



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.: 22810689, 22028486 फैक्स/ Fax: 22045607

Ref: OS / D&C / 2011

Date: 15th March, 2010.

Re: Supply of Mill Board required for our Diaries- 2011.
Tender Reference No. Stores/CC/297/03/2010.

We invite **Tender** from Indian Agents / Suppliers/ Mills (directly) (**except those who have been Blacklisted/ debarred**) for supply of **820 GSM Mill Board** required for the cover of our Diaries for the year 2011 as per our specifications and estimated total quantities in the attached annexures, subject to the following:

- 1) The rates (**both, in figures & words**) per Gross of 144 sheets each should be quoted for the Mill Board, strictly as per the specifications stipulated by us in the attached form and the supply should be strictly as per these specifications only.
- 2) **The Tenderer must sign each copy of terms and conditions enclosed herewith as confirmation of acceptance of our terms and conditions and enclose the same alongwith the technical bid.**
- 3) **Samples of the Mill Board should be submitted alongwith the Test Report of the same from a reliable and recognized Laboratory and the testing has to be done only as per the method specified in our Annexure 'A' Part B. The test report will form one of the basic part of the technical analysis of the tender.**
- 4) The rates quoted (**both, in figures & words**) for door delivery should be inclusive of all taxes including Octroi wherever applicable, as also custom duties, port trust duties, in case of imported stores, but excluding Entry Tax . Any change in the existing statutory levy after the due date of the tender, will be considered on merit. No separate payment of whatsoever nature will be made other than the rates quoted for per Gross. The Entry Tax if any, will be reimbursed at actuals.
- 5) **The delivery of the material should be given to the printer at ground floor level with stacking of the bundles upto 7 feet height. Unloading charges has to be borne by the supplier. However, in case of alternate arrangement, any dispute arises regarding payment of unloading charges, Corporation will not intervene.**
- 6) **The Tenderer/Agent/Supplier will not be allowed to quote on behalf of more than one manufacturer. If any tenderer quotes the rates for the Mill Board manufactured by more than one manufacturer, their total tender will be rejected.**



- 7) Mill Board should be packed in the polythene sheet in the first instance and wrapped thereafter with good quality waterproof paper so as to avoid any sort of damage to the material. Such packed bundles should be delivered to the printers in any or all of the following centers :
- a) Bhopal in Central Zone.
 - b) Sivakasi in Southern Zone.
 - c) Manipal & Hyderabad in South- Central Zone.
 - d) Kanpur & Noida in North- Central Zone.
 - e) Delhi, & Faridabad in Northern Zone.
 - f) Kolkata in Eastern Zone.
 - g) Ahmednagar, Ahmedabad, Nagpur, Mumbai & Navi Mumbai in Western Zone.
- 8) Rates may be quoted for estimated total requirements or part thereof depending upon the terms quoted. **If reduced rates are quoted for any minimum quantity, such quantity and rates are to be clearly specified in the Tender.**
- 9) Rates quoted should be firm and valid for deliveries to the nominated printers upto **30.8.2010** strictly in terms of the individual orders placed or till the entire dispatches of ordered quantity are completed.
- 10) Since the Mill Board is to be specially manufactured as per our specifications, the tenderer should obtain an authority letter from the manufacturer confirming the validity of the rates for the aforesaid period and attach it to the tender. **Authority letter (in original) from the Mill / manufacturer authorizing the tenderer to quote the rates on their behalf must be enclosed with the tender**
- 11) The delivery of Mill Board to the designated Printers should start on or before **1.8.2010** and should be completed upto **30.8.2010** in phased manner specified by us.
- 12) Door deliveries at the Printers' godown must be effected in phased manner as specified by us, with sufficient advance intimation in writing to them so that all the printers get the Mill Board evenly in order to enable them to start the Galley making. Failure to do so will attract penalty under Clause 20 of the Terms and Conditions of the tender attached hereto.
- 13) **The tenderer should ensure that the trucks for supply of Mill Board are not overloaded beyond its capacity and as far as possible trucks are not to be changed en-route. If however, trucks are required to be changed en-route, due care to be taken that the material does not get damaged and if the material is damaged, it will be entirely the responsibility of the Supplier and the Paper Mill.**



