

NOTICE FOR OPEN TENDER FOR PRE-PRINTED STATIONERY & COMPUTER
CONTINUOUS STATIONERY

S.No.	DETAILS	
1	Tender Date	OS/DO-Meerut/Printed Sty. Dated 15.07.2022
2	EMD (Refundable)	80000/-
3	Tender Fee (Non-Refundable)	Rs. (200.00+36.00 GST) =Rs 236.00/- (Two Hundred Thirty Six Only) by way of Demand Draft payable at Meerut.
4	Address for submission of bid (To be put in Tender Box)	The Chairman (Stores Committee), Life Insurance Corporation of India, Divisional Office, Jeevan Prakash , Prabhat Nagar, Meerut-250001.
5	Papers to be submitted	Bidders to put the following documents in a sealed cover envelope super scribed as "Technical Bid" (MARKED AS ENVELOPE NO.1) (i) Photocopies of the documents mentioned in Tender document. (ii) Form of Technical Bid- Annexure A (iii) Undertaking- Annexure-E (iv) Details of Clients- Annexure D (v) "Bid Securing Declaration" Annexure "C" (vi) Terms & Conditions of the Tender (vii) Tender Fee (viii) Sample of Paper to be used by the bidder (ix) If registered under NSIC or MSME, please attach latest valid copy. Bidders to put the following document in sealed cover envelope super scribed as "Financial Bid" (MARKED AS ENVELOPE NO.2) (i) Financial Bid- Annexure B
6	Submission of Bids	Bidders fulfilling the Eligibility Criteria of the tender for Pre-printed stationery should put together 2 separate sealed covers envelopes super scribed as "Technical Bid"(ENVELOPE NO.1) &"Financial Bid" (ENVELOPE NO.2) in a large sealed cover envelope super scribed as "Tender for Pre-printed & Continuous Stationery 2022-23"
7	Last Date of Submission of Bids	Last Date 08.08.2022 up to 05.30 PM
8	Technical Bid opening Date / Venue	The sealed covers having Technical Bids (ENVELOPE NO.1) will be opened by the Tender Opening Committee on 09.08.2022 at 11:00 AM in the presence of bidders or one of the their representatives who wishes to attend. Venue address as mentioned above at S.No. 4.
9	Financial Bid	The Financial Bid (ENVELOPE NO.2) will be opened on a later date which will be intimated separately to technically qualified bidders only.
10	Contact Details	Telephone No. 0121-2671627/2671939 E mail id - os.meerut@licindia.com
11	Official Website (URL)	http:// www.licindia.in/tenders

The Tender Document can be downloaded from our website [http:// www.licindia.in/tenders](http://www.licindia.in/tenders)
In case there is any change in the schedule, the same will be displayed on our web site.

Signature of vendor with official seal

Sr. Divisional Manager

Terms and Conditions of the Tender

1. The bidder needs to pay an amount of (200.00+36.00 GST) =Rs 236.00/- (Rupees Two hundred thirty six only) towards **non- refundable tender fee** for submission of tender for supply of preprinted & computer continuous Stationery to our Divisional Office, Meerut by way of DD in favour of “Life Insurance Corporation of India” payable at Meerut along with the tender forms. The firms which are registered with MSME are exempted to furnish the tender fee. MSME registration certificate must be submitted with the Tender.
2. As per the CO Circular Ref: CO/OS/B/EMD/2020-21 DATED 05.01.2021 there is no need of The Earnest Money Deposit from the tenderer. The Tenderer has to sign “Bid Securing Declaration” as per Annexure “C”. Tender shall be liable for rejection without Bid Security Declaration.
3. Printing of LIC emblem , Size of logo and colour will be in accordance with the **Corporate Identity Program 2006 Part-I** Size of Font and colour of ink will be in accordance with the sample provided by us .
4. The bidder must have a proven track record of minimum 3 years with reputed clients in the field.
5. The bidder must have annual turnover of Rs.50 lakhs and above during the last three each financial years.
6. The bid should be submitted in two covers- Envelope-1 should be super scribed as “**Technical Bid for supply of Pre Printed & Continuous Stationery 2022-23** ” , Envelope-2 should be super scribed as “Financial Bid for supply of Pre Printed & continuous Stationery 2022-23” .Both the envelopes should be kept in another Single big envelope and this envelope should be superscripted “ Tender for supply of Pre Printed & Continuous Stationery 2022-23” .All the three envelopes are to be duly sealed . No indication of the prices shall be made in technical bid . The Tender fee (non refundable) of Rs.236/- by Demand Draft in favour of “ L I C of India, payable at Meerut should be kept with Technical Bid . Bidders who have tendered the tender fee of Rs 236/- in form of cash at our cash counter will keep the receipt issued by us in original with Technical Bid.
7. **Technical Bid must accompany with the sample of Paper to be used for Pre Printing & Computer Continuous Stationery for which rates have been quoted in financial Bid** .GSM of the paper , Brand Name / Manufacturer Mill has to be mentioned on each sample enclosed with Technical bid . Each of Sample has to be Signed by the bidder compulsorily along with official seal.
8. Each page of tender document should be signed and sealed by the vendor/firm in token of having accepted all the terms and conditions.
9. Financial bid of the selected technically qualified bidders only will be opened.
10. The rates to be quoted in the Financial Bid (**Annexure – B**) shall be on F.O.R. basis, i.e. exclusive of GST and inclusive of all Taxes , Transportation Expenses and Packaging Charges, etc and it has to be for paper quality mentioned therein. The rates shall be valid up to the next tender **or 12 months** whichever is earlier. However, the contract may be renewed further at mutually agreed rates and keeping other terms & conditions unchanged, depending upon satisfactory services rendered by the printer/supplier and requirement of the office.
11. LIC of India reserves the right to accept any tender in full or part. This does not necessarily mean that the lowest tender will be accepted.
12. LIC of India reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which LIC of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.

