

Ref :GDO/OS/STN

Date : _____

To,

Dear Sir,

RE: TENDER NO 09/2025::

RATE CONTRACT FOR PRINTING OF PROPOSAL FORMS AND MEDICAL DIARIES

With reference to above we intend to get printed the below mentioned stationary on our following terms and Conditions.

Sr No.	Form No.	No. of Pages	Size and Specification
01	Proposal Forms	2 Pages	¼ B.P.(11.5"X9") Both side printing on 70 GSM Ballarpur Meplitho paper-(Single color printing with Corporate Logo)
02	Proposal Forms	4 Pages	½ B.P.(11.5"X18") Both side printing on 70 GSM Ballarpur Meplitho paper-(Single color printing with Corporate Logo)
03	Proposal Forms	6 Pages	½ B.P.(11.5"X18") & ¼ B.P.(11.5"X9") to be pasted middle with both side printing on 70 GSM Ballarpur Meplitho paper (Single color printing with Corporate Logo)
04	Proposal Forms	8 Pages	½ B.P.(11.5"X18") + ½ B.P (11.5" X18") to be stippled and Both side printing on 70 GSM Ballarpur Meplitho paper-(Single color printing with Corporate Logo)
05	Proposal Forms	10 Pages	¼ B.P.(11.5"X9") Both side printing on 70 GSM Ballarpur Meplitho paper-(Single color printing with Corporate Logo)
06	Proposal Forms	12 Pages	½ B.P.(11.5"X18") Both side printing on 70 GSM Ballarpur Meplitho paper-(Single color printing with Corporate Logo)
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कार्यालय सेवा विभाग, मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010

Office Services Department, Divisional Office, "Jeevan Prakash", Sector-11, Gandhinagar- 382010

फोन नंबर: Phone No:- 23223590,2322359, ईमेल: Email: os.gandhinagar@licindia.com

**Signature & Rubber Stamp
(Proprietor of Firm)**

1 | Page

08	Proposal Forms	16 Pages	½ B.P.(11.5"X18") + ½ B.P (11.5" X18") to be stippled and Both side printing on 70 GSM Ballarpur Meplitho paper-(Single color printing with Corporate Logo)
09	Proposal Forms	18 Pages	¼ B.P.(11.5"X9") Both side printing on 70 GSM Ballarpur Meplitho paper-(Single color printing with Corporate Logo)
10	Proposal Forms	20 Pages	½ B.P.(11.5"X18") Both side printing on 70 GSM Ballarpur Meplitho paper-(Single color printing with Corporate Logo)
11	3318-A Medical Examiners Diary	Diary with 50 Pages	9"x7.5" containing 50 Pages both side printing + 2 pages one side printing 58 GSM Orient paper with pakka binding and numbering. Front page is to be printed containing Form No, Item No etc.
12	LIC-03-001-Medical Examiners Report Book	Book with 50 Pages	58 GSM Orient paper 11.5"x9" Both side printing –each Book containing 50 pages. Front side title color page, back side straw board kuchha binding with canvas patti. 50 pages with perforation and numbering, and 05 pages one side printing with SR no 1 to 50.

You are requested to quote the rates in attached format only and send amount of Rs.118/- (Rs. One Hundred eighteen only) towards Tender Fee including GST @ 18% (Non Refundable) by Banker's Cheque/ Demand Draft in favour of "LIC OF INDIA" payable at "GANDHINAGAR" and deposit this amount at our office during cash hours on or before last date. Cash hours: Monday to Thursday-10.15 a.m. to 4.30 p.m. & Friday 10.15 am to 04.45 pm (Saturday and Sunday are holiday).

You have to pay Earnest Money Deposit {EMD} Rs. 20000/- {Rs Twenty Thousand only} by Demand Draft/ Banker's Cheque in favour of "LIC OF INDIA" payable at "GANDHINAGAR" and deposit this amount at our office during cash hours on or before last date. Earnest Money Deposit {EMD} will not carry any interest. The amount of EMD will be 2% of the estimated value of the goods to be purchased/services acquired, EMD furnished by all unsuccessful tenders should be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract. If you are not interested to quote the rates for above inquiry, please send us a letter stating the reason for not quoting the rates.

Security Deposits: Performance Security will be obtain from successful bidder, Performance Security will be for an amount of 10% of the value of the contract. Performance Security can be furnish in the form of Demand Draft / Bankers Cheque, or Bank Guarantees [Proper format (as Annexure III) on which Bank Guarantees are accepted from the vendors] through Scheduled Banks. Performance Security will be furnish by a specified date. Performance security will be forfeit and credit to the purchase organization in the event of a breach of contract by the supplier, in terms of the relevant contract.

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Performance Security will be refund to the supplier, without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

Though Micro and Small enterprises who have registered with the Director of Industries (DI)/ District Industries Centre (DIC) as manufacturing/service enterprises by filling Entrepreneurs memorandum (Part- II) are exempted from payment of earnest money deposit, there is no exemption to them in respect of payment of security deposit/ Bank Guarantee.

