



कार्यालय सेवा विभाग, केंद्रीय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, पो. बा.न. 19953, मुम्बई- 400 021.
Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai- 400 021.
दुरभाष Tel.: 66598407, 66598449

Ref: OS / D&C – 2020

Date: 07.08..2019

Enquiry Details: **Tender No. Stores / CC / 12 / 06 / 2019**
Supply of Internal Plain Calendars - 2020

The Life Insurance Corporation of India is inviting bids from well established and reputable Printers located in India for printing of its Internal Plain Calendars for the year 2020 under two bid systems.

Procedure for submitting tender:

The tender should be submitted in two parts viz. Part I (Technical Bid) and Part II (Financial Bid) in two separate covers which are to be sealed and put together in a master envelope superscribed with the words "**Tender for supply of Internal Plain Calendars-2020 Tender No. Stores / CC / 12 / 06 / 2019**

Demand Drafts towards Tender Fees and Earnest Money Deposits shall be part of Technical Bid

Part –I

TECHNICAL BID

The bidder shall furnish the following documents duly signed by the bidder/it's authorized signatory apart from acceptable proof of satisfying the prequalification criteria (see Annexure II).

- a) Bidder/Firm/company profile specifying Annual Turnover during last 3 years (Audited profit & loss account and balance sheet for last 3 years shall be submitted)
- b) Details of Similar jobs executed in the past 3 years along with the quantum and value of the job, names and addresses of the clients for whom the jobs were executed (please submit copies of purchase orders).
- c) Copies of satisfactory work completion certificates from the above clients (If available, not compulsory)
- d) Samples of the papers/board to be used for printing of the items mentioned in the tender enquiry for which rates are quoted, should be submitted/enclosed alongwith the technical bid (mentioning quality: GSM etc of paper/board samples) The printer is required to use the paper/board/material strictly as incorporated in the tender enquiry. Applications without necessary paper samples will be liable for rejection.
- e) Demand draft of Rs. 50,000/- (Rupees Fifty Thousand only) drawn in favour of LIC of India, payable in Mumbai, on any scheduled bank towards Earnest Money

Deposit (EMD). It may be noted that the EMD shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded only after finalization of the tender or within 90 days from the date of opening Technical Bid, whichever is earlier.

Tender without EMD will not be considered and shall be rejected.

f) (i) Exception/Relaxations If bidder's firm is registered with District Industries Centre or registered with National Small Industries Corporation, or registered as micro or small unit, the bidder is required to submit necessary valid document to claim the applicable exemption from payment of Tender fee and Earnest Money Deposit.

(ii) If bidder's firm is registered with District Industries Centre or registered with National Small Industries Corporation, or registered as micro or small unit under the Category SC/ST the same should be exclusively mentioned in the application.

g) Sample copies of latest Calendars printed by the bidder should be submitted. Supporting order copy should also be enclosed as proof. Please note, applications without sample of Calendar and supporting order copy will be rejected.

h) Permanent Account Number, GST registration no.

i) Declaration on letterhead of the bidder that it has never been involved in any illegal activity or financial frauds.

j) Declaration on letterhead of the bidder that they have not been Black Listed by any of the offices of LIC of India.

k) Signed copy of the terms and conditions stipulated in the tender document **(Annexure-I)** alongwith the tender document.

l) All the pages of the Tender duly signed alongwith the letter of the bidder on his letter head applying for the tender.

m) Undertaking to the effect that in case the bidder withdraws bid/fails to accept/execute the work order for any reason, EMD will be forfeited/ Corporation reserves the right to invoke the Bank Guarantee and deduct necessary amount as decided by the Corporation, as penalty. In that event LIC may decide to delete/debar/blacklist the concerned bidder and the decision will be final and binding on all concerned.

n) Undertaking by the bidder in the enclosed format. (Annexure IV)

o) It may be noted that tenders/bids not accompanied by any one of the above documents or satisfactory explanation thereof shall be liable for rejection forthwith.

p) Technical Bid shall not contain any Financial Bid.

q) Documents mentioned above from (a) to (n) may be submitted in serial order.

Part - II

Financial Bid

Financial bid shall be furnished separately as per the format given in **Annexure C**. The financial bid will be opened subsequently after short-listing the successful bidders based on technical bids and subject to the following conditions.

- i) Bidders shall satisfy pre-qualification conditions (Annexure II) to qualify in the Technical Bid.
- ii) LIC of India reserves right to call for further information or any missing information from any of the bidder/s. Corporation also reserves the right to decide on the omission of the participating bidders on the basis of Technical qualifications, without giving explanation to any one of the participants or any other parties and also exclude them on the basis so decided by the Corporation to participate in the financial bid.
- iii) On opening of the financial bid, LIC of India will conduct Reverse Auction Event through service provider. L1 Rate quoted for total quantity to be supplied, will be a base price. The bidders, whose financial Bids are opened will be eligible to participate in the reverse auction. The date of the reverse auction alongwith the terms and conditions of the reverse auction will be intimated to the eligible bidders subsequently. While conducting Reverse Auction for any Zone, if there are no further bids after the fixing of base price, the bidder whose rate has been fixed as base price, would be liable to execute the order for that Zone.
- iv) The Corporation does not bind itself to accept the lowest or any tender and reserves the right to reject any tender without assigning any reason whatsoever. The Corporation also reserves the right to cancel the tender/Reverse Auction without assigning any reason. The decision of the Corporation in this regard shall be final, conclusive and binding on the bidders.
- v) **RATES (to be quoted both in figures & words) : The bidder is required to quote Per Internal Plain Calendar rate.** The rate so quoted should include total cost of finished product. It should also include per Internal Plain Calendar cost of transportation for the delivery at zonal and Divisional Centres and packing and forwarding charges. The rate should be inclusive of GST and all applicable Taxes. **No separate/additional payment other than the above quoted per Internal Plain Calendar rate will be made by us.**
- vi) The bidder is required to quote single rate as mentioned above. The bidder interested in submitting the rates will have to necessarily quote for the **entire quantity to be supplied to be supplied to Zonal Offices and Divisional Offices.**
- vii) Single rate so quoted will be applicable for delivery of Internal Plain Calendar to the designated Divisional Offices and Zonal Offices. i.e. the Bidder should quote one single rate and this rate will hold good for delivery of the finished product to all the Zonal Offices and divisional Offices (as per Annexure 'A' enclosed).
- viii) Interested bidder should quote for total quantity.
- ix) Allotment of printing job will be done on the basis of the results of the reverse auction event. Corporation reserves the right to allot the job at L1 rate or other than L1.

- x) In case, after the Reverse Auction, competitive rates are not arrived at, LIC shall reserve the right to hold the Reverse Auction event on subsequent day.
- xi) Validity of the Rates: The rates quoted should be valid till the completion of delivery of all the ordered quantity to our consignee offices.
- xii) Any penalty/liquidated damages to be recovered from the bidder/printer will be inclusive of GST at appropriate rate.