- 14) It shall be the responsibility of the tenderer to ensure that the supplies of the Mill Board are made in time and as per the specifications. In case of default in timely delivery or deviation in the properties of the Mill Board or Board found unuseable after opening of the bundles leading to delay in delivery schedule of Diaries or complaints about the quality of the Diaries etc., the tenderer shall be liable to pay damages and compensation for the loss of image and goodwill of L.I.C. of India in the market. Further in that event L.I.C. of India may decide to delete/ debar/ blacklist the concerned supplier/Mill/firm and the decision of the Corporation will be final and binding on all concerned.
- 15) Tenderer must obtain Entry Permits, Road Permits and Certificates that might be required from all concerned local/ other authorities for final delivery at the printers' godown and for this purpose should obtain necessary papers etc. from L.I.C. of India. The local office of LIC will lend necessary assistance and co-operation, however delay arising in the final delivery because of delay in obtaining such permits & certificates for whatsoever reasons will also attract penalty under Clause 20 of the Terms and Conditions of the tender. **Further, charges that may become payable towards demurrage or similar expenses will be borne by the tenderer.**
- 16) The tenderer must take a separate Transit Insurance Policy jointly in the name of the tenderer and L.I.C. of India covering the cost of the material/Mill Board to be supplied to us after our firm order is placed and submit the Policy document to us, even if the mill has insured its production, failing which no payments will be released. The rates quoted must be inclusive of the cost of Transit Insurance Policy in our favour to be obtained by the tenderer and sent to us.
- 17) 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.
- 18) If, after the supply, it is found that the materials supplied do not conform to the specifications, such supply may be rejected at the supplier's cost who will have to supply the materials exactly according to specifications and in the event of noncompliance with this condition, the Corporation shall be at liberty to take such action as it may deem fit, in addition to penalizing the supplier of such additional cost as may be incurred by it in replenishing it with supplies from other sources.
- 19) In case of **Imported Mill Board**, it will be the responsibility of the tenderer to ensure quick clearance of shipment and no demurrages for delayed clearance for whatsoever reason will be reimbursed by us.



20) The offer shall be in two separate parts containing technical and commercial bids as per Annexure 'A', for Technical Bid and Annexure 'B' for Commercial Bid. Two separate sealed envelopes containing technical and commercial bids should be enclosed together in a large envelope, sealed and superscribed as **“Mill Board for Table Diaries – 2011, Tender Ref. No. and Name of the Tenderer.”**

Both the inside envelopes i.e. Technical bid and Commercial (price) bid should be separately and securely sealed and stamped. Both these sealed envelopes must be superscribed with the following information:-

- Type of Bid (Technical or Commercial)]
- Tender Reference No.
- Name of the Tenderer.

A) The envelope No. 1 containing Technical bid should not contain any price information and should indicate whether Mill Board is as per the specifications as asked in the tender enquiry and other requirements as asked with reference to Annexure 'A' alongwith Demand Draft favouring L.I.C. of India for **Rs.4,00,000.00 (Rupees Four Lakhs only)** drawn on a Nationalized Bank / reputed Scheduled Private Bank payable at Mumbai towards Earnest Money Deposit (E.M.D.). This envelope should also contain another Demand Draft favouring L.I.C. of India for **Rs. 500.00 (Rupees Five hundred only)** drawn on a Nationalized Bank / reputed Scheduled Private Bank payable at Mumbai being the application fee which is non-refundable.

B) The envelope No. 2 should contain only Commercial bid as per Annexure 'B'. It must give all the relevant price information, i.e. rate per Gross of Mill Board (**both, in figures & words**) for the destinations mentioned in Annexure 'B'. The commercial bid should not contradict the technical bid in any manner. **The price schedule must be filled in completely without any error, erasures or alterations with rate in both, figures & words.**

21) The Commercial bid of only those Tenderers who qualify themselves in Technical bids will be opened.

- 22) (i) The Tenderer/s whose tender/s get approved will have to submit a Bank Guarantee of a Nationalized Bank / reputed Scheduled Private Bank for an amount to the extent of 10% of the total order value within 15 days from the date of placing order or before the start of supply, whichever is earlier. Bank Guarantee should be valid upto 31st March 2011. **Please Note that the Bank Guarantee in the format given by us should be sent to Secretary (O.S.), LIC of India, Central Office, Mumbai-21, directly by the issuing Bank under Registered Post (A.D.) and not through the Tenderer himself.** The Bank Guarantee will be released along with the final payment without any interest.
- (ii) Earnest Money Deposit (E.M.D.) will be forfeited in case the tenderer refuses the order, if placed at the quoted rates. In addition to that LIC may decide to delete / debar / blacklist the concerned Supplier and the decision will be final and binding on all concerned.
- (iii) E.M.D of the successful tenderers/s will be refunded without any interest on submission of the Bank Guarantee of the requisite amount.
- (iv) EMD of the unsuccessful tenderers will be refunded without any interest within 60 days from the due date or within 21 days from the date of finalizing the orders, whichever is earlier, without any interest thereon.
- (v) Once the tender is submitted, no tenderer will be allowed to withdraw the tender, for whatsoever may be the reason. In case of unilateral withdrawal of the tender, E.M.D. of that tenderer will be forfeited.
- (vi) In case of the successful tenderer backing out after award of the contract, then also the EMD will be forfeited.

