

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-08-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-08-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Financial Services
संगठन का नाम/Organisation Name	Lic - Life Insurance Corporation Of India
कार्यालय का नाम/Office Name	Divisional Office Distt Shopping Complex Ra Asr
वस्तु श्रेणी /Item Category	Paper-based Printing Services - Printing with Material; Forms binded as Pads; Offset , Paper-based Printing Services - Printing with Material; Register; Offset , Paper-based Printing Services - Printing with Material; Forms binded as pads; Offset
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	479200
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	AXIS BANK LTD
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

DO AMRITSAR
Divisional Office Distt Shopping Complex RA ASR, Department of Financial Services, LIC - Life Insurance Corporation of India, Ministry of Finance

(Lic Of India)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc.

This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Sample image of desired product:[1752054143.pdf](#)

Additional customization details:[1752054145.pdf](#)

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (400)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material

विवरण/ Specification	मूल्य/ Values
Category of Printing	Forms binded as Pads
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Paper Printing White and Creamwove Paper
Standards of Paper	Conformity to Relevant Indian Standard
Size of the Paper (in cm)	21.5 x 13.9
Thickness of Paper in GSM	61-65 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	400	<ul style="list-style-type: none"> Number of pages per Item : 100

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (1500)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as Pads
Mode of Printing	Offset
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Paper Printing White and Creamewove Paper
Standards of Paper	Conformity to Relevant Indian Standard
Size of the Paper (in cm)	21.5 x 13.9
Thickness of Paper in GSM	61-65 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	1500	<ul style="list-style-type: none"> Number of pages per Item : 50

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (

1000)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as Pads
Mode of Printing	Offset
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Paper Printing White and Creamewove Paper
Standards of Paper	Conformity to Relevant Indian Standard
Size of the Paper (in cm)	22 x 18
Thickness of Paper in GSM	61-65 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	1000	<ul style="list-style-type: none"> Number of pages per Item : 50

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (1500)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as Pads
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided – Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Paper Printing White and Creamewove Paper
Standards of Paper	Conformity to Relevant Indian Standard
Size of the Paper (in cm)	22 x 18
Thickness of Paper in GSM	61-65 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	1500	<ul style="list-style-type: none"> Number of pages per Item : 100

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (6500)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as Pads
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Paper Printing White and Creamewove Paper
Standards of Paper	Conformity to Relevant Indian Standard
Size of the Paper (in cm)	27 x 21
Thickness of Paper in GSM	61-65 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	6500	<ul style="list-style-type: none"> Number of pages per Item : 100

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (600)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as Pads
Mode of Printing	Offset
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Paper Printing White and Creamewove Paper
Standards of Paper	Conformity to Relevant Indian Standard
Size of the Paper (in cm)	27 x 21
Thickness of Paper in GSM	61-65 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi
एडऑन /Addon(s)	

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	600	<ul style="list-style-type: none">Number of pages per Item : 50

Paper-based Printing Services - Printing With Material; Register; Offset (200)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Register
Mode of Printing	Offset
Single/ Double Sided	Single Sided (One Sided)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Paper Printing White and Creamwove Paper
Standards of Paper	Conformity to Relevant Indian Standard
Size of the Paper (in cm)	21 x 16
Thickness of Paper in GSM	61-65 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	
Binding	Hard

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	200	<ul style="list-style-type: none"> Number of pages per Item : 100

Paper-based Printing Services - Printing With Material; Register; Offset (1000)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Register
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided – Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Paper Printing White and Creamewove Paper
Standards of Paper	Conformity to Relevant Indian Standard
Size of the Paper (in cm)	27 x 21
Thickness of Paper in GSM	61-65 GSM

विवरण/ Specification	मूल्य/ Values
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi
एडऑन /Addon(s)	
Binding	Hard

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	1000	<ul style="list-style-type: none"> Number of pages per Item : 100

Paper-based Printing Services - Printing With Material; Forms Binded As Pads; Offset (500)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Forms binded as pads
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial

विवरण/ Specification	मूल्य/ Values
Paper Material	Paper Printing White and Creamwove Paper
Standards of Paper	Conformity to relevant Indian Standards
Size of the Paper (in cm)	27 x 21
Thickness of Paper in GSM	61-65 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi
एडऑन /Addon(s)	
Binding	Hard

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourab Puri	143001,LIC OF INDIA, DIVISIONAL OFFICE, 4-5, DISTRICT SHOPPING COMPLEX, RANJIT AVENUE, AMRITSAR	500	<ul style="list-style-type: none"> Number of pages per Item : 110

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Kindly Note:

1)This bid is floated for procurement of Different Forms used by Life Insurance Corporation of India with fol

following specifications

S.No	Item Specification	No of Pages in a Pad/Register	Expected Quantity during Contract Period
1	21.5 cm x 13.9 cm Both Side printing- 60GSM	50 pages per pad	400 pads
2	21.5 cm x 13.9 cm Single Side printing-60 GSM	50 pages per pad	1500 pads
3	22cm x 18 cm Both side printing-60 GSM	50 pages per pad	1500 pads
4	22cm x 18 cm Single side printing-60 GSM	50 pages per pad	1000 pads
5	27 cm x 21 cm Both side printing-60 GSM	50 pages per pad	6500 pads
6	27 cm x 21 cm Single side printing-60 GSM	50 pages per pad	600 pads
7	27 cm x 21 cm Both side printing-Medical Report-60 GSM	55 pages per pad	500 pads
8	27 cm x 21 cm Both side printing -Medical Diary-60 GSM	50 pages per Register	1000 Registers
9	21cm x 16 cm Single Side Printing- CDA Register-60 GSM	100 pages per Register	200 Registers

For Double Side Printing each side is counted as single page and rates are called for 100 pages if in a pad there are 50 pages both side printed, same is incorporated in the bid preparation and vendors are advised to quote rate accordingly.