INSTRUCTIONS FOR TENDERING

- i) Before submitting the Tender, the bidders are required to examine carefully the Tender Documents, Terms & Conditions of Assignment and Specifications. In case there appears to be any ambiguity, the same should be discussed in pre-bid meeting.
- ii) The Tenderer/bidder shall complete the annexed forms of the Tender documents called for therein and shall sign with date all the documents. The Tenderer/bidder or its authorized signatory shall sign on all the pages of Tender document.
- iii) The Tenderer/bidder shall indicate the name, designation and address with telephone number/fax number, e mail id etc., so as to enable the Corporation to serve the notice regarding the tender.
- iv) The tenderer/bidder shall submit the documentary proof for qualifying requirements in the same order as mentioned in the Tender Document. Irrelevant documents or documents which are not required in the Tender should not be submitted.
- v) The Corporation is not bound to accept the lowest Tender and has the right to reject any Tender without assigning any reason or whatsoever or select any bidder who meets the printing requirement. In such circumstances, the Corporation shall reserve the right to re-issue the Tender, if required while the tenderer/bidder shall not have a right to object to such re-issue. Further Corporation reserves the right to issue any corrigendum in respect of the above Tender.
- vi) The Corporation reserves the right to extend the validity period of the Tender to a date as may be convenient to it.
- vii) The Corporation reserves the right to seek clarification/additional documents, if required.
- viii) The bidders have to submit an integrity pact along with the tender (format attached).

The rates to be quoted are on total cost basis inclusive of all Taxes/ GST). The Internal Plain Calendars are to be supplied to Divisional Offices and Zonal Offices mentioned in the Annexure 'A' across the country. The cost of transportation is also to be added in the quote considering the delivery at our Zonal Offices and Divisional Offices

In case of Reverse Auction to be conducted for Internal Plain Calendars, the Bidder should be agreeable to participate in the Reverse Auction Event, conducted by LIC through service provider. In that case, the Bidder will be required to obtain Digital Signature. The Bidder can arrange for the Digital Signature either from the Service Provider arranged by the Corporation or can avail the service from outside agency.

Tenders placed on LIC of India's web site for printing and delivery of Internal Plain Calendars for the year 2020, as specified under, subject to the Terms and Conditions attached, forming part of the tender.

TITLE : INTERNAL PLAIN CALENDARS

QUANTITY : 53,204 Calendars meant for Zonal centres as under:-

ZONE CENTRE	QUANTITY
Bhopal –	3807
Kolkata –	5170
Patna –	4450
Delhi –	7981
Kanpur –	6305
Chennai –	7024
Hyderabad –	7730
Mumbai -	10737

**** For D.O-wise quantity under respective Zone Centres, please refer enclosed Annexure 'A'**

Specifications of the Internal Plain Calendar

1	SIZE	34.29 cm. x 43.18 cm.
2	NUMBER OF PAGES	6 Sheeted (Back to Back)
3	QUALITY	Art Paper
4	SHADE	white high bright
5	SUBSTANCE	210 (+ 2.5%) gsm
6	BRIGHTNESS	88% (minimum)
7	OPACITY	95% (minimum)
8	PRINTING	FOUR (4) Colour
9	SPIRAL BINDING	2mm Thickness, 34.29cm length (Black/White)
10	HANGER	2mm Thickness, 34.29cm length (Black/White)
11	SUPPORTING GRAY BOARD	300 gsm
12	SUPPORTING GRAY BOARD SIZE	34.29 cm. x 8.0 cm. (vertical)

BINDING (Internal Plain Calendars):

All pages to be bound at the top by Spiral Binding with Spiral and Hanger (Black / white powder coated) of 2 mm thickness including the hook for suspension. The length of the Hanger should be **34.29 cms**. The length of the Grey Board should be **34.29 cms**.

It will be the bidder's responsibility to ensure that the binding is strictly as per the instructions given here.

PRINTING PROCESS:

Offset printing in four colour on twelve pages (back to back on 6 sheets)

Bidders to ensure that printing is as per the Dummy Calendar approved by CC Department.

BUNDLING & PACKING:

50 Calendars in each packet should be wrapped in **polythene sheet of allowable microns** in the first instance and again wrapped with good quality water proof paper. Paste or glue should not be used, but BOPP Tape should be used for holding the calendars in position. This is to avoid contact with water. **In no case the Calendars should be tied with Wire or Plastic / Cotton string. Two such bundles** of 50 Calendars should be packed in New Corrugated boxes of 7 (seven) ply thickness with tear strength not less than 20. Each such box should be properly nylon stripped and covered with water-proof gunny cloth. **Care should be taken to ensure that bundles of Calendars are kept in flat position.** The corrugated boxes and packing should be approved by our nominated officials from Central Office / Zonal Office. **Same bundling and packing to be used both for local and outstation deliveries.**

It will be the Bidder's responsibility to ensure that packing is strictly as per the instructions given in the tender enquiry.

Paper Quality Testing: Our officials from Central Office/Zonal Office/Divisional Office will undertake pre dispatch inspection of the quantity ready for dispatch at printer's premises. At that time the officials will collect sample of paper used in the production of Calendars. Where the ordered quantity is large, second set of samples of papers will be obtained subsequently. Both the sets of samples will be sent to government paper testing laboratory. On the basis of the test results, penalty for deviation in the specifications of papers and board used in the production of Calendars will be calculated accordingly. Decision of the Corporation in this regards will be final.

DESPATCH / DELIVERY :

1) The delivery of material should be given at the ground floor of the Zonal / Divisional Offices as mentioned in Annexure 'A'. Loading and unloading charges are to be borne by the bidder.

2) Calendars packed in 7-ply corrugated box as mentioned under "Bundling & Packing" should be delivered to the 8 Zone Centres/ Divisional Centres.(details given in Annexure 'A').

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3) The delivery of Calendars should start **on or before 18.10.2019** and the entire quantity pertaining to various consignee offices should be delivered **by 30.11.2019**. Liquidated damages for delay will be calculated as given in Clause 12 of our terms and conditions. (Annexure I). It will be printer's responsibility to ensure that the quantity dispatched, reaches the destination in time and is delivered at various offices **by 30.11.2019**.

4) Door delivery to the Zone / Divisional Office Centres must be effected in single lot with advance intimation in writing to them so that the offices can make arrangement for storage of Calendars. Bidder may obtain address and details of contact person for each consignee office, from the concerned Zonal office.

5) Transportation of Calendars should be through reputed transporter only. Care should be taken to ensure that the truck is adequately covered so as to avoid the material getting damaged. Bidder should ensure that the truck is not overloaded and truck has not been changed en-route.

