भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

" Jeevan Prakash" Building, Fraser Road, Patna- 800001

Phone No- 0612-2223043, Email id- os.patna@licindia.com

Annexure - 1

Notice for E-Tender No-02 (2025-26) dated 22.12.2025 for supply of Printed Forms (Proposal Forms)

E-Tender is floated for above items within empanelled vendors unPatna DO-1. For Registration and further details on e-tendering, our empanelled can visit website-

www.tenderwizaerd.com/LIC Portal or below mentioned Help desk:-

Help Desk Contact Details:

Tel:- 080-40482000/121/133/140

Mobile no.8641967966/9686115304/9686115323

Email: lokesh.hr@antaressytems.com

raghuprashanth@antaressystems.com

Office Address: Antares Systems Limited E-Tender helpdesk#24, Sudha Complex 3rd stage, 04th block basaveshwaranagara Banglore-5560079

Tender Details:-

1. Tender No. & Date of Floating Tender:02 (2025-26) Dated 22/12/2025
2. Last Date of submission of Tender:- 05.01.2026 by 04.00 P.M.
3. Date of opening of Tender:- 06/01/2026 at 01.00 P.M.

Enclosures to br submitted duly executed:

1. Forwarding letter to be submitted by vendor – Annexure 2
2. Terms & Conditions – Annexure 3
3. Undertaking – Annexure 4
4. Rate quotation in prescribed format- Annexure 8

Senior Divisional Manager

(Note: Sample of papers, must carry Paper Mill's Name, Brrand Name & Grade of paper- like "A" Grade , GSM etc written / printed on it under signature of vendor with seal & date, failing which tender will not be considered even if quoted rate is Lowest -1)

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Annexure -2

To, "The Manager (E&OS), L.I.C. of India Divisional Officer – 1, "Jeevan Prakash" Mazharul Haq Path. Patna -800001 BIHAR.	From:

Re:E-Tender Notice No. 02 (2025-26) dated 22.12.2025 for supply of Printed Forms

With reference to above I / We submit the following documents duly executed by us, in sealed envelope super scribed as per instructions, for your consideration and doing the needful:

1. Terms & Conditions - Annexure 3 (2 pages)
2. Undertaking - Annexure 4 (1 page)
3. Tender Fee Rs.295/- by DD / Banker's cheque No. dated
4. Sample of paper (Plain / Blank paper - 2 set of each paper) having GSM, Name of paper mill , brand name, etc. written on it, duly stamped and signed by us.
5. Xerox copies of all certificates including MSE/NSIC with validity and other required papers.
6. Rate quotation / Financial Bid – Annexure 8 (1 Page)

Place:
Date:

Yours faithfully

Signature of vendor with official seal

PATNA DIVISIONAL OFFICE-1.
"JEEVAN PRAKASH "BUILDING", Frazer Road ,PATNA- 800001.
Phone No- 0612-2223043,E-mailID- os.patna@licindia.com

Annexure-3

Terms and conditions for E-Tender Notice No.02 (2025-26) dated 22.12.2025

1. Submission of a non refundable Tender Fee of Rs.295.00 (250+45 GST 18%) by DD / Banker's cheque for each Tender or cash deposit at our cash counter.

3. MSME Vendors registered with DICs / KVIC / KVIB / NSIC / Coir Board or any other body specified by Ministry of MSME (Micro, Small & Medium Enterprises) are eligible for availing themselves of benefits under the Public Procurement Policy subject to production of valid proof / certificate. Such vendors are exempted from Tender Fee and EMD.

4. A security deposit / performance security @3% of contract value / order (If exceeds Rs. 1 lac altogether)will be required by all successful tenderer including MSEs / NSIC etc., in form of DD / Bankers Cheque /Bank Guarantee payable at Patna to be deposited within 21 days from notification / date of Award / Order, which will remain valid for a period of 60 days beyond the date of completion of all contractual obligations / Orders and will be refundable without interest, failing which such amount will be recovered from the bill and will be refundable after 1 year without interest. EMD amount can also be converted into Security Deposit / Performance Security if so desired by tenderer.

5. The Tender should be submitted on or before the date and time specified in the tender notice. Tenders received beyond said specified date and time and / or not in compliance with given Terms & Conditions herewith, will be rejected. No other or extra Terms & conditions given by vendor will be acceptable.