13. Successful bidders will have to provide Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds amount of Rs. 1 Lakh) in the form of Demand Draft/ Bankers Cheque/Bank Guarantees through Scheduled Banks. The deposit shall not carry any interest. The Earnest Money deposited by the successful bidders will be adjusted towards Security Deposit. Further, in case of failure on the part of the successful bidders to deposit Security Deposit @ 10% of the contracted value (where the quantum of order placed exceeds amount of Rs. 1 Lakh), LIC of India will be at liberty to deduct the amount of Security Deposit for the entire contracted value from any further payments due to the vendors.
14. No advance payment shall be made by LIC of India for purchasing the items mentioned in the tender.
15. Income Tax at source will be deducted from the payment made to the vendors as per the Income tax Rules applicable from time to time.
16. Formalities for obtaining E-Way Bill as per new rules will have to be completed by the Bidders.
17. Work order may be placed in parts depending upon the requirements during the contract period. The material will be delivered at the stores of Life Insurance Corporation Of India , Divisional Office Meerut , Jeevan Prakash , Prabhat Nagar , Meerut -250001 or at any other place that may be specified by LIC of India, if so needed, within the stipulated period of 30 days failing which penalty clause will be imposed as below:

Period within which supply is received	% penalty of the order value
Upto 30 days	NIL
31 to 45 days	2%
46 to 50 days	3%
51 to 60 days	4%
61 to 70 days	6%
71 to 80 days	8%
81 to 100 days	10%
Above 100 days	On discretion of Corporation

18. If at any time, material supplied falls below the contractual specifications with regard to the quantity and quality of the paper, penalty clause (which will be decided by the Sr. Divisional Manager, LIC of India, Divisional Office - Meerut on the merit of each case) will be invoked which is part and parcel of the terms and conditions of the tender.
19. For completion of the order, some additional jobs are required to be done such as Binding, Stitching, Missile, Serial Numbering, Pasting, Perforation, folding etc besides the Primary printing Jobs. The tender will be decided on the lowest one basis for each of the job mentioned in the Financial-bid (**Annexure-B**). Hence, it is mandatory on the part of the Vendor/Firm to fill all the relevant columns of the financial-bid (**Annexure-B**) properly i.e.no column should be left blanked or un-answered. It shall be binding for the firms whose bid/s has been declared successful for different items for Primary printing Jobs under Item A to Item K ,to accept the **L1 rates selected out of all the participating firms for completion of the additional jobs in Item L (Binding, Stitching, Missile, Pasting, Serial Numbering, Perforation, Folding charges etc.) which are necessary for the completion of the each individual order .**

