भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

MUMBAI-1 DIVISIONAL OFFICE
"Yogakshema", East Wing, Second floor,
Jeevan Bima Marg,Mumbai – 400 021
email: os.mumbai-do1@licindia.com

Ref:LIC/ MDO-I/TENDER-2 Date: 11.02.2026

TENDER FOR SUPPLY OF CONTINUOUS STATIONERY

Sealed tender is hereby invited from our Empanelled Continuous Stationery Manufacturers for supply of Continuous Blank Stationery . The terms & conditions of tender are given below.

1.	Tender No.	:	MDO-I/2025-2026/2
2.	Date of Tender	:	11/02/2026
3.	Last date of submission of Tender	:	18/02/2026 on or before 5.00 p.m.
4.	Amount of E.M.D.	:	Rs.10,000/=

O.S.(Prtg&Stny) Dept., MDO –I, 2nd Floor, Yogakshema (East Wing), J.B.Marg, Mumbai-400 021. Tel: 66599035/38.

Ref: LIC/MDO-I/O.S./Stny. Date: 11.02.2026

To,
M/s._____
_____

Dear Sirs,

TENDER NO. MDO-I/2025-2026/2
DUE DATE: 18.02.2026 on or before 5 .00 p.m.

You are requested to send your quotation for printing and supply of forms specified in the format enclosed herewith subject to terms & conditions given below and overleaf.

1. Quotations should be sent in sealed cover addressed to the Sr. Divisional Manager & duly superscribed "TENDER NO. & DUE DATE" and should be delivered by hand so as to reach this office on the above address on or before the due date and time specified above. Tenderers should ensure that their tenders are received before the date and time specified as no consideration whatsoever shall be given for postal or any kind of delays. Tenders received late are liable to be rejected at the sole discretion of the Sr. Divisional Manager.

2. Submit your quotation on your letter head in the format enclosed herewith, for the items listed there in.

3. Please send your representative to see our specimen if required. Submit your quotation on the basis of particulars given in the format and not just from the specimen.

4. Your quotation should be correction free. Any kind of overwriting/correction have to be authenticated with authorized signature. The quotation must be either typewritten or in ink.

5. Paper samples along with quotation are compulsory. Paper samples must accompany your quotation stating clearly thereon its weight, name of paper mill & your seal.

6. **D.T.P.:** D.T.P. proof required within a week from the date of accepting order. All pages are to be typed as per our instructions. D.T.P. proof before submitting to us should be thoroughly checked at your end and it should be ensured that there are no mistakes in it.

7. **Delivery:** First instalment of 5,00,000 quantity is to be given within 30 days from the date of approval of final proof. Delivery is to be given at Stores of MDO-I/ Printing & Stationery Section on 2nd floor, Yogakshema Bldg. (East Wing), J. B. Marg, Mumbai-400 021. The date of next instalment will be intimated lateron. Delivery is to be given over a period of 1 year from the date of order.
For delayed delivery, penalty will be imposed at the rate of 1% on the total value of the bill for first seven days and part thereof. Thereafter for every subsequent delay of 7 days and part thereof the penalty will be increased by 1%. After stipulated period of 30 days for delivery, if there is further delay of more than 60 days, the appropriate action will be taken as per Other Terms & Conditions No.14 of this tender enquiry.

8. Final D.T.P. proofs, PDF file and open file of printed form is to be provided to us at printer's cost at the time of delivery.

9. Tenderers would have to sign "**Bid Security Declaration**" in the attached format on their letterhead, accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender document.

10. The Tenderer will have to deposit an amount of EMD of **Rs.10,000/=(Rupees Ten Thousands Only)** towards Earnest Money Deposit (EMD) on the cash counter by Demand Draft/Bankers Cheque/NEFTbefore submission of Tender envelope to the department. The Demand Draft/Bankers Cheque should be in favour of "L.I.C. OF INDIA" payable at MUMBAI. The EMD will not carry any interest. EMD furnished by all unsuccessful tenderers would 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. EMD of the successful tenderer should be returned, without any interest whatsoever after receipt of performance security/Bank Guarantee from them as called for in the contract.

EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect after the due date of the tender, within the period of validity of this tender. If the successful tenderer fails to furnish the required performance security within the specified period, their EMD will be forfeited.

Quotation without the E.M.D. will be summarily rejected.

Micro & Small Enterprises who have registered with Director of Industries(DI)/ District Industries Centre (DIC) as manufacturing/service enterprises by filling Enterpreneurs memorandum (Part-II) will be exempted from payment of earnest money. They have to submit the latest uploaded copy of the Certificate with their quotation.

11. Performance security/security deposit/Bank Guarantee shall be payable by the successful Tenderer for an amount of 10% of the value of the contract for all contracts above Rs.1,00,000/=. The performance security will be accepted either in the form of Demand Draft / Bankers Cheque, or Bank Guarantees through Scheduled Banks. Performance Security is to be furnished within 21 days from the date of order and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier. The performance security deposit will not carry any interest.

Performance security would be forfeited in the event of a breach of terms and conditions of the contract by the supplier.

12. Tenederer has to remit G.S.T. amount received from LIC of India to Govt. Authorities & file all due returns on GST portal within prescribed time limit and to submit necessary proof thereof.

Yours faithfully,

Signature of Vendor with Seal & Date p Sr. Divisional Manager.