6) It will be the Bidder's responsibility to ensure that supply (delivery) of Calendars to our Offices are made in time and in case of delay, the Bidder will be liable to pay liquidated damages as per **Clause 12**, as detailed below :-

- 1st week – 1% of the outstanding order value
- 2nd week – 2% of the outstanding order value
- 3rd week – 4% of the outstanding order value
- 4th week – 8% of the outstanding order value
- 5th week – 15% of the outstanding order value

In addition to above, LIC of India may also decide to debar / blacklist the concerned bidder for delayed supplies and the decision of the Corporation will be final and binding on all concerned. In case of delay of more than 5 weeks, LIC of India reserves the right to reject the delivery.

7) The bidder must arrange to obtain Entry permits, Road permits, related forms and Certificates that might be required, from the concerned local / other authorities for final delivery of Diaries and for this purpose should obtain necessary papers, etc. from L.I.C. of India. **Before delivery of the Calendars, the Bidder should give advance intimation to the Consignee Office and also to billing office, so as to arrange for the required documents as per tax rules (If applicable). Please note in case any consignment is confiscated due to lack of proper documents, the same will be viewed seriously.** The local office of LIC will lend necessary assistance and co-operation, however, delay arising in the final dispatches because of delay in obtaining such permits and certificates for whatsoever reasons will also attract liquidated damages under **Clause 12** of Terms and Conditions of the tender (Enclosed as Annexure I).

8) The bidder will be required to enclose two copies of Challan-list of contents of the box alongwith the Calendars at the time of transportation of Calendars. Format of the same will be provided at the time of placing order.

9) Any short supply or damages arising on delivery for whatsoever reasons should be made good forthwith without waiting for admission of claim by the insurer under the policy.

10) After completion of the order if intimation is received regarding short supplies / damaged supplies from the consignee offices, in such case recovery towards such short supplies / damaged supplies will be made from the payment due to the Bidders. **(Clause 13 of terms and conditions enclosed as Annexure I)**

MATTER :

- a) Matter to be printed (with instructions for printing) will be sent to you by our Corporate Communication Department in the form of pdf file alongwith digital proof as below.

Art Work: By 16.09.2019

The Bidders will have to prepare positives at their cost.

- b) Final approval will be given by CC Dept. within a weeks time on submission of proofs/dummy calendar.
- c) Bidder should maintain adequate stock of paper required for printing of Internal Plain Calendars. After submission of quote and finalization of the tender, if there is rise in the paper cost, no rise in the rates will be given.

EXECUTION, COMPLETION/DELIVERY:

As soon as the pdf Files are received by you, you will be required to prepare the positives at your cost and the printed matter should be got approved from our CC department so that printing of approved portions and of complete forms can be started and completed. The final dummy should be got approved from our CC department in such a way that dispatches can **commence by 18.10.2019**. The entire job of printing followed by complete dispatches and delivery should **be over by 30.11.2019**. It will be the Bidder's responsibility to get the printed dummies approved from our CC Dept. within shortest possible time frame so that the TIME SCHEDULE mentioned above is strictly maintained. Non-approval of proofs due to shortcomings in expected print quality will not be accepted as an excuse for any subsequent delay.

The time frame as above shall be same for all the bidders irrespective of JOB SIZE in terms of quantity allotted on the basis of Reverse Auction.

EXCESS SUPPLY:

Care should be taken not to effect any excess supply and under no circumstances payment will be considered for excess supply unless specifically ordered by L.I.C. of India.

OTHER CONDITIONS & REQUIREMENTS:

- a) It shall be the Bidder's responsibility to ensure that the printing order is executed as per our specifications in the order. Any failure on your part in adhering to our specifications and time-schedule leading to inferior quality of printing, binding, delay in dispatch etc. shall attract penalty for damages caused to the image and goodwill of the Corporation depending on the quantum of the inferior quality of product (as per Clause 14 of our terms and condition enclosed as Annexure I). In addition to that, in that event, LIC of India may decide to debar/ blacklist the concerned Bidder and our decision will be final and binding on all concerned.

- b) Transportation of Calendars to be arranged immediately as and when sufficient lot of Calendars is ready for dispatch with advance intimation to the concerned Divisional office.
- c) In any case, our printing and binding job should not be outsourced. If, after placing order, it is revealed that any of our job has been outsourced, it will be viewed very seriously and stern action like separate penalty and/or blacklisting of the firm will be initiated against the Bidder.
- d) The Bidders are required to confirm that the provisions of Minimum Wages Act are being followed by them and that no Child Labour is being employed in their establishment. Further, it is required to confirm that all the Government Dues as per prevailing Acts and Laws are being paid regularly.
- e) Conditional tender will be rejected at the discretion of the Corporation.
- f) Offers, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, are liable to be rejected.
- g) Offers with any conditions overriding our Terms and Conditions and also Tender enquiry are liable for rejection.
- h) (i) The bidder will have to enclose a Demand Draft of **Rs. 50,000/-** (Rupees Fifty Thousand only) drawn on Scheduled Bank in favour of L.I.C. of India, payable at Mumbai, towards Earnest Money Deposit (EMD).
- (ii) The bidder will have to enclose a Demand Draft of Rs. 500/- (Rupees Five Hundred only) drawn on Scheduled Bank in favour of L.I.C. of India, payable at Mumbai, towards Tender Fees.
- (iii) Once the quotation is submitted, no bidder will be allowed to withdraw the quotation on any grounds. In case of unilateral withdrawal, the EMD of the bidder will be forfeited. In that case, in addition to forfeiture of EMD, LIC of India may also decide to debar the concerned bidder for 3 years and our decision will be final and binding on all concerned.
- (iv) Earnest Money Deposit (EMD) will be forfeited in case the bidder refuses to execute the order at the quoted rates, if placed after qualifying in the bid. In that event LIC may decide to debar / blacklist the concerned Bidder and the decision will be final and binding on all concerned.
- (v) EMD of the successful bidders will be refunded without any interest, on submission of the requisite Bank Guarantee.
- (vi) EMD of the unsuccessful bidders would be refunded only after finalization of the tender or within 90 days from the date of opening Technical Bid, which ever is earlier.
- (vii) In case of bidder backing out after placing the order and submission of Bank Guarantee, the Corporation reserves the right to invoke the Bank Guarantee and deduct necessary amount as decided by the Corporation, as penalty.

PAYMENTS:

On receipt of statements of particulars of dispatches and subject to recovery towards cost of Calendars short supplied and supplied in damaged condition, payment will be made by the concerned Zonal Office/Divisional Office located in a particular State , as detailed below. Bidder to note that, all invoices and receipts for payment should be submitted to the concerned Zonal Office for settlement. All the payments will be made through NEFT / RTGS mode only. Further, the bidder should note that on Internal Plain Calendar, GST is applicable. The Bidder should issue the invoices accordingly.