RATE: Please Quote Your rates against above items per 1000 Forms / Per Book EXCLUSIVE OF ALL TAXES

PACKING INSTRUCTION: - We require packing containing 1,000 Forms with necessary packing slips and marking showing names of items, packing strips with iron clips with containers inside the containers materials should be packed with good quality of polythene bag. Samples are available for at our office.

The corporation reserves the rights to accept or reject any / all quotations for part / full quantity of any item without assigning any reason whatsoever.

TERMS AND CONDITIONS

You have to put PRESS LINE on cover as "Printer Name, Product, Name of Paper Mill, GSM & Year.

Quotation should be free from corrections and erasers, The rate quoted should be competitive, reasonable and EXCLUSIVE OF ALL TAXES and free delivery at our office.

Please enclose the sample paper of all brands with certificate on it for brand name (name of the mill), GSM, Paper Size. Also send the integrity pact duly signed with the bid.

The rate should be EXCLUSIVE OF ALL TAXES and free delivery at our office.

1. **Vendors who are at present empanelled with any office of the LIC OF INDIA will only participate in this bid/Tender No.09/2025. A proof of empanelment is to be submitted by every vendor along with quotation.**

IF YOUR QUOTATION IS ACCEPTED :

- 1) The authenticated specimen of form is to be collected from our office duly approved by O.S. Department and to be return on completion of work.
- 2) The competent authority reserves the right to collect the pre-press materials like blocks/positive films.
- 3) First proof reading shall have to be done by the press, thereafter the final proof must be approved by our office, and it is to be returned to us.
- 4) The stock should be delivered between 11.00 to 4.00 p.m. on Monday to Friday (Saturday and Sunday is holiday)
- 5) All goods are to be supplied strictly in accordance with the description specified / instructed by us, otherwise, it will be rejected by LIC without any dispute. No compromise will be made with the quality and quantity under any circumstances. The supplier will be liable to all risks and losses in transit and will be responsible to safe delivery of goods in good condition at the definite destination.

Supply of interior quality / late supply or less quantity will be rejected / penalized by LIC without any dispute.

If the quotations will accepted the order should be executed within 30 days from the date of our firm order.

If you don't supply above items within time limit the penalty will be as under.

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Delay up to	% of order Amount
31 to 45 days	1
46 to 60 days	2

If delay exceeds 60 days, then the decision of the competent authority will be final.
 Requirement for payment : No payment will be made without submission of following documents.

- 1) Order copy, 2) Delivery challan, 3) Advance Stamp receipt, 4) Approved final proof and 5) Two copies of invoice.

It is must for each and every printer to send the quotation in regard to above items.

This rate contract will be valid from 01/12/2025 up to 30/11/2026 Once the rate is approved and entered in the rate contract you will have to provide us material at the approved rate for the specified item up to 30.11.2026 otherwise we will delete your name from our approved penal. We will not entertain any excuse like price rise etc. you will have to bind the rate approved under this rate contract. If this term is agreeable to you then send the quotation.

"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 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 financial compensation for damage caused to the image and goodwill of the Corporation in the market. Further, in such event such supply may be rejected at the suppliers cost and LIC may decide to delete/debar/blacklist the concerned vendors and the decision will be final and binding on all concerned"

If you agree with all the above terms and conditions, please send your quotations along with dully signed attached Terms and conditions, Integrity pack with the forwarding on your letter head in sealed cover super scribed "SECRET - TENDER NO 09/2025 FOR PRINTING OF PROPOSAL FORMS AND MEDICAL DIARIES" Addressed to The Manager (OS) on the above address so as to reach us latest by 27/10/2024 UPTO 04.00 PM The Corporation reserves the rights to accept or reject any / all quotation for part / full quantity of any item without assigning any reason whatsoever.

Sr. Divisional Manager

महेश
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कार्यालय सेवा विभाग, मंडल कार्यालय, "जीवन प्रकाश", सेक्टर -11, गांधीनगर- 382010

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Ref :GDO/OS/STN

Date : 29/09/2025

TENDER FORM

TENDER FEES RS. 118.00 (RS.ONE HUNDRED EIGHTEEN ONLY)

EARNEST MONEY DEPOSIT RS.20000/- (RS.Twenty Thousand ONLY)

TENDER FEE AND EMD WILL BE ACCEPTED BY DD OR BANKERS CHEQUE ONLY.

RE: TENDER NO : 09/2025

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5 | Page

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PLEASE NOTE YOUR RATES FOR PROPOSAL FORMS UNDER ITEM NO 03 & 04 SHOULD BE INCLUDING OF STAPLING/INSERTING/GUMING CHARGES.

Please quote your rate in our prescribed form only.

Date:

Place:

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6 | Page