



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

संदर्भ : GDO/OS/conti. stny

दिनांक: 02.12.2025

TO,

RE: - Tender no. Micro-02/2026, Rate of contract for printing of:

1. Premium notice,
2. Lapse intimation letter,
3. Premium reminder letter, and
4. Single premium notices for multiple policies-Inland letter card (New) to be printed on computer continuous stationery.

Tender for the above work is going to expire on 31/01/2026, hence we required to float the tender for rate contract for below said items for one year. Some highlights of the tender are mentioned in draft tender as detailed below:

#### Details of continuous stationary items

Table : 1	
1. Dimension of inland letter card when unfolded (As mentioned in the Gazette of India dated 19/03/2015, G.S.R NO-207 E)	Unfolded : 15" X 12" Perforation : One vertical perforation Numbering : Two separate numbers on each page
2. Quality	70 GSM TNPL HI-TECH MEPLITHO
3. Printing	Both side printing in three colors as per specimen - Premium notice Both side printing in brown color as per our specimen- Premium reminder letter Both side printing in red color as per specimen- Lapse intimation letter
4. Quantity (Quantity may be increase or decrease)	Premium notice (Three colors): Approximate 4,00,000. Premium reminder letter-Default (Brown color):: Approximate 2,00,000 Lapse intimation letter (Red color): Approximate 1,00,000
Net rates as per terms and conditions of the tender	
Brand of paper: 70 GSM TNPL HI-TECH MEPLITHO: Rate per 1000 Forms ( Exclusive all taxes)	

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](mailto:os.gandhinagar@licindia.com)

Signature and Rubber stamp  
of the proprietor

Page 1



Table : 2

Single Premium Notice for Multiple Policies	9" X 10" X 1 – On 70 GSM TNPL White Cream wove Paper- with Corporate Logo	Both Side Printing (4) Four Color Printing on Front Side and (3) Color Printing on back side as per our Specimen	Quantity : 1,00,000 (Quantity may be increase or decrease)
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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. Last Date is 23.12.2025. Cash hours: Monday to Thursday -10.00 a.m. to 4.30 p.m.  
 Friday- 10.00 a.m. to 4.45 p.m.

You have to pay Earnest Money Deposit {EMD} Rs.8,000/- {Rs Eight 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} 2% of tender cost will not carry any interest.

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

If your rates are approved, you will have to deposit 10% of the value of the total order placed towards Security Deposit through Demand Draft or Banker's Cheque and the amount will be refunded (without any interest on that) after the job is over. The security Deposit may be either in the form of Bank Guarantee of Nationalized Bank only & should be valid up to the job is over. The Bank Guarantee will be released along with the payment.

**VALIDITY:** - This rate contract is valid up to 01/02/2026 to 31.01.2027

**RATE:** - Please quote your rates against above items per 1000 Forms.

**PACKING INSTRUCTION:** - We require packing containing 2,000 Forms in each box, Packing Slips and marking showing name of items. The Box should be packed with good quality of Plastic Patti fixed with iron cap. The material should be packed in polythene bag inside the box. Samples are available for verification at our office during office hours.

You have to quote rates for the brand i.e. 70 GSM TNPL PAPER for table-1 & table-2 items.



### TERMS & CONDITIONS:

01. It is Must for only those Vendors to Apply who are currently empanelled with any office of LIC OF INDIA with submission of document verifying the same.
02. You have to print the brand name/ GSM of paper/Quantity/Printing month/ Name of printer in press line
03. The rate should be EXCLUSIVE OF ALL TAXES and free delivery at our premises.
04. You will be required to get art work approved by our O.S. Department, Art work must be submitted within 07 days from the receipt of our order. After approval of artwork supply should be made within 30 days.
05. Supply of inferior quantity / late supply or less quantity will be rejected / penalized by the LIC without any dispute. Numbering should be legible so that all digits can be read properly i. e. space of 1" (One Inch) be left after printing full number. We found any short fall in material then serious actions such as deletion from our Approved List, will be taken.
06. If the quotation is accepted the order should be executed within 30 days from the date of our firm order.
07. If you don't supply above items within time limit the penalty will be as under.  
If the delay exceeds 60 days, then decision of the Competent Authority will be final.

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

Requirement for payment: No payment will be made without submission of following documents.

- (1) Order Copy, (2) Delivery Challan (3) Advanced Stamp Receipt  
(4) Approved Final Proof, (5) Two Copies of Invoice.

It is must for each & every printer to send the quotation in regards to above items otherwise it will viewed seriously. This rate contract will be remain in force up to validity mentioned above. Once your rate has been approved and entered in rate contract then you will have to provide us material at the approved rate for the specific item up to the end of contract. Otherwise we will delete your name from our approved penal. We will not entertain any excuse like price rise , natural calamity , 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

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Page 3



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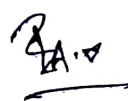

delete/debar/blacklist the concerned vendors and the decision will be final and binding on all concerned"

If you agree with all above Terms and Conditions then please send us your quotation on our tender form only and sealed cover with paper sample superscripted "TENDER NO. MICRO-02/2026 RATE CONTRACT FOR PRINTING OF NOTICES", Addressed To : Manager (O.S. DEPARTMENT) LIC OF INDIA, SECTOR -11, BEHIND TELEPHONE EXCHANGE, GANDHINAGAR. 382010. SO AS TO REACH US LATEST BY 23.12.2025 UPTO 16.00 Hrs. on our above mentioned address.

The Corporation reserves the right to accept or reject any or all quotations without assigning any reason whatsoever under Gandhinagar jurisdiction.

वरि. मंडल प्रबंधक

Sr. Divisional Manager

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

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Page 4



Ref :GDO/OS/STN

TENDER FORM

RE: - Tender no. Micro-02/2026, Rate of contract for printing of:

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4. Single premium notices for multiple policies-Inland letter card (New) to be printed on computer continuous stationery

**Rs.118/- towards Tender Fee including GST @18% (Non Refundable) and Earnest money deposit Rs.8, 000/- (Rs. Eight thousand only). Tender fee and EMD will be accepted by DD/Banker's cheque only.**

**Last date and time for submission of Quotation: on or before 23.12.2025 @ 16.00 Hrs.**

Details of continuous stationary items

Table : 1	
1. Dimension of inland letter card when unfolded (As mentioned in the Gazette of India dated 19/ 03/2015, G.S.R NO-207 E )	Unfolded : 15" X 12" Perforation : One vertical perforation Numbering : Two separate numbers on each page
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Net rates as per terms and conditions of the tender ( Exclusive all taxes)	
Brand of paper: 70 GSM TNPL HI-TECH MEPLITHO: Rate per 1000 Forms ( Exclusive all taxes)	
Three colors :	Rs. -----

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Page 5





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Single colors :	Rs. -----
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Table : 2

Single Premium Notice for Multiple Policies	9" X 10" X 1 – On 70 GSM TNPL White Cream wove Paper- with Corporate Logo	Both Side Printing (4) Four Color Printing on Front Side and (3) Color Printing on back side as per our Specimen	Quantity : 1,00,000 (Quantity may be increase or decrease)	RATE PER 1000 FORMS (Exclusive of all taxes)
				Rs. -----

Place:

DATE:

Please quote your rate in our prescribed form only

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Page 6

