

Ref: TDO/OS/Table Stn.

Date: 12/11/2025

**Tender no 7 -Table Stationery[Rate Contract]**

Last date of submission--- 05/12/2025. before 4 pm  
Except all Saturdays, Sundays & Public Holidays

**Quotations from empanelled vendors ONLY under Table Stationery**

This is to inform you that we are calling for quotation for Table Stationery items which we intend to purchase in bulk for office use. Kindly send your quotations for the items given in the attached list on or before the date given above as per terms & conditions given below:

**TERMS AND CONDITIONS:-**

1. The Vendors should supply the table stationery strictly as per the list attached herewith.
2. The vendors should quote the rate for **Yearly Rate contract**
3. Vendors should be ready to supply the material as and when required by LIC, Thane Divisional Office.
4. There should not be any change /variation in the goods delivered and samples shown , throughout the **year**
5. The delivery should be made within 15 days from the date of receipt of the purchase order without charging any taxes
6. No price rise clause will be entertained for any subsequent supply. The rate contract will be valid for One Year.
7. Income Tax will be deducted at source as per the prevailing rate from the bill amount.
8. MSME / NSIC vendors should submit the valid MSME / NSIC Certificate. NON MSME vendors should submit "Bid Security Declaration" attached under Annexure I duly signed and witnessed on Company letterhead.
9. The quotation should be typed on your company letterhead without any alternations in the given format & addressed to Sr Divl Manager, LIC of India ,Thane Divisional Office. **Handwritten quotations will not be considered.**
10. Please quote basic rate excluding GST and also total amount including GST per piece /per packet /per box, as per the items, separately as Shown in the format strictly in words and figures. **Please quote the rate strictly as per the brand name given in the format.** Quotation for the brand other than mentioned in the tender will not be accepted.
11. Quotations for the tender should be in sealed envelope addressed to Sr. Divisional Manager and it should be dropped in the tender box located in the chamber of Manager(OS) ,L I C of India ,Thane Divisional Office , Jeevan Chintamani OS dept, 3rd floor, V.N.Naik Mahamarg, Thane [W] , 400 604, so as to reach this Office on or before the last date specified as above.
12. Packaging to be done separately for each item and proper marking of item contained to be done.
13. In the event of delay in delivery after the stipulated period, the vendor shall be liable to pay penalty at a Percentage of the total order value subject to a maximum of 5%. [**@ 1% for the first week, @ 2 % for the Second week & 5% for third week & above**]. For the purpose of this clause part of the week is considered as a Full week. Delay or deviation in the delivery conditions shall render the vendor/firm liable to any or all of the following sections.
  - a. Imposition of penalty.
  - b. Termination of the contract for default.
  - c. Forfeiture of EMD
  - d. Blacklisting action



14. Please confirm that the rates given by you hold good for one year, as we are placing an order for rate contract in case the rate quoted by you is valid for less than one year such quotation will not be taken into account. **The Confirmation about rate validity & acceptance of our terms & conditions should be given in writing along With the quotations.**
15. Tender will not be considered if it is not as per the terms & conditions mentioned herein above.
16. After delivery, if any defective or damaged stationary is found, the same will have to be replaced immediately on receipt of intimation from us.
17. After receiving the purchase order if the vendor fails to deliver the goods for whatever reasons, then the vendor /firm is liable to penalty as mentioned under serial no 13 & in case the order stands cancelled, the 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.
18. Tender will be opened on ~~08/12~~ 2025 at 3pm
19. The corporation reserves the right to accept or reject any tender depending on the quality, without assigning reason Thereof.
20. All the matters & disputes related to this tender are subject to the legal jurisdiction of the Honorable Court situated in Mumbai.

AAO/OS

Manager (OS)/ DM

Draft Tender checked and approved

Seen Bhavuk  
Member

Abhaya (M)  
Member

Pachon  
Chairman  
DM.

Alaloch  
DM (CRM)

(A)

Approved (A)

Sr. Divisional Manager



**Annexure II [To be submit on Company letterhead]**

Sr.No	Description	Brand name/Quality	Unit	HSN Code	Basic Rate	Total with GST	Amount inwords
1	Ordinary Ball Pen	Pentonic	Per piece				
2	Refills blue,red & black for the above mentioned pens	Pentonic	Per piece				
3	Permanent Marker Pen- Green, Blue, Red & Black	Kores	Per piece				
4	White Board Marker Pen	Kores	Per piece				
5	Whitener pen	Kores	Per piece				
6	Sketch Pen Packet ( 12 pens in one packet )	Camlin	Per packet				
7	High lighter pen ( All Colours)	Kores	Per piece				
8	Marker Ink - Red, Blue, Green and Black	Camlin	Per piece				
9	Office files(Spring) -with Printing of LIC of India with good quality big size clip	27.2 kg paper	Per piece				
10	Plastic files with Printing of LIC of India	Good Quality	Per file				
11	Plastic folders (transparent) with printing LIC of India	Good Quality	Per piece				
12	Box File with printing LIC of India	Good Quality	Per piece				
13	Two Flap Folder with full lace	Good Quality	Per piece				
14	Four flap folder with full lace	Good Quality	Per piece				
15	A/4 zerox paper - 80 GSM (500 SH in one ream )	TNPL Platinum	Per ream				
16	A/4 Printer paper – 75 GSM (500SH in one ream)	TNPL Platinum	Per ream				
17	1/8 Ruled 10 pages conference pads with printing LIC of India	60 GSM	Per pad				
18	Spiral conference pad (20 pgs)	70 GSM	Per pad				
19	Suspension Folder with clip	Non rusted	Per folder				
20	Self-Adhesive Sticky Neon Slip 3 colours ( 25mm ×75mmx3 (1x3"x3")- 120 sheets	Mangoose	Per pkt				
21	Deluxe Register – 100pgs	Shivam	Per register				
22	Deluxe Register - 200 pages	Shivam	Per register				
23	Deluxe Notebook -100 pgs	Sundaram	Per register				



