



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

Ref: TDO/OS/Tender No 6

Date : 12/11/2025

**Limited Tender for supply of Printed Forms**

Sealed Tenders are hereby invited under single bid system **from our empanelled vendors** dealing with Printing and Stationery under limited tender for supply of Printed forms.

**1. TENDER SCHEDULE :**

Date of Floating Tender: 17/11/2025

Tender Notice will be uploaded on our website [www.licindia.in](http://www.licindia.in) on 17/11/2025

Last Date of Submission of Tender: 08/12/2025 before 4.00 p.m except all Saturdays, all Sundays and Public holidays.

Tender will be opened on : 09/12/2025 at 3.00pm

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

**Tender Fee** : 118/- ( Rs. 100 plus GST 18% ) MSME vendors are exempted from paying the tender fee

**EMD: (refundable) Rs. 2,000/-** by way of Demand Draft payable at Thane in favour of Life Insurance Corporation of India. . **MSME vendors are exempted from payment of EMD on submission of valid certificate from Appropriate authority .**

**Security Deposit** : 10 % of the order value ( If Total Order Value under approved items is above 1Lakh) 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 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.

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

#### **Mandatory Conditions :**

1. The vendors should supply the items as per the given specifications.
2. You are requested to quote the rates valid for six months only.
3. Rate should be quoted as **Basic rate per form 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, figures in words will hold good.
4. Vendors should be ready to supply the material as and when required by LIC, Thane Divisional Office.
5. **GST rate should be quoted separately 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. **Paper sample** along with quotation is compulsory. Bidder should clearly mention **weight, paper manufacturing company name & signature of your official & seal on paper sample. Quotation will not be considered without specified 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. Tender in sealed envelope addressed to **Sr Divisional Manager** 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 in submission of tender beyond 4 pm on 08/12/2025. Tenders received late are liable to be rejected.
12. L1 vendor will be decided on the total cost excluding GST under each item in 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. Samples of each items are displayed at our office. Before bidding kindly confirm the samples for pricing.
2. No price rise will be entertained during the validity period of the contract and for any subsequent supply.
3. Purchase Order will be given immediately on submission of Art Proof.
4. 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.
5. 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.
6. Close liaison on day to day basis, with our department will have to be maintained in carrying out the job, it should be the responsibility of the vendor 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.

### **Placing of Orders:**

LIC of India, Thane Divisional Office will place purchase orders for stationery items immediately on approval of Art proof. In case any discrepancy is observed in the purchase order, vendor may point out the same. In this case corrected purchase order will be issued. This new date of purchase order will 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 purchase order. However, in case of urgency, delivery can be made in piecemeal, only as per the instructions by the Competent Authority in this regard.



2. Delivery of printed forms should be made in neatly packed bundles. Each bundles will contain of 100/200 printed forms neatly packed in polythene bags.
3. Labels should be inserted on every bundle indicating name of the item, firm, quantity per packet, numbering if any etc. are to be pasted on the packet as per the instructions.
4. Delivery received not as per the instructions given in point no 2 and 3 will not be accepted.

**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:**

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 submission of Art Proof, delivery after stipulated period, failure to replace the damaged or improper quality of stationery, failure in supply of stationery as per the Purchase Order the vendor shall be liable to penalty at a percentage of the total order value subject to a maximum of 10% [@1% 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:

- a. Imposition of Penalty as per the penalty clause
  - b. Suspension as per Bid Security declaration/ Retention of money (Security Deposit)
  - c. Black listing of the vendor.
1. If after the supply of stationery 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 within a given period of 3 days, LIC Of India may decide to charge the penalty @10% OR may suspend / **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 settled after each delivery through 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.
5. 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.
6. Corporation reserves the right to reject any or all the tenders without assigning any reason thereof.