- a) On Completion of Dispatches of entire quantity of Internal Plain Calendars, 95% of the bill amount will be settled and 5% will be retained for the time being. Further, the payments will be made on receipt of bill along with concerned L.R. / Challan copies and confirmation from the respective consignee offices having received Calendars as per the quantity according to your dispatch statements, in good condition.
- b) Notwithstanding anything contained in point (a) above, if at the time of delivery it is observed that the boxes are in badly damaged condition, and that the actual shortage/damage can be ascertained only at the time of distribution of calendars, Corporation reserves the right to retain any amount over and above 5% as mentioned at point (a) above, if it is estimated that the 5% retention will not be sufficient to effect the recoveries at a later stage.
- c) On completion of the dispatches of total quantity as per our order and after confirmation of receipt of the Calendars in good condition as to the quality of printing and binding from respective consignee offices, balance 5% payment will be released by the concerned Zonal/Divisional Office, as per the instructions received from Central Office.
- d) If the supplies do not match with the accepted standards, Corporation reserves its right to withhold future payments for such supplies.

Pre-Bid Meeting:

A pre-bid meeting of the interested bidders will be held **on 19.08.2019 at 3.00 p.m.** at the following address:

**4th FLOOR CONFERENCE HALL
LIFE INSURANCE CORPORATION OF INDIA,
CENTRAL OFFICE, EAST WING,
YOGAKSHEMA, JEEVAN BIMA MARG,
MUMBAI – 400 021.**

If felt necessary, LIC of India reserves the right to make amendments/changes in the tender. Those changes will be put on LIC's website, where the original tenders are kept.

Tenders in full conformity with the aforesaid Terms and Conditions attached hereto and

forming part of the tender, should be submitted in two parts, Technical bid and Financial bid in two separate envelopes superscribed as Technical Bid and Financial Bid with tender No. Both these envelopes should be placed in One envelope superscribed as **“Tender for supply of Internal Plain Calendars – 2020 – Tender No. Stores / CC / 12 / 06 / 2019”** and addressed to:-

**THE SECRETARY (O.S.),
LIFE INSURANCE CORPORATION OF INDIA,
CENTRAL OFFICE, 4TH FLOOR, WEST WING,
YOGAKSHEMA, JEEVAN BIMA MARG,
MUMBAI – 400 021.**

The same should be sent to the above address **by 02.30 p.m. on or before 30.08.2019**

It may be noted that the submission of the tender itself shall be construed as acceptance of all the Terms and Conditions of this tender by the bidder.

The tenders will be opened on 30.08.2019 at 03.00 p.m. at the above address. One representative of the bidder, if they so desire, may remain present on the stipulated date and time.

Please submit your quote for the total quantity, as mentioned in Annexure ‘C’ considering your maximum printing capacity that you will be able to undertake, taking into account the above mentioned time schedule for all printing jobs from date of final approval by our CC Department for starting and completing the delivery, i.e. **by 30.11.2019**. The bidders should submit their financial bid and if invited for Reverse Auction Event, should submit their bids for the whole quantity of Internal Plain Calendars, considering their capacity.

Yours faithfully,

EXECUTIVE DIRECTOR (E&OS)

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ANNEXURE I

TERMS AND CONDITIONS OF THE TENDER

1. The tender alongwith the sample of paper, sample of latest Calendar, Demand Drafts for EMD and Tender Fees should be sent to us, so as to reach us on or before the tender due date and time. The tender received after specified date and time, shall not be accepted.
2. Each page of the offer should be signed by the bidder. Also any correction to be duly signed by the bidder.
3. The description and specification of the item to be supplied, be noted carefully, and the offer should be strictly in accordance with the same.
4. Finished product should be as per our specifications only.
5. Conditional offer shall not be accepted.
6. No alterations either in quality or quantity of the items ordered or in the period of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the Corporation, in writing.
7. Please note that the offer should be kept open for minimum period of 90 days from the due date of opening of the tender.
8. The bidder should specify the full address of the Unit.
9. Bidder is required to submit final proof of Diary/Calendar for approval to Corporate Communication Department of LIC of India. If it is found that the Press is unable to arrange for approval after submission of two consecutive proofs, or if, it is found that the Press is unable to carry out the instructions given, the order may be withdrawn by the Corporation, in which case, the Corporation shall not be liable for payment of damages or compensation but the bidder shall, in such an event, be liable to make good any extra charges, the Corporation may incur in getting the job done by another Press/vendor/bidder.
10. The bidder shall bear all costs associated with the preparation and submission of its bid including obtaining digital signature for participating in the Reverse Auction Event. No additional payment other than the rates quoted by the bidder will be made by the Corporation.
11. All deliveries must be made as per our instructions given in the Printing Order

12. Liquidated damages for delayed supplies - If the bidder fails to comply with the provisions of the Clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion, it shall pay to the Corporation, liquidated damages at the following rates :-

- 1st week – 1% of the outstanding order value
- 2nd week – 2% of the outstanding order value
- 3rd week – 4% of the outstanding order value
- 4th week – 8% of the outstanding order value
- 5th week – 15% of the outstanding order value

In addition to above, LIC of India may also decide to debar/blacklist the concerned bidder for delayed supplies and the decision of the Corporation will be final and binding on all concerned. In case of delay of more than 5 weeks LIC of India reserves the right to reject the delivery.

13. **Recovery towards short supplies / damaged supplies** - In case of short supplies / damaged supplies, recovery towards such short supplies / damaged supplies will be made from the payment due to the bidders. Recovery will be calculated as per the quoted price of Calendars. In addition, the bidder shall also be liable to pay damages and compensation as decided by the Corporation for the loss of image and goodwill of LIC of India, as mentioned in Point No. 14 below.

14. Penalty for deviation in the specifications - After the supply is delivered, it is found that the supply does not conform to the specifications i.e. specified quality of the paper/board, quality of printing, binding, finishing, packaging etc., such supply may be rejected at the bidder's cost and the total amount for the rejected supply shall be recovered from the bidder. In the event of non compliance with the specifications and tender conditions, or for any complaint about the quality of the Diaries & Calendars leading to loss of image and goodwill of the Corporation, the bidder shall be liable to pay damages and compensation as decided by the Corporation upto 5% of the total order value.

In case of gross failure to comply with work order, resulting in to loss of image and goodwill of the Corporation, Corporation reserves the right to impose an additional penalty up to 5% of the work order at its sole discretion.

Further, LIC of India, after providing reasonable opportunity to the bidder to present his case, may decide to debar / blacklist the concerned bidder and the decision of the Corporation shall be final and binding on the bidder. The above imposed penalty for specifications and/or loss of goodwill will not be disputed by the bidder.

