

**Work: - Tender for Printing of "Help Book" as a supplement to Policy Bonds
Re: Specifications and Conditions for Printer**

LIC of India intends to invite Tender from Indian printers (Except those who have been black listed/debarred in L.I.C. through out India) who are having office and/ or printing press in Mumbai or Thane or Navi Mumbai and satisfy following conditions/ specifications.

Annexure A

- 1) The printer should be in profession of printing for at least 5 years.
(Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be above Rs. 5 crores in last 3 financial years
(2005-2006, 2006-2007, 2007-2008) (Attach Balance Sheet for 3 years).
- 3) The printer should be on the approved panel of at least 3 reputed firms from Mumbai out of which at least one should be public Sector or Government undertaking.
- 4) The printer should have at least one 4- Colour offset machine, in-house Pinning, cutting, packing unit.
- 5) The printer should have at least 2000 sq. feet area of operation for printing, pinning, cutting, packing & sufficient storage space at one place only.
- 6) The printer should have registration with state & local authorities for undertaking the profession (Copies of state registration & B.M.C. License to be enclosed)

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Specifications of "Help book" as a supplement to Policy Bonds

Size	7.5" X 10.75" Close & 15" X 10.75" open
Quantity	Marathi: 19 lakh Hindi: 9 lakh Gujrathi: 12 lakh English : 15 lakh
Paper	Cover page: 210 GSM Art Paper Inside Page: 90 GSM Art Paper Please submit all paper samples at least of A4 size.
Pages	Cover Page: 4 pages (2 leaf) Inside Pages: 4 pages (2 leaf)
Colour	Cover pages: 1 & 4 in four colour Inner Cover pages: 2 & 3 in 2 colour Inside pages: 2 colour
Printing	By Offset Process
Binding	2 centre pinning
Material	Will be given in a CD by CRM Department
	The sample booklet in English is with us, you are advised to see the booklet before giving quotation.
Proof	To be submitted within 5 days from the date of handing over of the material.
Packing	In packets of 1000 booklets each in 7 ply corrugated boxes with two stripping, as per Division wise list.
Delivery /Despatch	Delivery within 15 days from the date submission of final proof as per below given instructions. 1) Local (within Municipal Limit of Mumbai, Thane, Navi Mumbai) : Delivery should be made free of cost to designated offices of L.I.C. of India within Municipal limits of Mumbai, Thane, Navi Mumbai 2) For outstation: our nominated transporter will pick up the consignment meant for outstation destination from your godown or booking office. The transportation charges (as fixed by our Zonal Office) will be payable by the Consignee Office on receipt of Consignment in good condition.
Rate	The rates should be quoted (both in figures& words) for printing & packing of lot of 1000 booklets . The rates quoted should be inclusive of all taxes including VAT, Service Tax, Octroi if any. No separate payment of what so ever nature will be made other than the rates quoted.

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Other Terms & Conditions

- 1) Tender fee of Rs. 500.00 in cash should be deposited at the Cash Counter of Western Zonal Office during cash hours.
- 2) Printer will have to submit us one copy for inspection and only after approval by our CRM Department, you will hand over the entire lot to the user department.
- 3) Excess copies will not be accepted or billed unless specifically asked in writing.
- 4) Unless otherwise mentioned, all offers will be considered for delivery within the date specified.
- 5) Close liaison on day-to-day basis with our CRM Department will have to be maintained in bringing out this publication. It should be your 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 specification and schedule leading inferior quality of printing, binding, delay in dispatch etc. shall attract compensation for damage caused to the image and goodwill of the Corporation in the market. Further, in the event, such supply will be rejected at the suppliers cost and LIC may decide to delete/debar/blacklist the concerned printer and the decision will be final and binding on all concerned.
- 6) The tenderer will have to deposit E M D of Rs 2,00,000/- (Rs. Two lacs only.) by D.D./ Banker's cheque at the time of submission of Tender document in favour of L.I.C. of India payable at Mumbai. Earnest Money Deposit of the unsuccessful tenderers will be refunded without any interest after Finalizing the orders within 15 days; however EMD of the successful Printer will be refunded after depositing Security Deposit. In case of unilateral withdrawal of the tender, E.M.D. of that tenderer will be forfeited. Earnest Money Deposit will be forfeited in case the tenderer refuses / fails to carry out the order.
- 7) The successful Tenderer will have to deposit 10% of the value of total order placed towards Security deposit through Demand Draft of Banker's cheque & the amount will be refunded (without any interest on that) after job is over. The security deposit may be either in the form Bank Guarantee of Nationalized Bank only & should be valid up to job is over. The Bank Guarantee will be released along with the payment.
- 8) The quotations must be either typewritten or must be in ink.
- 9) No alteration in quantity or quality or the items shall be accepted unless previously ratified by the Corporation in writing.
- 10) If it is found that the press is incompetent to complete the job even after submission of two consecutive proofs or is unable to follow the instructions given the order may be withdrawn from such a press and the press is intimated of the cancellation of the order without any damages or compensation being payable.

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- 11) Any tender not complying partly or wholly with these terms and conditions will be liable to rejection.
- 12) The corporation reserves the right to accept any tender, and not necessarily the lowest tender.
- 13) Job will be awarded on overall cost of printing of all Languages booklets to any one Printer instead of awarding the job language wise to different printers for better control system.
- 13) **The LIFE INSURANCE CORPORATION OF INDIA reserves the right to accept any tender or to accept tenders in part, to reject any or all tenders without assigning reasons thereof.**

Regional Manager (OS)

Agreed & Accepted all above conditions.

Signature of Tenderer with stamp.

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Instructions regarding submission of tender

- 1) Address to which the tender marked "ORIGINAL" is to be submitted: The Regional Manager (OS), LIC of India, Western Zonal Office, O.S. Department, G.F., West Wing, Yogakshema, Nariman Point, J.B. Marg, Mumbai-40002.
- 2) The offer shall be in two separate parts containing technical specifications of printer and commercial offers as per Annexure "B", i.e. for Conditions & technical specifications of printer and Annexure "C" for commercial offer. Two separate sealed envelopes containing technical specifications and commercial offers should be put in one large envelope, super scribed as Tender for Help book with Tender No. 12/2009-10 and due date 07.08.2009

Both the inside envelopes i.e. Conditions & Technical specifications of printer and Commercial (price) bid should be separately and securely sealed and stamped. Both these sealed envelopes must be super scribed with following information.

*Type of Envelope (Technical or Commercial)

*Tender Reference No.

*Name & address of the Tenderer

The format of Conditions & Technical specifications of printer and Commercial (price) is enclosed as per **Annexure B and Annexure C.**

- (3) Last dated of receipt of tender: **07.08.2009 up to 3 p.m.**
- (4) Printers should ensure that the tender is received before the date and time specified above.
- (5) Printer is requested to put their firm's endorsement on each page of tender documents as a token of perusal.
- (6) Printer should fill in all the relevant blanks and put their signature under relevant places as shown in tender document.
- (7) The Printer is required to check the number of the pages and should any be found missing or in duplicate, or the figure or writing indistinct, he must inform the Regional Manager (OS) at once and have the same rectified. should the printer be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform Regional Manager (OS) in order that the correct meaning may be decided upon before the date for the submission of the tender. No liability whatsoever will be admitted nor claim allowed in respect of errors in the printer's tender due to mistake in the Schedule of Quantities which should have been rectified in the manner described above.

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- (8) Earnest Money accompanying the tender will be accepted only in the form of **CROSSED DEMAND DRAFT** of any of the nationalized banks payable at **MUMBAI** drawn in favour of the "LIFE INSURANCE CORPORATION OF INDIA" only and not in favour of any other authority.
- (9) The copy marked "ORIGINAL" of the tender should be submitted in a sealed envelope, which is supplied with the tender papers.
- (10) Printer should enclose relevant documents along with Technical information such as
- i) Sample paper of each GSM & quality at least of A4 size.
 - ii) List of the reputed Clients and the quantity printed for them.
 - iii) Letter mentioning that you have the capacity to print the above quantity booklets.
 - iv) Attested photo copies of Valid I.T. Returns with balance sheet , VAT Clearance certificate, Professional Tax, Trade license, PAN Card.
- (11) **The LIFE INSURANCE CORPORATION OF INDIA reserves the right to accept any tender or to accept tenders in part, to reject any or all tenders without assigning reasons thereof.**

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Schedule of the Tender.

- 1) Tender forms may be obtained from LIC of India, Stationery Section of OS department (Ground Floor), and WZO. Yogakshema, Mumbai after depositing tender fee **in cash of Rs. 500/-** at Cash counter, F & A Department, W.Z.O., Yogkshema, Mumbai.

Details of schedule of Sale of Tender form is given below:

Sale of the tender form, from 23.07.2009 to 30.07.2009 on working days will be as per below given Time schedule.

Monday to Friday	11a.m. to 3 p.m.
Saturday	11 a.m. to 12.30 p.m.

- 2) Last date of receiving the tenders: 07.08.2009 up to 3 p.m.
- 3) **The price bid of only those Printers who qualify themselves in technical Specifications & conditions given in Annexure "A" will be opened.**

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