20. **Serial No. and LIC logo should be printed on every sheet of supplied papers.** If variations in the GSM/Specifications of paper are observed on receipt of consignment, the entire lot will be rejected besides imposition of penalty as stated in Para No.32.
21. Prior to Commencement of Final Printing of Work Order our approval of the artwork is mandatory .Soft Copy of approved final artwork is to be handed over to us.
22. Payment of our work orders for supply of Pre Printed & Continuous Stationery will be accorded only after receipt of bill /Invoice and checking of quality, quantity and specification as per our work orders.
23. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.
24. The vendor shall give the services during the period of contract as per requirements of LIC of India.
25. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
26. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, LIC of India shall be entitled to procure services from other sources and the vendor shall be liable to pay forthwith to LIC of India, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by LIC of India.
27. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, LIC of India shall be entitled to procure services from other sources on approved rates subject to consent from the vendor whose rates are approved for the said service .
28. After engaging the services of the firm/s, if it is found that the services are not rendered to the satisfaction of LIC of India, the services will be terminated immediately and LIC of India shall have the right to engage the services of any of other firm/s as it may deem fit. In this course if any financial loss/damage to the reputation of LIC of India is caused, the firm/s shall be legally bound to make good the same in monetary terms to be decided by LIC of India.
29. If the vendor commits breach of any of the terms and conditions hereof and/or fails/neglects to carry out any instructions issued to him by LIC of India from time to time, it shall be open and lawful for LIC of India to terminate this agreement forthwith without assigning any reason thereof and LIC of India can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.
30. If the vendor commits breach of any covenant or any clause of this agreement, LIC of India may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the vendor shall be liable to LIC of India for losses or damages on account of such breach.
31. The vendor shall at all time indemnify and keep indemnified LIC of India against any/all claims of/by its employees in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the act of any worker or other personnel of the vendor or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of the vendor or not, who provided the said services under this agreement.
32. In the event of any loss/damage being caused to LIC of India on account of the negligence of the employees of the vendor, the vendor shall make good the loss sustained by LIC of India either by replacement of the material/equipment or payment of compensation.
33. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. Divisional Manager, Life Insurance Corporation Of India, Divisional Office Meerut, Jeevan Prakash, Prabhat Nagar, Meerut -250001 whose decision shall be final and binding on both the

- parties. The venue of arbitration shall be at Meerut. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
34. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefits of creditors, the other party shall have the right to immediately terminate this agreement.
 35. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
 36. "In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, Insurance Regulatory and Development Authority of India (IRDA), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer", to make an investigation as specified under Sec.33(1) or carry out and inspection as specified under Section 33(2) of The Insurance Laws (Amendment) Ordinance, 2014, who may examine on oath any Manager, Managing Director or other Officer of the service provider or contractor where the services are outsourced by LIC of India."
 37. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Meerut and be subject to adjudication of competent Court in Meerut only.
 38. The terms and conditions of the tender shall be accepted by the bidder and the Corporation is not bound to accept any term and conditions of the dealer i.e. **Conditional-tender will not be accepted.**
 39. LIC Of India is not responsible in any manner for postal delay /loss/non-receipt of tender .
 40. The applicant should not be black-listed/debarred by LIC of India or any PSU or any Government organization.
 41. The Sr. Divisional Manager LIC Of India , Divisional Office , Meerut , reserves the right to alter /modify the relevant dates of tender without assigning any reason thereof .Any corrigendum will be published / updated on our website www.licindia.in /tenders . Bidders should keep themselves updated/informed by visiting earlier mentioned website.
 42. The tender document is also available at our official website: www.licindia.in/tenders

I/We agree with all terms and conditions of the tender.

Signature of the bidder

Seal of the Firm / Company

Place:

Date:

Manager (OS)

Application Form - Technical Bid		ANNEXURE-A
S.No	Information Sought	Information Provided
1	Name of the firm(in Block letters)	
2	Date of Establishment/Incorporation	
3	Registration No. for registration under Companies Act, 1956 (Please enclose Photocopy of certificate)	
4	Correspondence address and telephone no. with e-mail ID.	
5	Address of Head Office (if separate) and telephone no.	
6	Status Proprietary/ Partnership/ Private Ltd. Company/ Public Ltd. Company	
7	Name of the Partners/ Directors	
8.	Name of Chief Executive with his present address and Telephone Nos.	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs and his Contact Number.	
10	Name of Bankers with address & telephone nos. IFSC Code & A/c No.	
11	PAN No. of the Firm (Please enclose Photocopy)	
12	Labour License nos. and validity under various section of Labour Laws (Central Govt.) Please enclose photocopy of certificate)	
13	Service Tax Registration No. (Please enclose photocopy of certificate)	
14	Date of obtaining ISO 9001:2008 certificate and its validity upto(Please enclose photocopy of Certificate)	
15	Details if registered with any other Government Authority	
16	State the latest Income Tax assessed year and amount of tax assessed (Copies of last 03 years, IT Return, Balance Sheets & Revenue A/c to be Enclosed.	
17	Turnover (Sales) for the last three financial years	
	2021-2022	
	2020-2021	
	2019-200020	
18	Details of past supply to any office of LIC of India and/ or Prestigious P.S.U (Central Govt.), (Please enclose photocopy of Certificate)	
19	Mention any other specialties of your Establishment	