15. Items rejected as damaged after the receipt will have to be taken back by the bidders at their risk and cost. Such damaged lot should be shredded and treated as scrap.
16. No advance payment will be made till the order is fully executed except that the Corporation may, in a particular case, stipulate that payments will be against partial deliveries in which case such partial payments will be made.
17. The Corporation reserves the right to reject any offer in part or full without assigning any reason. In the event of our accepting a part of any item of your offer, quoted rate for the full zone quantity shall be considered as valid. :2:

18. Any tender not in compliance with the above terms and conditions and the specifications shall be liable to be rejected.
19. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification conditions will not be considered and will be rejected forthwith.
20. TDS as per rules will be effected while settling the payment
21. For selection of successful bidder, Reverse Auction Event will be conducted by the Corporation and the technically successful bidders will be invited. Terms and conditions of the Reverse Auction event will be sent to the eligible bidders.
22. The Corporation does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever.
23. No order or billing payment on any other sister concern/associate company will be released by the Corporation. Outsourcing/subcontracting of the printing/binding work will not be permitted.
24. The technically successful bidders will be invited for Reverse Auction, whereby rate bids will be invited. It is mandatory for the technically successful bidders to have a valid digital signature for the purpose of participating in the Reverse Auction. The technically successful bidders should ensure that Digital Signature for the purpose of Reverse Auction event is arranged well in advance, i.e. before the date of Reverse Auction Event. Bidders invited for Reverse Auction will have to adhere to the terms and conditions and business rules prescribed for participation in the Reverse Auction proceedings and will be required to send us the signed copy of the terms and conditions of Reverse Auction event, as a token of their acceptance, within the stipulated time. Participation in the Reverse Auction will be subject to receipt of signed copy of terms and conditions from the technically successful bidders. The technically successful bidders will be required to execute all the required documents for the reverse auction, if any, as per the stipulation, as and when necessary.
Reverse Auction based on L1 rate shall be mandatory process in which all technically qualified bidders, who are invited for Reverse Auction shall participate, failing which the bidder may be black listed.
25. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the headquarters of the Corporation's Office placing the order i.e. Mumbai and shall be subject to adjudication by a Court in that City.

I / We accept the above conditions

(Signature & Seal of the Bidder)

Date:

Place:

:3:

Technical Bid

A list of Qualifying Requirements and the supportive documents that need to be submitted by the bidder is given below. Any bidder not complying with any of the following qualifying requirements or not submitting any of the documents shall be summarily disqualified. Only those bidders who satisfy all the qualifying requirements and submit requisite documents will be eligible for opening of their financial bid and those bidders only will be invited for Reverse Auction as per the process.

i) The bidder should have good reputation in business for supplying quality products with operations in India.

ii) The bidder should be in business for at least 3 years. (Certificate of incorporation and updated certificate under shop and establishment Act to be enclosed with Technical Bid).

iii) The bidder should have a valid Factory License (Copy of the Certificate should be furnished with Technical Bid) If it's not applicable, a letter specifying the same should be submitted.

iv) The bidder should have a total printing business Turn over of at least Rs. 10 Crore during any one of the preceding three years. (Submit copy of the P&L account and Balance sheet)

v) The bidder should have worked for at least one Public Sector or Govt. Undertakings or both, including LIC of India during last 3 years. (Submit order copies)

vi) The bidder should be able to demonstrate ability to handle high volume order for printing of calendars. The bidder should have executed at least one single order of 2 lacs quantity of Calendars during any of the last three years. (Submit order copies & samples).

vii) The bidder shall have a clean track record and they shall not have any involvement in illegal activities or financial frauds. Tender must be accompanied with declaration to this effect on letterhead of the bidders. Tenders without declaration will not be considered and will be rejected forthwith.

viii) The bidder should submit declaration on their letterhead that they have not been Black Listed by any of the offices of LIC of India. The bidder who is black listed, or temporarily debarred (during the debarred period) need not apply and will not be considered for this contract.

ix) The bidder should have capacity to complete delivery of the ordered quantity within the allotted time schedule.

x) The bidder shall submit Earnest Money Deposit of Rs. 50,000/- (Rs. Fifty Thousand Only) by way of Demand Draft drawn in favour of LIC of India payable at Mumbai issued by any Scheduled bank.. Any bid without EMD will be rejected.

xi) The bidder will have to submit a Demand Draft of Rs. 500/- (Rupees Five Hundred only) drawn on Scheduled Bank in favour of L.I.C. of India, payable at Mumbai, towards non refundable tender fees. Any bid without tender fees will be rejected.

xii) In case the firm is registered with District Industries Centre or registered with National Small Industries Corporation, or registered as micro or small unit, you are required to submit necessary valid document to claim the applicable exemption from payment of Tender fee and Earnest Money Deposit.

xiii) The successful bidder awarded with the contract should provide a performance Bank Guarantee of a Scheduled Bank to the tune of 10 % of the total order value, within 15 days from the date of placing order. Bank Guarantee should be valid up to 31st May, 2020. Please note that the bank guarantee in the format given by us in Annexure III, should be sent to Secretary (OS), LIC of India, Central Office, 4th Floor, Yogakshema, west wing, J.B. Marg, Nariman Point Mumbai-400 021, directly by the issuing bank under Registered Post (A.D.) and not through the bidder himself. The Bank guarantee will be released without interest along with the final payment. Late submission of Bank guarantee will be viewed very seriously. (Please refer Annexure III)

xiv) The bidder should have minimum two 4 colour printing machines, two Punching machines.

xv) The bidder should have capacity to do all types of bindings in-house. In case of Internal Plain Calendars the bidder should be able to undertake: Punching and binding.

xvi) The bidder should have minimum area of 15000 sq.ft.of premises owned and/or rented under the same name (submit the proof: municipal certificate for owned premises, lease agreement for the rented property).

xvii) The bidder shall required to undertake transportation of Internal Plain Calendars for a particular zone for which they have submitted a bid as per the zone centre specified (Annexure A)

xviii) The bidder should submit the copies of their Income Tax Returns for last 3 years.

xix) The bidder should comply with the provisions of Child Labour Act. While accepting the order, the bidder will be required to submit an Affidavit in compliance with this act. (Submit declaration regarding non employment of child labour on bidder's letter head).

xx) The product Calendar attracts GST. The bidder awarded with the order will have to pay GST on the product. The unit of the bidder should be Registered under GST. Bidders not submitting the proof of registration will be straight away technically disqualified.

xxi) The bidders have to submit an integrity pact along with the tender (format attached).