23) Bills will be settled as under:

- a) 90% of the bill will be paid within a fortnight from the date of receipt of the bill along with the relevant Consignment Note and Transit Insurance Policy document and the confirmation by the concerned printers in our format.
- b) Balance 5% of the bill will be paid on receipt of a Final certificate (in the enclosed format) from the Printer
- c) The final 5% balance payment will be made after completion of dispatch of Diaries and Calendars – 2011 and getting independent test results of the Mill board properties.



Tenders in full conformity with (i) the aforesaid conditions and (ii) the Terms and Conditions attached hereto and forming part of the tender in a sealed envelope super scribed “**Mill Board for Diaries- 2011. Tender Reference No. and Name of the Tenderer**” and addressed to:-

**THE CHAIRMAN,
STORES COMMITTEE,
LIFE INSURANCE CORPORATION OF INDIA,
CENTRAL OFFICE, YOGAKSHEMA,
4TH FLOOR, LINK PORTION, JEEVAN BIMA MARG,
MUMBAI- 400 021.**

should reach us latest by 11.30 am on 13th April, 2010.

It should 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 tenderer.

The Technical Bids will be opened on 13th April, 2010 at 12.00 noon at the above address. One representative of the Tenderer may remain present on the stipulated date and time, if they so desire.

L.I.C. of India reserves its right to cancel this tender and/ or re- tender with revised properties/ specifications and Terms & Conditions in case of non- qualification of any tenderer as per Technical Bids without assigning any reasons.

Executive Director (OS / SBU-ESTATES)

- Encl: 1) Terms and Conditions of the Tender.
2) Forms of certificates from printers (two).
3) Proforma Tender Form Annexure ‘A’ for Technical bid.
4) Proforma Tender Form Annexure ‘B’ for Commercial bid.

Open tender- millboard



**TO BE SUBMITTED ON PRINTER'S LETTER- HEAD
(separately for each lot)**

Date:

Secretary (OS),
L.I.C. of India,
Central Office, 4th Floor,
West Wing, Yogakshema,
J.B.Marg, Nariman Point ,
Mumbai- 400 021.

FIRST CERTIFICATE (LOT NO. _____)

This is to certify that we have received _____ Gross of Mill Board (as mentioned on the label) from M/s _____ on _____ through M/s _____ vide L.R. No. _____ dated _____.

As per random check:

the following variations/ shortages/ damage are being reported:

- i) No. of Gross
- ii) Grammage (as tested in our Press)
- iii) Details of visual damage, if any

Confirmation of entire supply in good condition or any shortage/ damage will be reported for each lot after consumption of that lot.

(Authorised Signatory)

Name:

Designation:

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**TO BE SUBMITTED ON PRINTER'S LETTER- HEAD
(after completion of delivery of each lot)**

Date:

Secretary (OS),
L.I.C. of India,
Central Office, 4th Floor,
West Wing, Yogakshema,
J.B.Marg, Nariman Point ,
Mumbai- 400 021.

**SECOND CERTIFICATE (LOT NO. _____)
(Optional)**

Re: Second Certificate for delivery of Mill Board.

We hereby certify that we have received total _____ Gross of Mill Board,
(as mentioned on the label) supplied by M/s _____
_____ .

We have to report the following shortages / damages / variations :

- i) No. of Gross
- ii) Grammage (as tested in our press)
- iii) Total quantity of shortage / damage.
- iv) Nature of visual damage, if any.

Confirmation of entire supply in good condition or any shortage / damage will be reported for each lot after consumption of that lot.

(Authorised Signatory)

Name:

Designation:



**TO BE SUBMITTED ON PRINTER'S LETTER- HEAD
(after consumption of entire paper of each lot)**

Date:

Secretary (OS),
L.I.C. of India,
Central Office, 4th Floor,
West Wing, Yogakshema,
J.B.Marg, Nariman Point ,
Mumbai- 400 021.

FINAL CERTIFICATE (LOT NO. _____)

**Re: Final Certificate for delivery of Mill Board on
completion of printing of Diaries.**

We hereby certify that we have fully utilized total _____ Gross of Mill
Board, (Lot No. _____), supplied by M/s _____
_____.

We have to report as under :

- i) Shortages - No. of Gross
- ii) Any damages - Nature and quantity.

