



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 Table Stationery.**

The Sealed Single Bid Tender is invited from our 07 (Seven) Empanelled Vendors for purchase of various Table Stationery as per specifications mentioned in the Annexure "A" 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 Saturdays & 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 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-**

- EMD of Rs. 10000/- by DD/Banker's Cheque in favour of LIC of India payable at Raipur (CG).
- Tender fee of Rs 295/- (non refundable) is required to be deposited through DD, if not deposited in cash at our Divisional Office, Raipur Cash Counter.
- Annexure- 'A' **Your Quoted rate of specified items**
- Annexure- 'B' Undertaking on Rs. 100/- non judicial Stamp paper (Duly Notarized).
- Sample of all items as per Annexure-A .

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 Table Stationery.**

#### **Other Terms & Conditions:**



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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. one 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" 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 on the basis of Quality of Samples provided.

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-Time limit for supply of Table Stationery would be 15 days from the date of receipt of purchase order. If supply is done from 16 days to 30 days from the date of receipt of purchase order 2% penalty will be imposed on bill amount. If supply is made after 31 days to 45 days from the date of receipt of purchase order 3% penalty will be imposed on bill amount. If supply is made after 45 from the date of receipt of purchase order, 5% penalty will be imposed on bill amount or order will be treated as rejected and necessary action will be taken against Vendor as per Tender Conditions.



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

11-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.

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

**13- The Tender shall initially be for a period of one year from the date of Approval , with a provision to renew the contract on the same terms & conditions with mutual consent for another one year only. 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.**

14- 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.

15/- 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.

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

17-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.

18. All Disputes subject to Raipur Jurisdiction only.

19. Please put initials/Sign on all pages of tender and supporting Documents.

**Manager (OS)**

**Dated - \_\_\_\_\_**

**Seal & Sign of the Vendor**



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**Annexure –B**

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

**UNDERTAKING**

Ref:OS/TENDER/ 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

NAME:

DESIGNATION:

SEAL OF THE FIRM/COMPANY



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**List of Empanelled Vendors for supply of Table Stationery**

S.NO	Name of Empanelled Suppliers	Address and Telephone/ Mobile Numbers
1	<b>Asheesh Enterprises</b>	Shankar Nagar Main Road Raipur Cont. Info.:- 0771-2442099/ 919926655520
2	<b>Bhatia Brothers</b>	Shop No.1, R.D Tiwari School Complex, Amapara. Contact. Info:- 9826184641
3	<b>Swastik Printery</b>	Near Pawar Sabha Bhawan, New Changora bhata,Raipur (C.G.) Contact No.:-9826446695/ 7724891094
4	<b>Yash Stationery House</b>	Mahadevghat Road Bhatagaon Raipur (C.G.) Contact Info:- 07712225983/ 9827144104
5	<b>Hari Stationary Mart</b>	1St Floor NB Market, Banjari Road, Raipur (C.G.) Contact.Info:-9329100491
6	<b>Godavari Enterprises</b>	E-125. Samta Colony, Raipur (C.G.) Cont.Info. :- 9993360696
7	<b>Maruti Traders</b>	Opp. G.T. Plaza, Near-Kid's Nursury School, Lodhipara, Raipur (C.G.) Cont. Info.:-8349081142 / 9977179841

**Manager (OS)**