OTHER TERMS & CONDITIONS

1. Validity period of this tender is 6 months from the date of tender. Order may be repeated within its validity period if required by us.
2. If the bidder withdraw or modify their bids during period of validity etc., they will be suspended for the period of one year.
3. Unless otherwise mentioned by us, price for total quantity of each item (inclusive of all taxes) must be quoted. For each item, Price for Total quantity of each item, inclusive of all, mentioned by you will be final and binding.
4. Taxes and any other charges applicable should be specifically stated in your quotation.
5. Your quotation should be correction free. Any kind of overwriting / correction have to be authenticated with authorized signature. The quotation must be either typewritten or in ink.
6. No revision in the rates will be allowed once the order is placed. Any error on the part of the tenderer while quoting the rates will not be accepted as an excuse for refusal to execute the order for any or all items, if order is placed.
7. All proofs should get approved by us or if required, by respective Dept., at the printer's cost.
8. Close liaison on day to day base with our department will have to be maintained in carrying out the job, it should be your responsibility to ensure that the 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..
9. If it is found that the press is incompetent to complete the job even after submission of two consecutive proofs or is unable to follow the instructions given, the order may be withdrawn from such a press and the press will be intimated of cancellation of the order without any damage or compensation being payable.
10. No alteration in quantity or quality of the items ordered or in the period of execution and no enhancement in the rates of items shall be accepted unless previously ratified by the Corporation in writing.
11. While making the delivery of the pads or books, the material is to be packed neatly in strong bundles of 10/25 pads each with proper marking as per instructions. Loose forms are to be packed neatly in strong packets of 100/250/500 forms each with proper marking as per instructions. Continuous stationery should be packed in thick white paper and in strong, proper sized box with double strapping. The envelopes to be packed in a bundle of 100 envelopes each. Such 5 bundles to be packed in a strong box. Labels indicating name of the form, quantity per packet, numbering if any ,pressline etc are to be pasted on the pad, book, packet, box as per instruction.
12. If a dealer fails to deliver the goods on or before the date specified, the Corporation is at liberty to purchase the same from any other dealer and the first dealer has to make good any loss or damage that the Corporation suffers thereby and if the Corporation accepts the goods, it reserves the right to impose appropriate penalty as it deems fit.
13. After the supply is delivered, if it is discovered that the supply does not confirm to the specifications, such supply may be rejected at the suppliers cost and the total amount for the rejected supply shall be recovered from the supplier. In the event of non- compliance with the tender conditions, or for any complaint about the quality of the Stores, the supplier shall be liable to pay damages and compensation as decided by the Corporation. Further in that event, LIC of India may decide to debar/blacklist the concerned bidder and the decision of the Corporation shall be final and binding on the bidder.
14. Unless otherwise mentioned by us, all offers will be considered for delivery within the stipulated days in our order. In the event of delay in delivery after the stipulated period, the vendor shall be liable to penalty at a rate of 1% on the total value of the bill for delayed delivery for seven days or part thereof. No late delivery is acceptable after 60 days of actual stipulated period & order will be auto cancelled. In case of breach/any deviation in the specifications/shortages/damages/delay in supply or any lapse of contract or any losses incurred, the Corporation reserves the right to take any or all of the following actions as it deem fit.
    a. Imposition of penalty and recovery of same from the pending bills of the supplier.
    b. Termination of the contract for default.
    c. Forfeiture of performance security deposit.
    d. Removal/blacklisting of the name of the printer/supplier from the list of approved panel.
15. No part payment will be made for the part execution of order or part delivery of the goods unless specified by us. Payment will be made After each completed installment if specified by us.
16. Defective or damaged stationery/forms/envelopes, if any, found later on will have to be replaced immediately.
17. T. D. S. will be deducted from the bill amount applicable as per Income Tax Rules and other applicable rules as on date.
18. Payment will be made after 15 days from the date of submission of Bill.
19. 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. Corporation reserves the right to reject any or all the tenders without assigning any reason thereof.
20. Submission of your quotation in response to our aforesaid tender will deemed to be acceptance of our terms and conditions stipulated therein.
21. Any tender not complying partly or wholly, with all above mentioned terms and conditions will be liable for rejection.
22. Any dispute arising out of or relating to this tender shall be deemed to have arisen in MUMBAI CITY and will be subject to adjudication of the competent Court in Mumbai.

LIST OF FORMS TO BE PRINTED.

TENDER No. MDO-I/2025-2026/2 DATED 11.02.2026 DUE ON 18.02.2026

NAME OF THE PRINTER: _____

SR. NO.	FORM NO.	QUANTITY	PRICE FOR TOTAL QUANTITY (Exclusive 0f GST)	GST (%)	PRICE FOR TOTAL QUANTITY ALL INCLUSIVE (Inclusive 0f GST)
1	**BLANK CONTINUOUS STATIONERY** **Size**- 10" X 12" X 1 part. One side printing in BLACK ink with numbering. **Perforation**: Vertically marginally 1/2" apart from either side and horizontally at 12" **Paper**: 68 gsm TNPL/J.K./W.C./ Andhra/Ballarpur White Creamwove Paper **HSN Code-**	**10,00,000** **(in 2 instalments of 5,00,000 quantity each)** **Packing**: To be packed in thick white paper in bundle of 1000 each and in carton of 2000 each.			

DATE: _____ SIGNATURE WITH COMMON SEAL

Bidder: Date:

BID SECURITY DECLARATION

We hereby accept that if we withdraw or modify our bid during period of validity etc., the Life Insurance Corporation has right to take appropriate action as per the terms and conditions of this tender documents which includes suspension of name of our firm/company for the time specified in the tender documents.

Signature of CEO with seal of a Company

Witness 1: _____

Witness 2:_____