(Authorised Signatory)

Name:

Designation:



ANNEXURE 'A'

TECHNICAL BID

(To be submitted on tenderer's Letter- Head)

A) GENERAL REQUIREMENTS FOR SUPPLY OF 820 GSM MILL BOARD IN THE SHEET SIZE OF 75 CMS X 100 CMS, GROSS WEIGHT 88.5 KGS.

SR. NO.	GENERAL REQUIREMENTS	TENDERER'S RESPONSE
1.	Name of the manufacturing Mill	
2.	Whether the letter of the manufacturing Mill authorizing the tenderer to quote on behalf of them is enclosed?	
3.	Whether the letter of the mill confirming the validity of rates during the period of supply is enclosed?	
4.	I.E. Code No. of the tenderer in case of Imported Mill Board.	
5.	Whether the registration of I.E. Code is in the name of the tenderer? (Certified copy of Registration Certificate should be enclosed.) (In case of Imported Mill Board)	
6.	Whether certified copy of Registration confirming that the tenderer is in the business for last 5 years is enclosed?	
7.	Whether the order copies for having executed the order/s of at least Rs.50 lacs for Mill Board executed by the tenderer in one of the preceding 3 Financial Years are enclosed?	
8.	Whether the list of clients of the tenderer is enclosed?	
9.	Whether an undertakings of the tenderer as well as the principal to replace any damaged quantity and/ or to make good any short supply within the stipulated period of supply are enclosed?	
10.	Whether the mill has in- house Laboratory facility for testing all the properties/ specifications of Mill Board as detailed in Table 'B' below?	
11.	What is the per day production capacity of the mill?	
12.	Whether samples of Mill Board enclosed ?	



B) SPECIFICATIONS OF 820 GSM MILL BOARD IN THE SHEET SIZE OF 75 CMS X 100 CMS, GROSS WEIGHT 88.5 KGS:

TEST PROPERTIES	REQUIREMENT BY US		OFFERED BY THE TENDERER
	UNITS	VALUE	
QUALITY	MILL BOARD		
BASIS WEIGHT	IS 1060 g/m ²	820 +/- 5%	
THICKNESS	Mm	1.35 +/- 0.05	
STIFFNESS- MD		2500 +/- 10%	
STIFFNESS- CD		1280 +/- 10%	
<p>STIFFNESS - MD & CD VALUES WILL BE TESTED AS PER THE FOLLOWING METHOD :-</p> <p>(TABER) TAPPI 489 OM 04 AT ENVIRONMENTAL CONDITION TEMPERATURE OF 27 +/- 2 degree C AND HUMIDITY 65 +/- 2 degree C.</p> <p>THE TENDERERS ARE REQUIRED TO GIVE STIFFNESS AS PER THIS METHOD ONLY.</p>			
<p>THE BOARD SHOULD BE REEL TO REEL ON MACHINE LAMINATED & MACHINE DRIED, FLAT AND SMOOTH OF HIGH DIMENSIONAL STABILITY WITH GOOD MECHANICAL STRENGTH AND SHOULD HAVE GOOD STIFFNESS, BULK AND SHOULD NOT WHARP / BEND. <u>THE CORNERS OF THE BOARD SHOULD HAVE BEEN CUT EXACTLY IN RIGHT ANGLE</u> IN ORDER TO AVOID THE CUTTING WASTAGE BY PRINTER WHILE CUTTING THE BOARD FOR GALLIES.</p>			

NOTE:- Samples of Mill Board of exact specifications & properties as above in **FULL SHEET SIZE** (5 nos.) mentioning the size, grammage and other specifications on the right hand corner with the seal of the tenderer on each sheet should be submitted separately. **Quotations without samples and the Sample Test Report strictly as per our specifications & properties will not be considered.**

Date:

Place:

Seal & signature of the tenderer



ANNEXURE 'B'

COMMERCIAL BID

(To be submitted on the tenderers Letter- Head)

Tender Reference No. Stores/CC/297/03/2010 dated 15.3.2010 due on 13.4.2010

REQUIREMENT:- 5764 GROSS APPROXIMATELY.

Names of the probable destinations where the Tenderer has to offer free delivery by Road Transport at Printers' godowns.	Rate in Rs. (both, in figures & words) per Gross of 144 Nos. of sheets each inclusive of all Taxes, Duties, Incidentals, Transportation etc. but excluding Entry Tax.
Bhopal	
Sivakasi	
Manipal	
Kanpur	
Delhi	
Noida	
Faridabad	
Kolkata	
Ahmednagar	
Ahmedabad	
Hyderabad	
Nagpur	
Mumbai	
Navi Mumbai	

Maximum Capacity of supply in Gross during the scheduled period:- _____ Gross

Date:

Place:

Seal and signature of the tenderer