**QUESTIONNAIRE TO BE COMPLETED BY THE BIDDERS AS A PART
OF TECHNICAL BID FOR SUPPLY OF INTERNAL PLAIN CALENDARS**

PART A : GENERAL INFORMATION

1. Name of the Press
(in block letters)

2. Date of Establishment / Incorporation:

3. Address & Telephone No. of the Unit
and the e – mail address
**(In case of multiple units, details for every unit
should be furnished separately)**

4. Address of Office (If separate) :
and Telephone Number

5. Address of the Godown (If separate):
and Telephone Number

6. Status: Whether Proprietary / Partnership /
Private Ltd. Co. / Public Ltd. Co.

7. Names of Proprietor/ Partners / Directors :

8. Names of Chief Executives with their :
present addresses & Telephone Nos.
(landline and Mobile)

9. Names and Phone Nos. of Representative (s),
indicating designations who would be :
calling on us & attending to our jobs

10. Names of Bankers with addresses
& Telephone Nos.

11. Details of registration under
Factories Act
(submit copy of the documents)
 - (a) Date of Registration :
 - (b) Licence No. :
 - (c) Date of last renewal of Licence :
 - (d) Validity of Licence upto
(If exempted, letter to that effect should be submitted)

12. Details of registration under the following
(submit copy of documents)
 - (a) PAN No.:

 - (b) GST Registration No.
(Submit Vendor details under GST as per Annexure 'D')

13. State the latest income tax assessed year:
& the amount of tax assessed.
(Copies of I.T. Returns for last 3 yrs. to be attached)

14. Mention the Annual Turn over of the firm 2015 – 16
for the last 3 financial years
(copies of P&L A/c. and balance sheets 2016 – 17
For the last 3 years to be attached) 2017 – 18

(If the accounts are finalized the bidder can submit details of annual turnover for the year 2018-2019 also with copies of P&L A/c)

15. Whether all the Statutory requirements as directed by Government authorities are fulfilled ?

16. Business Premises:

(a) Whether owned or rented :

(b) Area in Sq. ft. of

Office :

Press :

Godown :

17. Total No. of Permanent Employees:

(1) Skilled _____ (2) Unskilled _____

18. Number of shifts you work normally:

19. Timings of Shifts:

20. Weekly Holiday:

21. Per day Capacity for finished product of Calendars:

22. Whether you have undertaken the printing work of any of our Offices during the last 3 years. If yes, give details (not compulsory) (copies of printing order to be attached)

1)
2)
3)
4)

23. Whether you have worked for at least 1 Public Sector or Govt. Undertakings or both including LIC of India During last 3 years (attach order copies)

24. Details of printing jobs undertaken during any of the last 3 years (single order of minimum 2 lacs no. of Calendars during Any of the year during last three years)

25. Names, Addresses and Telephone)

Nos. of six of your most valued Clients :

) 1)
) 2)
) 3)
) 4)
) 5)
) 6)

26. Approximate output per year :

27. Do you carry stocks of papers and other material :

If so, what stocks do you generally hold ?

28. Mention any other specialties
of your Establishment :
(separate sheet can be submitted)

29. Whether Declaration regarding complying with the
Provisions of Child Labour Act is
submitted ?

PART B : TECHNICAL INFORMATION

A. PRINTING MACHINES :

INTERNAL PLAIN CALENDAR

1. No. of printing machines (sheet-fed machines)
(4 colour only)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed</u>
--------------------	------------------------	------------------------	---------------------------	--------------

a.

b.

c.

2. No. of Web-based printing machines
(4 colour only)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed</u>
--------------------	------------------------	------------------------	---------------------------	--------------

a.

b.

c.

3. List of other machines:

(Automatic / Semi automatic machines generally used for Calendars& Calendars)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Auto/Semi auto/ Manual</u>
--------------------	------------------------	------------------------	---------------------------	-------------------------------

a.

b.

c.

4. Cutting machines

Particulars Make of machine Size of machine Yr. of manufacture Auto/Semi auto/ Manual

a.

b.

c.

5. Punching machines

Particulars Make of machine Size of machine Yr. of manufacture Auto/Semi auto/ Manual

a.

b.

c.

6. Wiro Binding Machines

Particulars Make of machine Size of machine Yr. of manufacture

a.

b.

c.

Other Facilities :

7 Do you have independent DTP Section?

8. Do you have independent C.T.P. ?

9. Please furnish detailed particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs which may be entrusted to you.

10. Has your company been black listed/debarred by any of the office of L.I.C. of India?
(If yes furnish full details)

11. Has your company been under litigation or any action has been initiated by any authority for violation of any provisions of law, or have you been blacklisted by any Organization ?
(If yes, give details)

Annexure III

FORMAT OF BANK GUARANTEE TO BE SUBMITTED BY THE SUCCESSFUL BIDDER

Instruction to the Bankers : This Bank Guarantee to be executed on appropriate value stamp paper and directly sent to LIC by Registered A.D. Post.

SPECIMEN OF BANK GUARANTEE

To,
Life Insurance Corporation of India,
Central Office,
“Yogakshema”,
MUMBAI.

Dear Sirs,

M/s. _____(Name of the Bidder with address), (hereinafter called as “Bidder”) have taken up the work printing of Calendars for the year 2020, entrusted to them by Life Insurance Corporation of India, (constituted under Insurance Act, 1938 and 1956) having its Head Office at “Yogakshema”, Jeevan Bima Marg, Mumbai-400021, as per Order dated _____ for printing of Calendars for the year 2020.

AS per the tender conditions for execution of printing job of Calendars for the year 2020, the Bidder is required to deposit Bank Guarantee of Nationalized Bank/ Reputed Scheduled Bank, to the extent of 10% of the order value of the Contract. _____ Bank is executing the guarantee on behalf of the Bidder and undertakes full responsibility to indemnify Life Insurance Corporation of India, for Rs. _____ in case of default in performing any of the terms and conditions of the tender and the order dated _____.

THE Bidder has approached us and at their request and in consideration of the promise, we _____ Bank, a body incorporated, constituted under _____ Act, 19..... having its Head Office at _____ and a branch at _____ (hereinafter called the “Bank”) have agreed to give such guarantee as hereinafter mentioned in your favour.

:1:

WE, _____ Bank, do hereby undertake to indemnify Life Insurance Corporation of India to the extent of Rs. _____ (Rupees _____ Only) against any loss caused to or suffered by Life Insurance Corporation of India by

:1:

reasons of non-performance, poor performance, etc.. in terms and conditions of the tender of contract and against any loss caused to or suffered by Life Insurance Corporation of India towards the poor printing quality and undertake and agree with you that in the event of Life Insurance Corporation of India being satisfied that the default has been made by the Bidder in performing any of the terms and conditions of the tender and/or in payment of any money payable to Life Insurance Corporation of India, we _____ Bank shall on demand pay to you without any demur in such manner as you may direct the said amount of Rs. _____ (Rupees _____ Only) or such portion thereof not exceeding the said sum as you may require or is payable to you by the Bidder for all or any such default and you can look to us as the Principal Debtor.

THE guarantee herein contained shall not be determined or affected by any dissolution or change of constitution or insolvency of the Bidder _____ (Name) but shall in all respects and for all purposes be binding and operative until full payment of all monies due to you in respect of such liabilities is received by you to secure your ultimate dues in the promises.

WE further agree that we shall not be discharged or relieved from this guarantee herein contained by any arrangement made between the Bidder and Life Insurance Corporation of India with or without our consent or by any forbearance/indulgence and/or any act or omission/commission on your part, will not vitiate our liability under this guarantee.

WE, _____ Bank lastly undertake not to revoke the guarantee during its currency except with the previous consent of Life Insurance Corporation of India in writing.