6. Price should be quoted as per our specification / sample, requirement only in the prescribed rate Quotation format and should be inclusive of all charges i.e. transportation, packing, loading, unloading, taxes etc. but **exclusive of GST** and it should be given on Letter Head of the firm preferably duly typed or hand written in ink legibly duly signed by authorized person with seal. Any alteration / correction must be signed otherwise it will be rejected. TDS shall be deducted as per rules.

7. Work Order may be placed in parts depending upon the requirements during the contracted period according to our suitability / need.

8. The Corporation reserves the right to accept / reject any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may, within its right, award tendered job in part to one of the tenderer and remaining job to another tenderer. In case of two or more vendor awarded L1 , order will be equally divided among them.

9. If after delivery, consignment is found different from specification / sample / requirement (etc.) accepted / approved, SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST and will be taken away immediately by vendor and the Corporation will not be liable for any damage / losses. However deviation in GSM of paper of + 4% may be ignored, but penalty as the competent authority thinks fit will be imposed in the case of variation of GSM between 4% to 7% quantum will be decided by the Corporation and will be binding on the vendor. In case of variation more than 7% of GSM, entire

stock will be returned at vendor's cost. Over and above the Corporation will be at liberty to take such action as it deems fit.

10. NO ALTERATIONS IN QUALITY of the items indented or in the period of execution and no enhancement in the rate of article shall be accepted unless previously ratified by the Corporation in writing.

11. All deliveries must be made at LICI, Patna DO -1, OS (Store) on or before the date mentioned or within such extended time as may be granted by the Corporation free of charges, failing which recovery towards liquidated damage may be made as under:

Delay in supply	% recovery for delay
01 to 07 days	**1 %**
08 to 15 days	**2.5%**
16 to 30 days	**5%**

Beyond 30 days delay, order may be cancelled and EMD and Security Deposit will be forfeited and the Corporation will be at liberty to cancel the order and to purchase the same from any other supplier/vender and the Supplier/Vender, at default, shall make good any loss or damage including extra charges that the Corporation may suffer thereby and shall pay to the Corporation liquidated damaged as the Corporation thinks fit and the Corporation shall be at liberty to deduct such sums from any moneys due to the supplier/vender under these presents or may otherwise recover the same separately, besides being removal from the panel of suppliers/venders and blacklisting of the firm.

12. Any dispute arising out of this acceptance shall be referred to the Sr. Divisional Manager, Patna DO - 1 for "Sole Arbitration" and his decision shall be final and binding on the supplier / vender/ printers and they shall not raise any question of the competence of Sr. Divisional Manager to act as sole arbitrator. The competent authority (Sr. Divisional Manager) reserves all the right to accept and / or reject any tender without assigning reason thereof. Any dispute arising out of or relative to this tender shall be deemed to have arisen in Patna and shall be under jurisdiction of a court in Patna.

13. Approved Annual Rate Contract shall be a running contract and shall remain valid for a period of one year from the date of approval of this tender or fresh rate approved within one year. Fresh order for printing of some other forms, having same specification, may also be given on the same approved rate or prorata basis if No. of pages increases / decreases per set.

14. The Corporation reserves the right to remove / Black List any Supplier / Vender from the list of empanelled agencies / vendors for any deviation from the agreed Terms and Conditions, or any activity is observed, which is detrimental to the interest of the Corporation.

15. The letter of undertaking to supply materials as per the tender specifications, forms part of the tender and Terms and Conditions and the same shall be submitted along with the rates quoted.

16. Sample of Paper (Plain / blank only) should be submitted in two copy (one copy may be sent to paper mill for checking of genuineness) along with tender as mentioned there in the weight (GSM), size, Colour, the name of the mills/Company etc. under signature with date, seal and contact No. If supplied items doesn't match with the sample of paper submitted, entire supplied items will be rejected & returned on vendor's cost. Order may be cancelled and firm may be blacklisted too.

17. All Printed Forms should have vendor's and order details like order no., date of order, quantity ordered,

18. If at a point of time the vendor is blacklisted from any of offices of Corporation then this contract will be terminated immediately.

