TO BIDDERS: The sealed tender is invited for running contract under two bid system for supply of Envelops for DO/BO/MASH Deptt as per enclosed Annexure - A, B.

The Bidders are advised to follow the following instructions.

As two bid systems are to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

(i) **Envelope No. 1: Technical Bid (Samples/Certificate)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "**Tender for Envelops for DO/BO/MASH Deptt " - 'Technical Bid'**". Firm's name and Address should be written on the envelope. The DD for tender fee and EMD should be enclosed Separately with the technical bid only.

(ii) **Envelope No. 2: Financial Bid (Annexure -A)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "**Tender for supply of Envelops for DO/BO/MASH Deptt " - 'Financial Bid'**". Firm's name and address should be written on the envelope. Annexure-A should be duly filled with **net rates inclusive of all taxes and charges excluding GST**

(iii) **Envelope No. 3: Both the Envelope No. 1 and 2 as mentioned above,** are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as Tender No.03 of 2020-21 "**Tender for supply of Envelops for DO/BO/MASH Deptt "**". The name of firm should be mentioned on the envelope.

Each page of all the Annexures - A, B, and other papers should be duly signed and sealed.

The sealed tender envelope should reach us on or before 10/07/2020 **at 4 PM** addressed to

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

The Manager (OS), OS Deptt.

LIC of India, Nagpur Divisional Office,

National Insurance Building, SV Patel Marg, Station Road,

Nagpur. -440001

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Sr. Divisional Manager

Annexure-B

Terms and conditions of the Tender no. 3/2020-2021

1. The tender in the prescribed format (**Hard Copy only**) to be submitted in Inward section of OS Deptt LIC of India ,Nagpur DO on or before the last date specified. No corrections are to be made in the terms quoted.
2. **Only empaneled vendors are eligible to participate in this tender, blacklisted/ removed by any LIC office , need not apply.**
3. **Annexure - A should be supported with the sample paper of all categories 80 GSM, 70 GSM, maplitho paper of Ballarpur/TNPL/Andhara/ Century Paper Mills, 70/80GSM kraft paper of Andhra/ Seshasayee/ Star paper mills and 70/80GSM ledger paper of Ballarpur/Andhra Seshasayee/ Century paper mills for items which the firm intends to supply as per our specifications in Annexure –A which is certified by concerned mill/authentic dealer and vendor’s seal and signature. It is mandatory to attach three samples of 70 GSM & 80 GSM of maplitho paper/ kraft paper/ ledger paper which the firm intend to supply, further any type of printed stationery not to be attached as sample with quotation or otherwise quotation can be disqualified. Such printed samples will not be entertained. The variation of 5% in GSM of sample paper may be considered.**
4. **The rates to be quoted in Annexure-A shall be on F.O.R basis, i.e. inclusive of Labour Charges and Transportation expenses. GST will be extra. The supplier has to ensure the delivery of material in good condition, duly packed at corporation store.**
5. **The paper quality has to be “A” grade paper of Ballarpur/TNPL/Andhara/ century/ Seshasayee/Star paper mills as mentioned in Financial Bid Annexure A.**
6. **In work order supply each sheet will contain print line “item name/vendor’s name/ month-year of work order/qty”**
7. **The vendors/suppliers/printers who have been black listed/removed earlier by any office of LIC need not apply. If the firms order has been cancelled or terminated for quality reasons may not apply.**
8. **E.M.D. will not carry interest. However, EMD shall be refunded to those Vendors/Dealers to whom the Tender / Quotation is not awarded. And EMD will be refunded to the Vendor / Dealer after the completion of contract to whom it is awarded.**
9. **If the contracted amount exceeds Rs. 1 lakhs for a period of contract (01 Year) the tenderer (including MSME/NSIC registered vendors) have to deposit 10% Performance security deposit on the basis of order value. Performance Security deposit will not carry any interest and same will be refunded to the concern printer/vender only after completion of contract.**
10. **The rates shall be valid for one year from date of approval of rate. One year extension of this approved rates may be applicable on mutual consent of both parties.**
11. **The Corporation reserves the right to accept any quotation, this does not necessarily mean that the lowest quotation will be accepted.**
12. **After engaging the services of the firm, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation**

and Corporation shall have the right to engage the services of any of other firm as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firm shall be legally bound to make good the same in monetary term to be decided by LIC. Corporation reserves right to cancel order at any time and need not assign any reason for that action.

13. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender
14. Selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
15. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Nagpur and be subject to adjudication of competent Court in Nagpur only.
16. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
17. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.
18. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its Employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
19. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
20. The vendor shall give the services during the period of contract as per the LIC's requirements.
21. If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.
22. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, Life Insurance Corporation of India, Divisional Office Nagpur. Whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Nagpur. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
23. The employees/agents of the Supplier shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
24. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.
25. It is clearly understood by the Supplier that the persons employed by the Supplier for providing services as mentioned herein, shall be the employees of the Supplier and not of "The LIC". The Supplier shall be liable to make payments to its said employees.
26. If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time **Corporation reserve the right to forfeit the outstanding Bills/EMD/ performance Security Deposit**, further agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.
27. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.
28. **Supply of the items should be within 30 days** from the date of order.

29. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
30. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
31. **The Vendor will have to deposit 10% of Contract Value as Performance Security Deposit within 21 days from the date of rate agreement. If the Vendor does not deposit Performance Security Deposit within stipulated period the Corporation will have right to deduct it from bills of the vendors.**
32. **No Advance payment shall be made for purchasing items and full payment will be made on completion of full order.**
33. After the approval of proof of art work order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of Stationery Deptt. LIC of India, National Insurance Building, Ground Floor, Station Road, Nagpur. 440001 or any other place that may be specified by the corporation if so needed.
34. Penalty as deemed fit by Corporation shall be imposed in case the stores supplied falls below the contractual specification with regard to the quality, quantity and time schedule of delivery of the stores. The minimum quantity of penalty shall however be as under and shall be recovered from Bills/ EMD,/ performance Security deposit.
 - A) Quantity/ Size : Minimum 20% of the order value.
 - B) Quality : Minimum 20% of the order value.
 - C) Time Schedule : 1% per day penalty will be imposed after expiry of 30 days from date of purchase order subject to maximum 30%, **if any material fall and delay in supply in material beyond 60 days attract following action such as forfeiture of outstanding Bill/ EMD/Security deposit and blacklisting/removal from panel as deemed fit by competent authority.**
35. In case of any deviation from the specification in paper size/quality/brand/printing/binding/GSM/weight etc the order shall be liable for rejection at the sole discretion of competent authority.
36. If defects of any kind in printing or deviation from specification etc are detected and reported to supplier then suitable replacement is to be made or defect to be removed by supplier free of charge unless additional job is assigned which was not expected of him at the time of placing the orders. The quantity of orders may be increased or decreased at corporation's discretion.
37. If variation in the GSM/Specification of paper is observed on receipt of consignment, the entire lot may be rejected besides imposition of penalty as stated in above paras at the discretion of competent authority.
38. **This shall be running contract with an option to increase or decrease the quantity of articles within range of +/- 25%. However we reserve the right not to give complete order as specified in the tender or we may place repeat order Mly/Bi-Mly/Qly/Hly in the same month in office exigencies in certain order.**
39. **No extra Terms and Conditions of the vendor will be accepted at any time. If any vendor gives his own Terms and Conditions his tender may be rejected without informing him. No request of any nature in respect of deviation in timing, quality or quantity of supply will be entertained.**
40. **Art work / proof (first/subsequent) if any be submitted within 10 days from date of handover of data to vendors for which data will be provided as per LIC's format and any request otherwise will not be entertained . Delivery Memo must state clearly 1.Paper, 2.Make & 3.GSM.**
41. The tender notice is also available at our official website: www.licindia.in. Overwriting/white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC.
42. For Item mentioned against Item No. 04& 10 delivery of the stationery is to be made at MASH DEPTT. Life Insurance Corporation of India, Indian Mutual Building, 1st Floor, mount Road Extension, SADAR, Nagpur. 440001.

- 43. Integrity Pact is to be submitted along with Technical bid on Stamp Paper of Rs 500 as per the Format given in Annexure G, failing which your quotation will not be entertained.**
- 44. Mere submission of the Tender application does not confirm the right of selection.**

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 all 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.

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
We agree with all terms and conditions of the tender.

Tenderer's sign./ name and seal

Sr. Divisional Manager