Signature of vendor with official seal

Sr. Divisional Manager

20	Whether holding certificate under shops and establishment act(if Yes renewed copy should be enclosed)	
21	Is the Firm is registered under the factories Act, Details of License No. (if Yes renewed copy should be enclosed)	
22	Have you ever been Blacklisted by LIC of India or PSU/ BFSI Organization/ Govt./ Semi Govt./ Quasi Govt. Departments in india as on date of submission of Bid.	
23	Labour License nos. and validity under various section of Labour Laws (Central Govt.) Please enclose photocopy of certificate	
24	E.P.F Registration No. (Please enclose photocopy of Certificate)	
25	E.S.I Registration No. (Please enclose photocopy of Certificate)	

(Note: Please type this form or fill it legible in ink. If space provided is insufficient, Please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We request, Life Insurance Corporation of India, Divisional office, Meerut to consider our bid. I/We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS AND DUTIES of Supplier and assure to render the services to the fullest satisfaction of the Corporation.

Place :

Date :

Signature With seal of

Firm/Company

Note: The Corporation reserves the rights to accept or cancel tender/ Bids of any of the Agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

DECLARATION

1) - I/We have read the instructions in the above form and terms and conditions mentioned below I/We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me/us can be treated as invalid at sole discretion of the Corporation and I/We will be solely responsible for the consequences.

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

3)-I/We certify that the particulars furnished in the above forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

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

PLACE:

DATE

Annexure-D

Details of the Existing Clients

(Separate page must be submitted for each client)

Name of the Company/Organization	
Quantum of Order	
Date on Which the PO supply is completed.	
Address of the Company	
Name of the Contact Person	
Designation	
Landline No.	
Mobile No.	
E-mail ID	

Details of services provided in last 2 years to the above mentioned company (Ref.No., Date of work order etc. with photocopies of same)

Place.....

Date.....

Signature

Seal of Firm/Supplier.

Annexure -“C”

Form of Bid-Securing Declaration

To:

**Sr. Divisional Manager,
Life Insurance Corporation of India,
Divisional Office,
Jeevan Prakash,
Prabhat Nagar, Meerut**

We, the undersigned declare that:

We understand that, according to your conditions; bids must be supported by a Bid Security Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the LIC for the period of One Year from the date of notification and if we are in breach of our obligation(s) under the bid terms and conditions, because we :

- (a) Have withdrawn our Bid during the period of bid validity specified in the letter of Bid finalization.
- (b) Having been notified of the acceptance of our Bid by the LIC during the period of Bid validity, (i) fail or refuse to execute the Contract, if required , or (ii) fail or refuse to furnish the Performance Security, in accordance with the bid terms and conditions.

We understand this Bid Securing Declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) 30 days after the expiration of our bid.

Signed:

Name

Duly authorized to sign the bid for and on behalf of:

Seal of the Firm/ Company

Dated onday of2022.

Annexure-E

The Sr. Divisional Manager,
LIC of India,
Divisional Office,
MEERUT

Date:

Dear Sir,

**Re: UNDERTAKING for Supply of Pre-printed Form/ Registers / Letter
Heads/ Visiting Cards Stationery etc**

I/We hereby confirm that we have not been **black-listed** by LIC or any PSU or BFSI Organization/ Government or Semi-Government or Quasi Government Departments in India as on date of submission of bid in response to the above tender for supply of Pre-printed Form/ Registers / Letter Heads/ Visiting Cards/Identity Cards Stationery etc.

Dated at.....thisday of2022.

