



Thane Divisional Office, Jeevan Chintamani, V.N. Mahamarg, Thane(W)-400604.

Ref: TDO/OS/Tender No 2

Date : 03/07/2025

**Limited Tender No 2 –**  
**Envelopes- E-7[Plain], E-6[plain],E-6[Window],E-30[Window]**

Sealed Tenders are hereby invited for supply of ENVELOPES as per items listed in Annexure II **from our empanelled vendors** dealing with Printing of Envelopes.

**1. TENDER SCHEDULE :**

Date of Floating Tender: 07/07/2025

Tender Notice will be uploaded on our website [www.licindia.in](http://www.licindia.in) on 07/07/2025

Last Date of Submission of Tender:24/07/2025 before 3.45 p.m except all Saturdays, all Sundays and Public holidays.

Tender will be opened on : 25/07/2025 at 3.00pm

**2. TENDER FEE / EMD / SECURITY DEPOSIT**

- a. **Tender Fee** : 118/- ( Rs. 100 plus GST 18% ) MSME vendors are exempted from paying the tender fee.
- b. **EMD: (refundable) Rs. 17,000/-** by way of Demand Draft drawn in favour of Life Insurance Corporation of India payable at Mumbai/Thane or any nationalised bank. . **MSME vendors are exempted from payment of EMD on submission of valid certificate from Appropriate authority**
- c. **Security Deposit** : 10 % of the order value is to be deposited by selected bidder (L1 Bidder) **within 8 days of Tender allotment letter**. Security Deposit is to be submitted by a Demand Draft in favour of LIC OF INDIA payable at Mumbai/Thane . Security Deposit will be refunded after the end of contract period . In case the Bidder fails to pay the Security Deposit the tender will stand cancelled & bidder will be debarred from participation in future Tender during the tender period. Security deposit amount may be forfeited if the vendor backs-out of his obligations as per this Bid. Security deposit will not carry interest.

### **3. TERMS & CONDITIONS OF THE TENDER:**

#### **Mandatory Conditions :**

1. The vendors should supply the items as per the specifications **given in Annexure I.**
2. You are requested to quote the rates for the entire quantity mentioned and will be valid for the period of 6 months.
3. Rate should be quoted as **Basic rate per thousand inclusive of all charges but excluding GST** and to be mentioned both in words & figures in the given format duly typed **on company letterhead** without any alterations. Please note that rate given on **our letterhead** will not be considered. In case of discrepancy found in figure and words in price bid, figures in words will hold good.
4. Rate quoted should also be valid for additional quantity up to 25% of the above mentioned quantity, if required by us & vendors should be ready to supply the material as and when required by LIC, Thane Divisional Office.
5. **GST** rate should be quoted separately e.g. 6%, 12%, 18% **with HSN Code.**
6. Any kind of **overwriting/correction** has to be **authenticated with authorized signatory with the seal of a company.** The quotation must be either Typewritten or in ink.
7. You are requested to enclose only one sheet of paper as sample stating clearly specification thereon for each quality and not for each item along with the quotation. **Quotation will not be considered without specified paper sample.** Bidder should clearly mention **weight, paper company name & signature of your official & seal on paper sample**
8. You are requested to sign each and every page of contract in acceptance of the terms and conditions of the contract.
9. Conditional Tenders or Tender Offer differ with our Tender Conditions will not be entertained.
10. Quotations for the Tender should be in sealed envelope addressed to **Sr Divisional Manager and** should be delivered by hand before due date and time and to be dropped the same after noting the date and time of submission from the designated Officer in the tender box kept in the chamber of **Manager (OS), LIC Of India, Thane Divisional Office , Jeevan Chintamani Bldg, OS Dept, 3<sup>rd</sup> Floor, V N Naik Mahamarg, Thane [w] 400604** so as to reach to our office before due date and time.
11. No consideration whatsoever shall be given for postal or any kind of delays. Tenders received late are liable to be rejected at the sole discretion of the SENIOR DIVISIONAL MANAGER.
12. L1 will be decided on the total cost including GST under each item in the tender.
13. **Attested copy of MSME or NSIC certificate with validity period mentioned thereon with respect to MSME vendors will be accepted along with the tender.**

### **General Conditions:**

1. Art proof is required to be submitted within 8 days from the date of intimation of selection of L1. Art proof should be thoroughly checked at your end and it should be error free.
2. No price rise will be entertained during the validity period of the contract and for any subsequent supply.
3. Sample checking will be done at the time of delivery of each lot & if found unsatisfactory, the whole lot will be rejected & it will have to be replaced within 3 working days otherwise it will attract penalty as decided by the Competent Authority.
4. If any vendor backs out after receiving tender letter, Corporation will be at liberty to purchase the same goods from any other vendor / firm and the first vendor has to make good any loss or damage that the Corporation suffers thereby in addition to the penalties mentioned under penalty clause and he will be blacklisted.
5. Pre-contract Integrity Pact duly filled, signed and sealed should be submitted along with the tender.
6. Close liaison on day to day basis, with our department will have to be maintained in carrying out the job, it should be your responsibility to ensure that the order is executed as per our specifications in the Tender. **Any failure on your part, in adhering to our specifications and schedule will attract financial compensation & penalties mentioned under penalty clause.**
7. TDS will be deducted as per the prevailing rate from the bill amount.
8. If any vendor refused to accept the order or after receiving the tender refuses to execute the order appropriate penalty as per penalty clause will be imposed, and EMD will be forfeited.

