

Ref: OS/Tender No. PF-01/2022-23 (Proposal Forms)

Dt. 15.07.2022

To,  
M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Re: Tender for Printing & Supply of Proposal Forms, Tender No.PF-01/2022-23**

Sealed tenders are hereby invited for supply of Printed Forms & Registers as listed in Annexure-A from the empanelled vendors of Cuttack Division. If you are interested in the matter in conformity with our terms and conditions as noted below kindly quote your rates of the desired articles listed in the annexure hereto and submit the same duly filled in and signed with your official seal, in a sealed cover marked with tender No. as **PF-01/2022-23** “**Quotation for Printing & Supply of Proposal Forms**” and to be sent by Regd. Post/Speed Post/ by hand so as to reach us on or before **29.07.2022** within **12.00 Noon**. You may remain present at the time of tender opening which will be held in our office on **29.07.2022 at 12.30 PM**.

**TERMS AND CONDITIONS OF THE TENDER**

1. **Only those vendors empanelled with CUTTACK Division under the Category- “Printed Forms” are eligible to participate / quote rates for the above tender.**
2. Vendors are required to quote rates as per our Tender Format (Annexure-A) only. Incomplete Quotation or Quotation not submitted as per our format will not be considered and will be rejected.
3. The tender should be sent so as to reach this office on or before the date and time specified above. Address as follows :  
**Manager (O.S),**  
**L.I.C OF INDIA, Divisional Office, Nuapatna, CUTTACK-753001 (Odisha)**
4. The quotation should accompany a Demand Draft of **Rs.118/-**(Rs 100/- + GST 18.00) (Rupees one hundred eighteen only) drawn in favour of L.I.C OF INDIA, Payable at **Cuttack** as tender fee, without which the quotation shall not be taken into consideration. MSME & NSIC Registered vendors have to submit specified exemption certificate (copy to be self attested) to claim exemption from paying Tender Fee. There will be NO EMD amount to be deposited for the tender. But, the bidder/s has to submit a “Bid Security Declaration” (Annexure-B) accepting that if he/they withdraw or modify their bid/bids during the period of validity etc., he/they will be suspended for the time specified in the tender document. This Declaration is to made / submitted in a separate sheet. Successful bidder with whom order value above 01 (**One**) lac shall be placed shall have to deposit 3% (**Three percent**) of the order value as SECURITY DEPOSIT in the shape of DD/Bankers cheque /Bank Guarantee from Scheduled Bank. The Security Deposit amount shall not carry any interest. In case of breach of the

Contd... Page No.2

condition or the quality/quantity of stores supplied the amount shall be forfeited. In case any L-1 bidder fails to deposit Security Deposit, then appropriate action will be taken as per the Corporation's rules and also the vendor may/ will be debarred from participation in any future tender.

5. **Paper quality (Brand) and other specifications as mentioned in the annexure must be strictly adhered to. Quotation of any other paper quality/ GSM should not be sent to us.**
6. **Rates quoted should be for each Units of items for CUTTACK and should be inclusive of all taxes/GST, expenses, carriage and freight till it is delivered to us in our store at 1<sup>ST</sup>/2<sup>ND</sup> floor at Divisional office, Nuapatna, Cuttack premises and the rate shall remain valid for a period of one year from the date of acceptance of your offer at our end.(Refer Annexure-A)**
7. Quotation must be given on unit rate as required in the enquiry and should be type written or legibly filled in ink in words and figures both and all over writings/corrections must be initialed by you.
8. In case two or more vendors quote the same /equal rate for the any specific item, then the supply order will be distributed equally among such vendors quoting same / equal rates.
9. If after the material is delivered it is discovered that the material is not as per our specification such supply shall be rejected at the Supplier cost and the vendor is bound to Re-Supply the materials exactly as per the specification mentioned in the tender. Non compliance of the tender Terms & Conditions by any firm sets free L.I.C OF INDIA to take action as may be deemed fit by the Competent Authority or necessary penalty as deemed fit shall be imposed on the firm by the Competent Authority.
10. In case of failure by the firm to deliver the goods within the stipulated period, the Corporation shall be at liberty to procure the material from any other firm, and the firm at default shall make good of any loss or damage that the Corporation may suffer thereby or shall pay to the Corporation liquidated damages as provided under Clause 04, 09 and 10, provided here in.
11. In case of any gross violation of any of the above clause(s) or committing of Fraud or any other act that leads to Financial Loss and/or affect the goodwill of the Corporation is at liberty to take any action including temporary or permanent Blacklisting of the vendor apart from the recovery of loss or damage etc.
12. If it is found that the vendor is unable to complete the job or is unable to carry out the instructions given in the order, the order may be withdrawn by the Corporation without the Corporation being liable for payment of any damage or compensation . In such an event, the vendor shall be liable to make good the extra charges which the Corporation may have to incur to get the job done by other vendor as per clause No.13 below.
13. No alteration in quantity or quality of the items indented or the enhancement of rate of articles shall be accepted by the Corporation during the period of contract/execution, unless previously ratified by the Corporation in writing.
14. It is a **RUNNING CONTRACT** and the Corporation reserves the right to lift 75% to 125% of the quantity as mentioned in the annexure during the period of contract. Part order shall be placed for bulk quantities.
15. **If the firm fails to deliver the goods within the stipulated period, they shall have to pay to the Corporation a sum of money equivalent to 1% of the amount of order for each day delay which shall not in any case exceed 1/10<sup>th</sup> of the amount of order.**

16. No part/advance payment shall be ordinarily allowed. Payment shall be made on execution of the full order.
17. Any tender not in compliance with these terms and conditions shall be summarily rejected.
18. The Corporation reserves the right to accept any quotation in full or part and also to reject any quotation altogether without assigning any reason thereof.
19. Any dispute arising out of or relating to this tender shall be deemed to have arisen in CUTTACK city and shall be under adjudication of the court in CUTTACK city (ODISHA).
20. Every bidder has to compulsorily execute the attached **“PRE CONTRACT INTIGRITY PACT”** at the time of Submitting Quotation OR the Successful Vendor can submit the same before we issue Purchase Order with the successful vendor. The **“Pre-Contract Integrity Pact** “will also form a part of agreement and consent to the Terms & Conditions laid down in it.

Sr.Divisional Manager

Enclosed: Annexure-A, B & Integrity Pact