Signature of the Vendor with Seal

Annexure-B (i)

FINANCIAL BID

Item No.	Paper Colour	Paper Mill & Description	GSM
Printed Form -A Offset Printing	Extra Super White	Century/Ballarpur/JK A -Grade Maplitho Paper only	64 ± 5%

Sl.No	Finishing Size After cutting	Printing Single Side Or Both / Double Sides	RATES PER 1000 SHEETS PRINTING (Rates without GST)						Register Preparation Charges 24 Oz Hard board Binding per Register	REMARKS IF ANY
			Multi colour printing	ANY 1 colour printing						
					4	5	6	7		
1	2	3	4	5	6	7	8	9	10	
Rates per 1000 Sheets ,Inclusive of cost of paper and & Transportation, labour, Editing, Composing, Screen Plate , Packing , Pad preparation charges, Carriage & freight for supply to kept at our Store situated at Divisional Office Building , MEERUT excluding patti charges (Rates without GST)										
1.	17 x 27 / 2	Single Side								
2.	17 x 27 / 2	Both Sides								
3.	17 x 27 / 4	Single Side								
4.	17 x 27 / 4	Both Sides								
5.	18 x 22 / 2	Single Side								
6.	18 x 22 / 2	Both Sides								
7.	18 x 22 / 4	Single Side								
8.	18 x 22 / 4	Both Sides								
9.	18 x 22 / 6	Single Side								
10.	18 x 22 / 6	Both Sides								
11.	18 x 22 / 8	Single Side								
12.	18 x 22 / 8	Both Sides								

Signature of vendor with official seal

Sr. Divisional Manager

Item No.	Paper Colour	Paper Mill & Description	GSM
Printed Form -B Offset Printing	Extra Super White	Century/Ballarpur/JK A -Grade Maplitho Paper only	70 ± 5%

Sl.No	Finishing Size After cutting	Printing Single Side Or Both / Double Sides	RATES FOR 1000 SHEETS PRINTING (Rates without GST)					Regist er Prepar ation Charg es 24 Oz Hard board Bindin g per Regist er	REM ARK S IF ANY
			Multi color printing	ANY one Colour printing	Only Black colour printing				
						4	5		
1	2	3	4	5	6	7	8	9	10
Rates per 1000 Sheets ,Inclusive of cost of paper and & Transportation, labour, Editing, Composing, Screen Plate , Packing , Pad preparation charges, Carriage & freight for supply to kept at our Store situated at Divisional Office Building , MEERUT excluding patti charges (Rates without GST)									
1.	17 x 27 / 2	Single Side							
2.	17 x 27 / 2	Both Sides							
3.	17 x 27 / 4	Single Side							
4.	17 x 27 / 4	Both Sides							
5.	18 x 22 / 2	Single Side							
6.	18 x 22 / 2	Both Sides							
7.	18 x 22 / 4	Single Side							
8.	18 x 22 / 4	Both Sides							
9.	18 x 22 / 6	Single Side							
10.	18 x 22 / 6	Both Sides							
11.	18 x 22 / 8	Single Side							
12.	18 x 22 / 8	Both Sides							

Signature of vendor with official seal

Sr. Divisional Manager

Item No.	Paper Colour	Paper Mill & Description	GSM
Printed Form -C Offset Printing	Extra Super White	Century/Ballarpur/JK A -Grade Sun Shine Paper only	95 ± 5%

Sl.No	Finishing Size After cutting	Printing Single Side Or Both / Double Sides	RATES FOR 1000 SHEETS PRINTING (Rates without GST)						Register Preparation Charges 24 Oz Hard board Binding per Register	REMARKS IF ANY
			Multi colour Printing	ANY 1 Colour Printing			Only Black colour Printing			
				4	5	6		7		
1	2	3	4	5	6	7	8	9	10	
Rates per 1000 Sheets ,Inclusive of cost of paper and & Transportation, labour, Editing, Composing, Screen Plate , Packing , Pad preparation charges, Carriage & freight for supply to kept at our Store situated at Divisional Office Building , MEERUT excluding patti charges (Rates without GST)										
1.	17 x 27 / 2	Single Side								
2.	17 x 27 / 2	Both Sides								
3.	17 x 27 / 4	Single Side								
4.	17 x 27 / 4	Both Sides								
5.	18 x 22 / 2	Single Side								
6.	18 x 22 / 2	Both Sides								
7.	18 x 22 / 4	Single Side								
8.	18 x 22 / 4	Both Sides								
9.	18 x 22 / 6	Single Side								
10.	18 x 22 / 6	Both Sides								
11.	18 x 22 / 8	Single Side								
12.	18 x 22 / 8	Both Sides								