For above mentioned each specification there are multiple forms which will be printed, One of the samples is uploaded at **Page No-3 Sample Image of Desired product of the bid document**

2) Rates quoted by the vendor **shall also include price for stitching/stapling/binding of pads.**

3) Quoted rates shall be valid for a period of 1 year, and tendered quantity shall not be procured under single purchase order, **multiple purchase orders shall be issued during the currency of contract** as per the requirement of office with a provision of 25 % increase or decrease in the tendered quantity.

4) Contract shall be valid for a period of **1 year which may be extended up to for a period of 6 months** subject to satisfactory services and mutually agreed terms & conditions.

5) Printing material for each form/register will be different and art work shall be provided to the successful bidder.

6) After award of contract, successful bidder shall submit the soft copies of forms/ registers for Proof Reading within 15 Days after the art work provided to the bidder and delivery period of one month shall start once proof is approved by the office.

7) Successful bidder is required to make entire supply ordered by LIC of India Amritsar Division within stipulated time as mentioned in the order and in case the firm fails to supply the goods/items within the time limit/or not as per the required specifications penalty @ as given below will be calculated and deducted from

m the invoice without any intimation.

Supply Received late and Penalty to be imposed		Supply received with less Dimensions/varied specifications and other variations and penalty to be imposed thereon	
Within 45 days or Time Specified	NIL	Up to 2%	NIL
Beyond 45 days up to 60 days	1% of Supply Order	(2-3) %	Proportionate Cost Deduction +Penalty @1% of value of ordered item
Beyond 60 days up to 75 days	2% of Supply Order	(3-4) %	Proportionate Cost Deduction +Penalty @2% of value of ordered item
Beyond 75 days up to 90 days	3% of Supply Order	(4-5) %	Proportionate Cost Deduction +Penalty @3% of value of ordered item
Beyond 90 days	Cancellation of Supply Order	Above 5 %	Cancellation of order, Goods to be Re-supplied by the Vendor

8) Vendor shall arrange the supply of ordered quantity at his cost at our Store addressed at:

LIC of India

Jeevan Prakash Building

Divisional Office-Amritsar

4 & 5 District Shopping Complex

Ranjit Avenue-Amritsar-143001

Loading/unloading charges shall also be borne by the vendor.

9) In terms of provisions of Section 33 (3) of the Insurance Act, 1938 as amended by the Insurance Laws (Amendments) ordinance, 2014. Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents / statements / information / as may be required by IRDAI within such time as may be specified by the IRDAI.

10) For Technical Evaluation Bidders are requested to submit following documents:

a) Chartered Accountant Certified Proof of Annual Turnover for **FY 2021-22, 2022-23 & 2023-24** in support of condition of minimum average annual turnover mentioned in the bid document which states that "the minimum average annual turnover of the bidder should be **₹ 5 lakh**.

b) Copies of Work order executed in **FY 2022-23, 2023-24 & 2024-25** in support of condition specified in Bid Document for Years of Past Experience which states as " *The bidder must have experience for numb*

er of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the financial year."

c) Copies of Work orders executed in **FY 2022-23, 2023-24 & 2024-25** in support of condition specified in Bid Condition for Past Experience of Similar Services which states as " *The bidder must have successfully executed/completed similar Services over the last three years i.e. **Three similar completed services** costing not less than the amount equal to **40% (forty percent)** i.e. **1.91 Lakhs** each of the estimated cost ; or **Two similar completed services** costing not less than the amount equal to **50% (Fifty Percent)** i.e. **2.39 Lakhs** of the estimated cost; or **One similar completed service** costing not less than the amount equal to **80% (eighty percent)** i.e. **3.83 Lakhs** of the estimated cost."*

d) A Self declaration on the letter head of bidder must be submitted in acceptance to following points.

***He has gone through the Sample Images of Desired Product uploaded at Page No-3 of the Bid document.**

***He agrees that multiple forms are to be printed in each specification mentioned in the bid and these forms will be printed under multiple purchase orders during the currency of the contract**

***Quoted Price includes price for stitching/stapling/binding of pads.**

***He also agrees that Quoted rates shall be valid for a period of 1 year, and tendered quantity shall not be procured under single purchase order, multiple purchase orders shall be issued during the currency of contract as per the requirement of office with a provision of 25 % increase or decrease in the tendered quantity and extension of contract period by 06 months.**

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2. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

3. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

LIC OF INDIA
payable at
AMRITSAR

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

4. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

LIC OF INDIA
Account No.
179010200011431
IFSC Code
UTIB0000179

Bank Name
AXIS BANK
Branch address
AMRITSAR

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in

the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---