Notwithstanding anything contained hereinabove, our liability under the guarantee is restricted to Rs. _____ (Rupees _____ Only) and will remain in force till 31.05.2020. Unless a demand or claim is made on us in writing on or before 31.05.2020, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all our liability under the guarantee thereafter.

Dated at _____ this _____ day of _____ 2019.

:2:

Annexure IV

Undertaking to be furnished on the letter head of the Bidder/Firm/Company

The Secretary (OS)
Life Insurance Corporation of India,
OS Dept., Central Office,
Yogakshema Bldg., 4th Floor, West Wing,
J. B. Marg, Nariman Point,
Mumbai – 400 021

Dear Sir,

Sub: Supply of Internal Plain Calendars for LIC of India for the year 2020

1. I/We have read and understood the terms & conditions of the above referred tender for the supply of Diaries & Calendars for LIC of India.
2. I/We fulfill all the prequalification criteria mentioned in the referred tender document and enclose a Demand Draft Nos. _____ dated _____ Rs. _____ & Rs. _____ towards EMD and Tender Fees.
3. I/We offer to undertake and complete the work in conformity with LIC of India's requirement and the terms and conditions set out for the same.
4. I/We agree to abide by the referred tender for validity of rates as mentioned in the tender and terms and conditions.
5. I/We confirm that I/We have in-house facility and our machinery is capable of printing and designing the calendars as per the specification required by LIC of India.
6. I/We hereby confirm to follow and abide by all instructions as laid down by LIC of India and as also given in tender.
7. I/We note that LIC of India is not bound to accept the lowest or any other tender that may be received by it.
8. I/We agree to print calendars strictly confirming to the quality of paper mentioned in the tender enquiry.
9. I/We undertake to participate in the online Reverse Auction on being qualified in the Technical Bid.
10. I/We further agree to pay the Penalty/liquidated damages as mentioned in the tender. Penalty/liquidated damages will be inclusive of GST.
11. I/We hereby bind my/our self that LIC of India has the right, without assigning any reasons thereof, to
 - i) Reject, amend and modify their offer/service as mentioned in the tender.

- ii) Terminate this Tender Process.
 - iii) Make no award to any of the Participants and/or recommence the entire process.
 - iv) Contract with one or more Participants for reasons other than the lowest price.
 - v) Modify the requirements and terms of this Tender Document and request revised proposals from some or all of the Participants/Bidders.
 - vi) Cancel the allotted work order/award.
 - vii) Forfeit the EMD in the event of withdrawal of bid/ any evasion, refusal to undertake the job/service or delay on my/our part to sign and execute the order or refusal in participating in Reverse Auction Event.
12. I/We shall unconditionally and irrevocably, (jointly and severally in case of partnership concern) indemnify the LIC of India against any claims, losses, costs, actions, suits, damages and or otherwise arising due to or on account of bidder's violation of any terms and conditions of this bid/tender, violation of trademarks, Patents, copyrights and licenses or any law, act and/ or rules/ regulations including customs, foreign exchange etc. and shall always keep the LIC of India, it's officers, directors and employees, indemnified at all times, from and against all claims, losses, damages, costs, actions, suits, compensation or expenses or otherwise, if any, that the LIC of India may incur by reason of any action, proceedings which may be brought by or taken against the LIC of India, by anybody including the customers for anything of any nature whatsoever. This clause shall survive the termination of this Agreement for any reason whatsoever. The Deed of Indemnity shall be executed in the form and to the satisfaction of LIC of India.
13. I/We shall irrespective of my/our participation in the Bid process, shall treat the details of the Bid Documents as secret and confidential at all times and agree that I/we shall hold in trust any confidential information/logo/mark/design received from LIC of India under this bid/tender and the strictest of confidence shall be maintained in respect of such confidential information and shall not disclose to a third party any such confidential information or the contents of the referred bid/tender without the prior written consent of LIC of India. Further, upon termination of the referred bid/tender, confidential information shall be returned to LIC and/or shall be permanently deleted from our computer/system or destroyed, if incapable of return.
14. I/We declare that we have all necessary registration under various taxation laws required for manufacture and supply of Diaries and Calendars. We undertake that on supplying the Diaries & Calendars to LIC of India, if any tax related issues arise, we will be answerable and will be liable to comply to the authorities.

15. I/we undertake to participate in the Reverse Auction Event conducted by LIC of India if invited for the same on finding technically successful. If we fail to participate in the Reverse Auction, LIC of India, may take action against us for blacklisting our firm.

16. List of documents attached with the tender.

- Details of Tendering Bidder/Firm/Company
 - a) Name: _____
 - b) Registered Address: _____
 - c) Website Address: _____
- Print Shop Address (from where calendars will be printed)

- Details of Authorized contact person
 - a) Name: _____
 - b) Designation: _____
 - c) Phone No: _____
 - d) Mobile No: _____
 - e) Email Address: _____
 - f) Fax No: _____

Dated day of 2019

(Signature of the authorized person of bidder)

(Name and address of the bidder in Block capital letter)

(Seal of the company)

:3:

ANNEXURE 'A'

QUANTITY OF INTERNAL PLAIN CALENDARS – 2020 – DIVISION-WISE
ZONE CENTRE – BHOPAL

NAME OF THE D.O.	QUANTITY
Bhopal	494
Bilaspur	255
Gwalior	411
Indore	661
Jabalpur	534
Raipur	394
Satna	338
Shahdol	310
CZO-Proper-BHOPAL	410
TOTAL	3807

ANNEXURE 'A'

QUANTITY OF INTERNAL PLAIN CALENDARS – 2020 – DIVISION-WISE
ZONE CENTRE – KOLKATA

NAME OF THE D.O.	QUANTITY
Asansol	389
Bongaigaon	253
Bardhaman	289
Guwahati	454
Howrah	368
Jalpaiguri	501
Jorhat	431
Kharagpur	298
KMDO-I	455
KMDO-II	400
KSDO	556
Silchar	386
EZO-KOLKATA	390
TOTAL	5170

ANNEXURE 'A'

QUANTITY OF INTERNAL PLAIN CALENDARS – 2020 – DIVISION-WISE
ZONE CENTRE – PATNA

NAME OF THE D.O.	QUANTITY
BEGUSARAI	276
BERHAMPUR	363
BHAGALPUR	365
BHUBANESWAR	256
CUTTACK	479
HAZARIBAGH	428
JAMSHEDPUR	457
MUZAFFARPUR	351
PATNA-1	401
PATNA-2	327
SAMBALPUR	337
ECZ Proper+ZTC+IAD- PATNA	410
TOTAL	4450

ANNEXURE 'A'