Signature of vendor with official seal

Sr. Divisional Manager

D. Register Preparation charges complete with printing & Binding
(28 oz hard board binding both side)

Item No. 1	Paper Colour	Paper Mill & Description
Printed Form -D Offset Printing	Extra Super White/ Ledger paper Green	Century/Ballarpur/JK A -Grade Paper only

Sl.N o	Finishing Size After cutting	Black colour printing with Logo			
		Pages	Extra Super White	Extra Super White	Ledger paper Green
			64 GSM± 5%	70 GSM ± 5%	95 GSM± 5%
1.	17 x 27 / 2	100			
2.	17 x 27 / 2	200			
3.	17 x 27 / 4	100			
4.	17 x 27 / 4	200			

E . Book preparation with printing and Binding Charges Top card sheet & back with 24 Oz Hard Board

Item No.2	Paper Colour	Paper Mill & Description
Printed Form -F Offset Printing	Extra SuperWhite	Century/Ballarpur/JK A -Grade Paper only

Sl.No		Finishing Size After cutting	Black colour printing with Logo			
			pages	Other details	64 GSM ± 5%	70 GSM ± 5%
1.	MEDICAL EXAM BOOK F.NO. LIC- 01-0003	18 x 22 / 4 (100 pages both side printing 10 pages one side printing)	100 +10 with numbering (S.NO. 1 to 100 on 100 pages and Book no on each page) and one side cover other side gatta	100 pages with upper perforat ion and 10 pages without perforat ion	Rate per book	Rate per book
2.	MEDICAL DIARY F.NO. 3318	18 x 22/6 (both side printing)	100 pages with numbering + 2 pages and both side cover (with 2 pin in middle)	Rate per book	Rate per book

F . BOOKLET PREPARATION

GSM 64 & 70 (± 5%)

ITEM NO.3 Printed form (Booklet shape)	pages	GSM	Rates per booklet
Size 18x22/4 RATES PER booklet (BOTH SIDE PRINTING) with 2 staple	3 to 4 pages	64	
		70	
	5 to 8 pages	64	
		70	
	9 to 12 pages	64	
		70	
	13 to 16 pages	64	
		70	
	17 to 20 pages	64	
		70	
	21 to 24 pages	64	
		70	
	25 to 28 pages	64	
		70	
	29 to 32 pages	64	
		70	

**G. OTHER
ITEMS**

VISITING CARDS	Officers Visiting cards as per Specifications contained in Corporate Identity Program 2006 Part-1 and Part 2 ,multicolor screen printing both sides bilingual, Multicolour Printing with New Logo Packing in Plastic Box in Hundreds with Material	Size 54 mm X 92m m	Paper quality SINAR ART CARD 300 GSM	Rates per 100 cards	
				Rates per 200 cards	
IDENTIT Y CARDS	Employee Identity cards as per Specifications contained in Corporate Identity Program 2006 Part-1 and Part -6 Hindi and English Variable printing on both sides	Size 54 mm x 85 mm	PVC, Computer ized Printing With Card Holder and strap	Rates Per card	
	Agents Identity Cards as per specifications contained in corporate Identity Program 9, Hindi and English Variable printing on both sides	Size 54 mm x 85 mm	PVC, Digital Printing With Card Holder and strap	Rates Per card	
	Retired Employee Identity Cards as per specifications contained in Part 7 Hindi and English Variable printing on both sides	Size 54 mm x 85m m	PVC, Computeri zed Printing With Card Holder and strap	Rates Per card	

Item H. PADs(100 Sheets each pad)

S.NO.	PARTICULAR	A GRADE WITH SAMPLE CENTURY/STAR/BALARPUR		Rate per pad 64 GSM	Rate per pad 70 GSM
	SIZE				
1	17X27/2	SINGLE SIDE			
2	17X27/2	BOTH SIDE			
3	17X27/4	SINGLE SIDE			
4	17X27/4	BOTH SIDE			
5	18X22/2	SINGLE SIDE			
6	18X22/2	DOUBLE SIDE			
7	18X22/4	SINGLE SIDE			
8	18X22/4	DOUBLE SIDE			
9	18X22/6	SINGLE SIDE			
10	18X22/6	DOUBLE SIDE			
11	18X22/8	SINGLE SIDE			
12	18X22/8	DOUBLE SIDE			

Item No. I	Paper Colour	Paper Mill & Description	GSM
Letter Heads - Offset /Screen Printing	Extra Super White	Centuary/Ballarpur/JK A -Grade Mill / Executive Bond	105 ± 5%
Specifications has to be complied strictly in accordance with the Corporate Identity Program 2006 Part 3 and Part 1.			