### **Placing of Orders:**

1. LIC of India, Thane Divisional Office will place purchase orders for stationery items after approval of art proof. The vendor should point out any discrepancy found within three working days of the receipt of purchase order in person or through mail. Subject to this, the date on which the required information /correction in purchase order is intimated to the vendor through mail would deemed to be the date of acceptance of Purchase Order for the purpose of calculating the delivery period and penalty.

### **Delivery Conditions:**

1. Delivery should be made for the entire ordered quantity within 30 days from the date of Issuance of Purchase Order.. However, in case of an urgency, delivery may need to be made in piecemeal.

2. While making the delivery of envelopes, it should be packed neatly in packet of 500/1000 each with labels thereon. Entire quantity of each item should be neatly packed separately in a strong box with label thereon.
3. Labels indicating name of the item, firm, quantity per packet, numbering if any etc. are to be pasted on the packet as per the instructions.

**Force Majeure :**

If there is delay in performance or other failures by the supplier to perform its obligation under its contract due to event of a Force Majeure, the supplier shall not be held responsible for such delays/failures.

**Penalty Clause:**

- a. Unless otherwise mentioned by us, all offers will be considered for delivery within the date specified in our order . In the event of delay in delivery after stipulated period, failure to replace the damaged or improper quality of stationery, delay in supply more than 30 days where the delivery is to be done in installments the vendor shall be liable to penalty at a percentage of the total order value subject to a maximum of 10% [2% for the first week, 5% for the second week & 10% for the third week & above]. For the purpose of this clause part of the week is considered as a full week. Delay in the performance of delivery obligations shall render the vendor/firm liable to any or all of the following sanctions:
  - b. Imposition of Penalty
  - c. Termination of the contract for default
  - d. Forfeiture of EMD & /OR Retention of money (Security Deposit)
  - e. Black listing of the vendor.
1. If after the supply is delivered , it is discovered that the supply does not conform to the specifications, 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 tender conditions or for any complaint about the quality of goods , the bidder shall be liable to pay damages and compensation as decided by the Corporation for the loss of image and goodwill of LIC Of India

2. Further, in the event/ non-payment of security deposit, failure to supply required quantity of stationery within scheduled time or failure to replace the damaged or improper quality of goods, LIC Of India may decide to **debar/blacklist the concerned bidder** and the decision of the Corporation shall be final and binding on all concerned.

**Bill Payment:**

1. Payment of bill will be made by Neft within 30 days from the date of submission of bill/Tax invoice along with delivery challan.
2. You have to submit Neft details on company letterhead along with current account cancelled cheque bearing company name and attested copy of Pan Card.
3. TDS at the appropriate rate will be deducted from the bill amount applicable as per the income tax rules.
4. GST Number of Bidder as well as of LIC OF INDIA with HSN Number should be mentioned on Tax invoice against the stationery items supplied.

The Corporation reserves the right to accept any quotation in full or part . This does not necessarily mean that the lowest quotation will be accepted.

Corporation reserves the right to reject any or all the tenders without assigning any reason thereof.

Submission of your tender in response to our aforesaid tender notice will deemed to be acceptance of our terms and conditions stipulated therein.

Any tender not complying partly or wholly, with all above mentioned terms and conditions will be liable for rejection.

All matters & disputes related to this tender are subject to the legal jurisdiction of Hon'ble Courts situated in Mumbai/*THANE*

  
| Sr Divisional Manager



## ANNEXURE –I

### Limited Tender No 2 – Envelopes- E-7[Plain], E-6[plain],E-6[Window],E-30[Window]

SR NO	Item name and description	quantity	Specifications [quality,make,size & weight]	Basic cost per thousand	Gst% and amount	Total cost per thousand	Total cost in words
1	E-7 Plain Envelope	50000	12" X 6" Flap Size : 1.5", 80 gsm Andhra craft/Yash craft/ Sheshashai paper, one side printing in one colour in English, Hindi & Marathi, other side block prtg with LIC Logo				
2	E-6 Plain Envelope	50000	11" X 5", 70 gsm Flap size 1.25", Andhra craft/Yash craft/ Sheshashai paper , one side printing other side block prtg with LIC Logo				
3	E-6 Window Envelope	300000	11" X 5", 70 gsm Flap size 1.25", Andhra craft/Yash craft/ Sheshashai paper , one side printing other side block prtg with LIC Logo, window size 4.2" X 1.5"				
4	E-30 Window Envelope	50000	9"x4" size, Flap size 1", 70gsm, Both side prtg LIC's emblem and Logo to be printed in black & grey colour as per Corporate guidelines. window size				

CEO OF A COMPANY WITH SIGNATURE AND SEAL