*Draft Tender checked and approved*

*2/5/2020*

*Suman -  
Secretary  
Member*

*Member*

*Rachane  
Chairman  
DM*

*Molodt  
DM (CRM)*

*Member*

*'A'*

*approved as per*

**SR DIVISIONAL MANAGER**





# LIC

भारतीय आयुर्विमा महामंडळ  
भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

Thane Divisional Office  
O.S.Department 4<sup>th</sup> Floor  
V.N.Mahamarg Thane (W) – 400604  
Phone No. 25820966 / 25803583  
Email – os.thane@licindia.com

Ref: TDO/Stn  
29/10/2025

## Annexure I – Printed Forms.

Quotations should be submitted by our empanelled vendors only on their letterhead. Kindly quote the amount after duly verified the samples available at Thane Divisional Office.

Sr.no	Item No. and Descriptions	Quantity	SPECIFICATIONS (Quality make ,size & weight)	HSN CODE	Basic rate per form/ per pad excluding GST.(A)	G S T %	GST AMT (B)	Total per form/per pad Including GST (A +B)	Total per form/per pad In WORDS
1	Revival review slip	10000 forms	70 gsm, "A" grade TNPL white Map litho paper, single page ,both side printing in black colour, in Hindi/English , paper size 12"x19" ,100 forms in each pad						
2	Budget control register	50 register	70 gsm, "A" grade white paper, 100 Pages , Both side printing in E/M/H , paper size 13"x9" 100 pages in each register						
3	Loan Application form no 5196(Revised )	25000 forms	70 gsm, "A" grade white paper, 8 Pages , Both side printing in E/M/H , paper size 11"x18" 100 forms in each packet						
4	N.B.Challans	50 pads	70 gsm, "A" grade TNPL white Map litho paper, single page ,both side printing in black colour, in Hindi/English , paper size 9"x6" ,100 forms in each pad						
5	NEFT Mandate Form	70000 forms	70 gsm, "A" grade white paper, single page ,single side printing in black ink in English , paper size 11.5"x9" . 100 forms in each packet						

6	Form no 3750 Form of Change of Nomination	150 pads	70 gsm, "A" grade TNPL white Maplitho paper, single page ,both side printing in black colour, in Hindi/English , paper size 13.5"x8.5" ,100 pages in each pad						
7	Claim Form A- Form No 3783(A) Non- Early	10000 forms	70 gsm, "A" grade white paper, single page, single side printing in black ink in English , paper size 11.5"x9". 100 forms in each packet.						
8	Claim form A [EARLY]	5000 forms	70 gsm, "A" grade white paper, four pages, both side printing in black ink in English/Marathi/Hindi , paper size 11.5"x9". 100 forms in each packet.						
9	Form no 3815 Indemnity Bond	10000 forms	70 gsm, west coast /Andhra /Ballarpur /A grade white paper, folding, 4 pages, both side printing in black colour in Marathi/Hindi/English , folding paper size 11.5"x9". 100 forms in each packet						
10	Form no. 3825 Maturity D/F	25000 forms	90 gsm, "A" grade Green ledger paper, 4 pages ,Black colour printing on both side in Marathi,Hindi & English , paper size 14"x 8.5"						
11	Cash in transit register	35 Registers	80 gsm, "A" grade TNPL green ledger paper, both side printing in English, in black colour, each register of 100 pgs, paper size 13"x17"						
12	ME'S Report	1500 booklet	70 gsm, "A" grade TNPL white Maplitho paper, ,both side printing in black colour, in English , paper size 11.5"x9" ,50 forms in each booklet numbered from 0001 to 1500						
13	Medical Examiner diary	600 books	70 gsm A grade , west coast/andra/Ballarpur/TNPL White maplitho paper both side printing in black colour size 8" x 8 " with binding of 101 pages per booklet.						
14	Form of Reassignmen t no 3857	100 pads	70 gsm, "A" grade TNPL white maplitho paper, single side printing in Marathi/Hindi/English, in black colour, each pad 100 pgs, paper size 11.8"x8.8"						
15	Muster for cl III	25	90 gsm, "A" grade Green ledger paper,,Black colour printing on both side in ,Hindi & English , paper size 17"x 13" 20 pages in each register.						



16	Muster for cl II	25	90 gsm, "A" grade Green ledger paper, ,Black colour printing on both side in ,Hindi & English , paper size 17"x 13" 20 pages in each register.							
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**Signature of CEO of Company with seal.**