		4 Colour/ Multicolours with or without Ruling (Rates per 100 sheets Without GST)	Packing charges Per Box per 100 loose sheets in 1 card sheet box
1.	FS / Legal		
2.	A - 4		
3.	A- 6		

Item No. J	Paper Colour	Paper Mill & Description	GSM
Letter Heads (Notes & order) - F Offset /Screen Printing	Super SunShine Paper	Centuary/Ballarpur/JK A -Grade Mill	90 ± 5%
Specifications has to be complied strictly in accordance with the Corporate Identity Program 2006 Part 3 and Part 1 .			

Sl.No	Finishing Size After cutting	4 Colour/Multicolours with or without Ruling (Rates per 100 sheets Without GST)	Packing Charges Per Box per 100 loose sheets in 1 Card Sheet Box ,
1.	FS / Legal		
2.	A - 4		
3.	A- 6		

Item No. K	Paper Colour	Paper Mill & Description	GSM
Letter Heads (Notes & order) - F Offset /Screen Printing	Super SunShine Paper	Centuary/Ballarpur/JK A -Grade Mill	80 ± 5%
Specifications has to be complied strictly in accordance with the Corporate Identity Program 2006 Part 3 and Part 1 .			

Sl.No	Finishing Size After cutting	4 Colour/Multicolours with or without Ruling (Rates per 100 sheets Without GST)	Packing Charges Per Box per 100 loose sheets in 1 Card Sheet Box ,
1.	FS / Legal		
2.	A - 4		
3.	A- 6		

Signature of vendor with official seal

Sr. Divisional Manager

Sl.No.	Item Name	Description	Size in Cm	G.S.M.	Rate per	Rate
1.	White Envelopes Multicolour New Logo Screen Printing Plain Without Window for Sr.D.M.	Multicolour Screen Printing with Material	11" x 5"	Min 80 G.S.M.	1000	
			9" x 4"		1000	
			6" x 3.5"		1000	
2.	White Envelopes Multicolour New Logo Offset Printing With Transparent Window	Multicolour Screen Printing with Material	11" x 5"	Min 80 G.S.M.	1000	
			9" x 4"		1000	
			6" x 3.5"		1000	
3.	White Envelopes Multicolour New Logo Offset Printing Plain Without Window	Offset Printing Multi Colour Offset Printing (with Material)	11" x 5"	Min 80 G.S.M.	1000	
			9" x 4"		1000	
			6" x 3.5"		1000	
4.	Light Colour Paper Printed Pass Book Rates with Complete Material etc.	New Logo Offset Printing with Back Printing (Packed in 500 Quantity in Box)	A-4 Half Folding	13 Kg Card Sheet	1000	

Item No. L

OTHER CHARGES FOR PREPARATION OF PADS, FINISHING WORKDONE, AND E.T.C:-

Sl.No. 1	Item 2	Specification 3	RATES per 4	Rate 5
1	Patti Pad Charges	50 - 100 Sheets	Per Patti	
2	T - Punching Charges	1000 Sheets	Per 1000 Sheets	
3	Form Pasting Charges	1000 Sheets	Per 1000 Sheets	
4	Stitching Charges	Per book of 100 sheets	Per book or per 100 sheets	
5	Serial Numbering Charges	Per 100 sheets (± 15 sheets) once both sides	Per book or per 115 sheets	
6	Perforation Charges	Per 1000 sheets	Per 1000 sheets	
7	Interleaf(missile) charges ,	Per 1000 sheets	Per 1000 sheets	
8	Folding charges	Per 1000 sheets	Per 1000 sheets	
9	Book Binding Charges Top card sheet & back with 24 Oz Hard Board,	Fill sizes commonly used	Fill rates per register	
		17 x 27 / 4		
		18 x 22 / 4		
		18 x 22 / 6		
		18 x 22 / 8		

NOTE: - 1. The vendors who have been selected L-1 for the Primary Jobs A to K under different items are bound to accept the L-1 Rates quoted for the additional jobs under item L.

2. Please quote your rates exclusive of GST. It will be paid as per the Govt. rules from time to time.

FINANCIAL BID

ANNEXURE - B(ii)

Quotations for Computer Continuous Stationery 2022-23.

ANNEXURE D(i) : Specifications for PLAIN / PREPRINTED COMPUTER CONTINUOUS STATIONERY					
S.No	Type of Cont. Stationery & Size	Paper Brand #	GSM of Paper	Approximate Quantity Required	Quote Rate Per Thousand Units (inclusive of all taxes and charges excluding GST).
1.	Blank 10X12X1 With LIC Logo with Serial numbering on each page.	A-Grade	70 GSM	60 Lakh	
2.	Blank 10X12X2 With LIC Logo with Serial numbering on each page.	A-Grade	70 GSM	15 Lakh	
3.	Blank 15X12X1 With LIC Logo with Serial numbering on each page.	A-Grade	70 GSM	15 Lakh	
4.	Blank 15X12X2 With LIC Logo with Serial numbering on each page.	A-Grade	70 GSM	3 Lakh	
5.	RPR 6X10X1 single side printing (blue) with LIC logo on top and one perforation for counterpart and serial no both on top and counterpart of each sheet. LIC logo in Transparent water colour in center.	A-Grade	80 GSM	40 Lakh	
6.	RPR 10X12X1 (For P&GS) single side printing with LIC logo on top and one perforation for counterpart and serial no both on top and counterpart of each sheet. LIC logo in Transparent water colour in center.	A-Grade	80 GSM	30 thousand	
7.	FPR 15X8X1 Two receipt in one form both side printing (blue) with LIC logo. Vertical Perforation. Serial No. on each sheet	A-Grade	80 GSM	2 Lakh	
8.	Standard Premium Notices 15X12X1 with LIC Logo, both side printing in multi colour, printing bilingual, two set of notice will be printed in both sides, In middle there will be separation to tear the notice separately. (weight 4.5 gram & shall not exceed five grams, dimensions-	A-Grade	70 GSM	25 Lakh	

Signature of vendor with official seal

Sr. Divisional Manager

	including flaps when unfolded or folded shall be as follows:-Unfolded-Max-30cm by 21 cm,Min-28.2cm by 18.2cm)Folded-Max-21 cm by 10cm,Min.-15.2 cm by 9 cm(letter card will have three flaps, one each on left and right side not exceeding 1.5cm by 10 cm and another on top side not exceeding 1.5cm by 21cm.Flaps are not required if the Inland letter Card can be closed by any other effective process, if so to be specified. Serial numbering on each page.				
9.	Payment Voucher 10X8X2 (with carbon) F.No.3427 in two colour with LIC Logo and Serial Numbering on each sheet.	A-Grade	70 GSM	1 Lakh	
10.	Default / Lapse Notices 15X12X1 with LIC Logo, both side printing in single colour, printing bilingual, two set of notice will be printed in both sides, In middle there will be separation to tear the notice separately. (weight 4.5 gram & shall not exceed five grams, dimensions-including flaps when unfolded or folded shall be as follows:-Unfolded-Max-30cm by 21 cm,Min-28.2cm by 18.2cm) Folded-Max-21 cm by 10cm,Min.-15.2 cm by 9 cm(letter card will have three flaps, one each on left and right side not exceeding 1.5cm by 10 cm and another on top side not exceeding 1.5cm by 21cm.Flaps are not required if the Inland letter Card can be closed by any other effective process, if so to be specified. Serial numbering on each page	A-Grade	70 GSM	15 Lac	

A Grade paper with good brightness and fresh carbon of good quality.

Packing requirements (Plain/Preprinted Computer Continuous Stationery):

Items under:

Serial No- 1 and 3 - 3000 sheets per box (3 packets of 1000 each).

Serial No- 2 and 4 - 1500 sheets per box (3 packets of 500 each).

Serial No- 5 and 6 - 4000 sheets per box (4 packets of 1000 each).

Serial No- 7 and 9 - 3000 sheets per box (3 packets of 1000 each).

Serial No- 8 - 2000 sheets per box (4 packets of 500 each).

Specimen of forms in the box should to be affixed on the top of packing box.

In any case forms should not be de shaped or get curved due to packing so that it may not be printed properly and results into wastage, if it occurs please note that it will attract penalty as the competent Authority thinks fit.

I/We accept all the Terms and Conditions of Tender.

Signature of vendor with official seal

Sr. Divisional Manager