QUANTITY OF INTERNAL PLAIN CALENDARS – 2020 – DIVISION-WISE
ZONE CENTRE – DELHI

NAME OF THE D.O.	QUANT ITY
AJMER	430
AMRITSAR	376
BIKANER	455
CHANDIGARH	473
DELHI 1	510
DELHI 2	530
DELHI 3	354
JAIPUR 1	392
JAIPUR 2	399
JALANDHAR	432
JODHPUR	481
KARNAL	387
LUDHIANA	326
ROHTAK	356
SHIMLA	482
SRINAGAR	419
UDAIPUR	354
ZONAL OFFICE-MEW DELHI	825
TOTAL	7981

ANNEXURE 'A'

QUANTITY OF INTERNAL PLAIN CALENDARS – 2020 – DIVISION-WISE
ZONE CENTRE – KANPUR

NAME OF THE D.O.	QUANTITY
Agra	460
Aligarh	422
Allahabad	425
Bareilly	495
Dehradun	438
Faizabad	376
Gorakhpur	504
Haldwani	367
Kanpur	525
Lucknow	457
Meerut	673
Varanasi	598
NCZO-KANPUR	565
TOTAL	6305

ANNEXURE 'A'

QUANTITY OF INTERNAL PLAIN CALENDARS – 2020 – DIVISION-WISE
ZONE CENTRE – CHENNAI

NAME OF THE D.O.	QUANTITY
Chennai 1	504
Chennai 2	466
Coimbatore	608
Madurai	588
Salem	482
Thanjavur	648
Tirunelveli	425
Vellore	541
Ernakulam	394
Kottayam	440
Kozhikode	612
Thiruvananthapuram	390
Thrissure	361
Zonal Proper-CHENNAI	565
TOTAL	7024

ANNEXURE 'A'

QUANTITY OF INTERNAL PLAIN CALENDARS – 2020 – DIVISION-WISE
ZONE CENTRE – HYDERABAD

NAME OF THE D.O.	QUANTITY
Bangalore -1	460
Bangalore-2	420
Belgaum	335
Dharwad	389
Hyderabad	505
Kadapa	442
Karimnagar	311
Machilipatnam	482
Mysore	449
Nellore	442
Raichur	370
Rajahmundry	404
Secunderabad	474
Shimoga	297
Udupi	382
Visakhapatnam	448
Warangal	310
Zonal Office proper- HYDERABAD	810
TOTAL	7730

ANNEXURE 'A'

QUANTITY OF INTERNAL PLAIN CALENDARS – 2020 – DIVISION-WISE
ZONE CENTRE – MUMBAI

NAME OF THE D.O.	QUANTITY
AHMEDABAD	575
AMRAVATI	405
AURANGABAD	375
BHAVNAGAR	278
GANDHINAGAR	505
GOA	256
KOLHAPUR	381
MUMBAI 1	385
MUMBAI 2	375
MUMBAI 3	365
MUMBAI 4	345
NADIAD	325
NAGPUR	551
NANDED	254
NASHIK	430
PUNE 1	395
PUNE 2	345
RAJKOT	405
SATARA	305
SURAT	444
THANE	473
VADODARA	370
MUMBAI-SSS	110
WZO - PROPER-MUMBAI	385
CENTRAL OFFICE-MUMBAI	1700
TOTAL	10737

‘ANNEXURE C’

LIFE INSURANCE CORPORATION OF INDIA

CENTRAL OFFICE

Tender No. Stores / CC / 12 /06/ 2019 dated 17.06.2019 due on 30.08.2019

QUOTATION FOR SUPPLY OF INTERNAL PLAIN CALENDARS (2020)

Job description	Bidder should submit the quote for Total quantity of Calendars	Rate per Internal Plain Calendar Upto Maximum Capacity (inclusive of printing charges, Packing and Forwarding charges, GST, all taxes & levies and Transportation Cost)
<p>1)Supply of Internal Plain Calendars in 4 Colours</p> <p>The bidder has to supply finished product at our Zone Centres & Divisional Office Centres.</p> <p>Calendar is printed and bound vertically.</p> <p>The bidders will have to prepare positives at their cost.</p> <p>The bidders should bid for the total quantity as per their printing and supplying capacity considering the availability of time from 16.09.2019 to 30.11.2019</p>		**

**** For Zone centres & Divisional Office Centres, kindly refer Annexure ‘A’**

Date:

Signature and Seal of the Bidder

Place:

ANNEXURE 'D'
GST
Vendor Details

Name	
Address (As per registration with GST)	
City	
Postal Code	
Region/State (Complete State name)	
PAN number	
GST ARN No.	
GSTIN Provisional ID No.	
Type of business (As per registration with GST)	
Contact person	
Phone No.	
Mobile No.	
E mail ID	
Service Accounting Code/HSN Code	

PRE CONTRACT INTEGRITY PACT

General:

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of201 , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its corporate office at "Yogakshema" Jeevan Bima Marg Mumbai 400021. (hereinafter called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/s represented by Shri..... .(hereinafter called the "BIDDER /SELLER" which expression shall mean and include , unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure (Name of the Stores/ Equipment/Item) and the BIDDER/Seller is willing to offer/has offered the stores and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/equipment/item at a competition price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that

their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

Commitments of the BUYER

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate "CVO" any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.

~~**3.3** Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.~~

3.4 BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/authorized agent of the stores/equipment/items and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way

to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

- 3.6** The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7** The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8** The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9** The BIDDER/Contractor will not commit any offence under the relevant India penal code (IPC) /Provision of corruption (PC) act .Further improperly , for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10** The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11** The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12** If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of

the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term 'relative' for this purpose would be as defined in section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Security Deposit):

5.1 While submitting commercial bid, the BIDDER shall deposit an amount Rs..... (to be specified in RFP/Tender) as Earnest Money as applicable/Security Deposit, with the BUYER through any of the following instruments:

(i) Bank Draft of Pay Order in favour of LIC.

(ii) A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.

(iii) Any other mode or through any other instrument (to be specified in the RFP/Tender).

5.2 The Earnest Money /Security Deposit shall be valid up to the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, which ever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6. Sanctions for Violations:

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in the case of an Indian BIDDER with interest thereon at 2% above the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% above the LIBOR (London Inter Bank Offer Rate). If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other

stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and convulsive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

7. Fall Clause:

7.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems/items or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems/items was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors:

8.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name address of the Monitor(s):

- * Shri. Shyam Lal Bansal, Ex-CMD of Oriental Bank of Commerce, A-1202 A, 13th Floor, Lagune, Sector 54, Gurgaon-122001
- * Shri. Kata Chandrahas, IRS (Retd.), G-1, Reliance Homes, 8-2-547/R, Road No. 7 Banjara Hills, Hyderabad 500034.

8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder /Contractor as confidential.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the Authority designated** by the BUYER.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated authority** of BUYER /Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

10. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

12 Validity:

12.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the

satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this Integrity Pact at.....on.....

BUYER

BIDDER

Name of the Officer: Shri. S.S. Nadkarni

Designation: Executive Director (E&OS)

Deptt./MINISTRY/PSU : LIC of India,

Central Office, Mumbai

Witness

1.....

1.....

2.....

2.....