24	Deluxe Notebook -200 pgs	Sundaram	Per register				
25	Full Scape Papers		Per Dozen				
26	Full scape blue Carbon -	Kores	Per box				
27	Scissor- Big	Any Brand	Per piece				
28	Scissor - Small	Any Brand	Per piece				
29	Big Stapler No 24/6	Kangaroo	Per piece				
30	Small stapler No 10-	Kangaroo	Per piece				
31	Big Stapler Pins no 24/6 (Box of 10 small boxes)	Kangaroo	Per small box				
32	Small Stapler Pins no 10(Box of 10 Small boxes)	Kangaroo	Per small box				
33	Big Punching Machine -	Kangaroo	Per piece				
34	Small punching machine	Kangaroo	Per piece				
35	Notice board pins (1 box of 12 pins )	Good quality	Per box				
36	Pins (Tachani) - pkt of 65 gm	Lion	With Tip pointed				
37	Gem Clips (U Clips)	Lion	Per box				
38	Magnetic pin container	Maharaja	Per piece				
39	Cello tape – Big (white)	Wonder	per role				
40	Cello tape - Big( brown)	Wonder	Per role				
41	Gum Bottle Camel -150ML	Camel	Per bottle				
42	Gum Bottle Camel -750ML	Camel	Per bottle				
43	Paper fastener No.7	Panama	Per box				
44	Paper Cutter small		Per cutter				
45	Plastic Clip	Good Quality	Per piece				
46	Stamp Pad metal -Big	Camlin	Per pad				
47	Stamp pad metal- small	Camlin	Per pad				
48	Stamp Pad Ink – 60 ML	Camlin	Per bottle				
49	White slips (packet of 100 slips)	Good Quality	Per packet				
50	Plastic Scale (Big) – 30cms	Camel	Per piece				
51	Pencils – HB (box of 10 pencils)	Apsara	Per box				
52	Sharpner	Apsara	Per piece				
53	Eraser	Apsara	Per piece				
54	Glue Stick Small	Fevi stick	Per piece				



55	Glue Stick Big	Fevi Stick	Per piece			
56	Chalks white and colored	Good Quality	Per box			
57	Rubber band (semi plastic) packet of 100 gm small size	Good Quality	Per packet			
58	Rubber band (semi plastic) packet of 100 gm big size	Good Quality	Per packet			
59	Cheque safe ( packet of 500)	Good Quality	Per packet			
60	Wooden poker	Good Quality	Per piece			
61	Sponge Damper with container	Good Quality	Per piece			
62	Only Sponge (Damper)	Good Quality	Per Piece			
63	Coffee mug set (6 pieces in one set)	Good Quality	Per set			
64	Tea Coaster (full set)	Good Quality	Per set			
65	Electric Water kettle (1 Litre)	Roxy	Per piece			
66	Water Glasses(6 pieces in one set)	Borocil	Per Set			
67	Water Jar good quality Non Plastic	Cello	Per Jar			
68	Plastic mug	Non recycled	Per piece			
69	Plastic Bucket medium	Non recycled	Per bucket			
70	Plastic Sitali	Good Quality	Per bundle			
71	Dustbin Medium	Good quality	Per piece			
72	Room freshner	Any Brand	Per piece			
73	Soap Small size	Lifebouy	Per Piece			
74	Checks Duster	Good Quality	Per Piece			
75	Plain Duster	Good Quality	Per Piece			
76	Plastic Tray	Good quality	Per piece			
77	Paper weight	Small	Per piece			
78	White duster	Good Quality	Per piece			

**Annexure I**

Ref: TDO/OS

Date : 12/11/2025

**BID SECURITY DECLARATION**

1 ] I/We hereby declare that in case I/We withdraw or modify our Bids during the validity period of tender contract I/We will suspended from participating the future tenders during the period of contract.

2] I/We agree to all the terms and conditions of this rate contract Tender Dated 12<sup>th</sup> November,2025.

**Bidder**

**Signature of CEO with seal of a Company**

**Witness 1:** \_\_\_\_\_ \*(Compulsory)  
(Name & Desig)

**Witness 2 :** \_\_\_\_\_ \*(Compulsory)  
(Name& Desig)

- **Please Submit on Company Letterhead**