19. Payment will be made through NEFT, only after the complete and successful supply of order and on duly verification of quality and quantity supplied and no advance payment will be made.

20. Integrity Pact is to be executed and abide by both parties Buyer and Bidder.

21. Apart from all the above conditions if a Firm does not participate in any 3 (three) tenders, the name of the Firm may be removed from our panel of the enlisted agencies/venders.
(Note: The Sr. Divisional Manager reserves the right to accept or reject / cancel all the tenders without assigning any reason thereof.)

I / We fully agree with all Terms & Conditions of the tender laid down under clause 1 to 21 above.

Place:

Date:

Signature of vendor with seal of Firm/Co. on each page

PATNA DIVISIONAL OFFICE-1.

"JEEVAN PRAKASH "BUILDING", Frazer Road ,PATNA- 800001.
Phone No- 0612-2223043,E-mailID- os.patna@licindia.com

E-TENDER NOTICE NO. 02 (2025-26) Dt. 22.12.2025 FOR supply of Printed Forms(Proposal)

Annexure-4

To,
The Sr. Divisional Manager,
Life Insurance Corporation of India,
"Jeevan Prakash" Divisional Office Patna -1.
Mazharul Haq Path. Patna -800001

Sir,

Re: Undertaking to supply materials as per E-Tender specifications.

I / We ..... (Name/names of supplier/partners etc.) hereby confirm that I / we shall supply the materials as per tender specifications and shall abide by the Terms and Conditions mentioned in the tenders.

I / We am / are also given to undertaking that besides imposing clause/s as mentioned in the tender / order sheet, the Corporation shall "BLACKLIST" our firm with information passed on to its Corporate Offices and other Zones / Divisions, if we fail to comply with Terms and Conditions.

I / We here by confirm that whatever information given regarding Samples is true to the best of my knowledge & belief. Name of Paper Mills, GSM etc. mentioned is correct and if selected and in future any supply of material will be at par with quality as submitted as samples.

I / We hereby confirm and declare that I/we have not been black-listed by LIC or any PSU or BFSI Organization / Government or Semi-Government or Quasi Government Departments in India as on date of submission of bid in response to the above tender notice for supply of Plain/Pre-printed Computer Continuous Stationery etc.

Dated at.....this.....day of .....2025.

Signature of the Vendor with seal

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Rate Quotation / Financial bid for E-Tender Notice. 02 (2025-26) dated 22/12/2025for supply of printed forms (Proposal Forms).

Sl. No	Description of items	Qty	Qty	Qty
		1001-25000 RATE PER 1000	25001-50000 RATE PER 1000	50001 & Above RATE PER 1000
1.	FORM No.300 (Twelve pages/ six sheets)			
2.	FORM No.360 (Twelve pages/ six sheets			
3.	Proposal Form No- 858, Jeevan Shanti (Six pages/ three sheets)			
4.	ULIP PROPOSAL FORM (Ten pages/ Five sheets) for Plan No- 752, 749 & 935			
5.	ULIP PROPOSAL FORM (Ten pages/ Five sheets) for Plan No- 886			
6.	ULIP PROPOSAL FORM (Twelve pages/ six sheets) for Plan No- 873			
7.	Suitability Analysis Form No. 500(Four pages/Two sheets)			
8.	Proposal Form For Micro Insurance Product (Six pages/ Three sheets)-Form No.505			
9.	Arogya Rakshak (Twentyfour pages/ Twelve sheets)			
	Sl. No. 1 to 9, 70 GSM Maplitho, “A” Grade Mills, paper size- Full scape (33cmX21cm)Print –Black both side, LIC logo on front page, double stich.			
10.	MICRO BACHAT PROPOSAL FORM (Eight pages/ Four sheets)			
11.	Proposal Form No- 440, Jeevan Akshay-VII (Ten pages/ Five sheets)			
	Sl. No. 10 to 12, 70 GSM Maplitho, “A” Grade Mills, paper size- ¼ (22.5cmX28.5CM)Print –Black both side, LIC logo on front page, double stich.			
12.	Covid 19 Form (one page/ one sheet) 57 GSM, “A” Grade Mills, paper size- ¼ (22.5cmX28.5CM)Print –Black one side, LIC logo on front page, double stich.			

Date:

Place:

Signature of the vendor

Seal: