भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

संदर्भ/ Ref ./DO/101/OS/STN दिनांक/ Date: 23.02/2026

To, _____,
_____,
_____.

Re: **Tender no. 04/2025-26**: Rate contract for issue of Identity card for LIC Agents, LIC Employees and LIC Retired Employees with multicolor printed Lanyards as Per corporate identity and Specification.

. With reference to the above, We are required to float Tender NO. 03/2026 Regarding Rate contract for Issue of Identity card for LIC Employees,LIC Agents and LIC Retired Employees with multicolor printed Lanyards as Per corporate identity and Specification. Highlights of the tender are mentioned in draft tender as detailed below::

Sr. No.	Type of Order	CORPORATE SPECIFICATION
01	Employee's/ Agent's Photograph & Details provided by us & supply I Card As per details or soft file and specification provided by us. Printing language: Hindi and English, Variable printing both side	Card: 1. PVC Card size 54mm x 85mm, thickness 800 micron, digital printing. 2. Plastic Dark blue card holder size 87mm x57mm with 4mm Thickness. Multicolor Printed Lanyards Polyester satin Thickness 0.5mm, length 36" mm, Width 16 mm, Hook : oval shaped steel plated hook suitable for card holder

TERMS & CONDITIONS

It is Must for only those Vendors to Apply who are currently empaneled with any office of LIC OF INDIA with submission of documents verifying the same.

You have to prepare identity card as per details or soft file provided by us and as per Corporate guidelines. Please enclose the sample of ID card with financial bid.

The rate should be EXCLUSIVE OF GST and free delivery at our premises.

VALIDITY : This rate contract is valid for Two years i.e. upto 31.03.2028 & can be extended further two years with mutual consent of both the parties i.e LIC of india and vendor at same terms & conditions.
PACKING INSTRUCTIONS : We require packing of visiting cards in Plastic Box containing 100 Cards.
Supply of inferior quality / late supply or less quantity will be rejected / penalized by the LIC without any dispute.
If the quotation is accepted the order should be executed within 10 days from the date of our order. If you don't supply above items within time limit the penalty will be charged as under:

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DELAY IN	*% OF ORDER AMOUNT*
31 TO 44 DAYS	1% OF BASIC BILL AMOUNT
45 DAYS TO 59 DAYS	2.0% OF BASIC BILL AMOUNT
ABOVE 60 DAYS	Decision of Competent Authority will be final

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.

Your are requested to quote the rates in attached format only and send amount of Rs. 118/- (Rs. One Hundred Eighteen only) towards Tender Fees including GST (Non Refundable) and Earnest Money Deposit (EMD) Rs. 2000/- (Two thousand only) by BANKER'S CHEQUE OR DEMAND DRAFT only in favour of "LIC OF INDIA" payable at "UDAIPUR". EMD will not carry out any interest.

Requirements for payment: No payment will be made without submission of following Documents.

1.Order copy, 2. Delivery Challan,3. Advance Stamped receipt, 4.Two copies of Invoices.
Material should be delivered between 11.00am to 4.00 pm. from Monday to Friday at our office.

All materials supplied strictly in accordance with description specified/instructed by us. Otherwise. it will be rejected by LIC without giving any reasons. No compromise will be made with quality and quantity under any circumstances.

The supplier will be liable for all risk and losses in transit and will be responsible for safe delivery of materials in good condition at the definite destination.

This rate contract is vaid for 2 years & It will remain in force up to 31.03.2028, As per requirement It may be extent further up to finalization of next tender by competent authority. 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 31.03.2028 otherwise we will delete your name from our approved penal. We will not entertain any excuse like price rise etc. You will have to abide by the rate approved under this rate contract.

If these terms & conditions are agreeable to you then only send the quotation along with duly signed Terms and conditions, with the forwarding on your letter head in a sealed cover super-scribed, "SECRET AND QUOTATION FOR IDENTITY CARD FOR LIC EMPLOYEES AND LIC RETIRED EMPLOYEES WITH MULTI COLOR PRINTED LANYARDS AND PRINTING VISITING CARDS AS PER CORPORATE SPECIFICATION, addressed to Manager (OS), (O.S.) Department DO Udaipur on the above address so as to reach us latest by 10.03.2026 up to 16.00 Hrs.Tender will open on 10.03.2026 at 4.30 PM. The Corporation reserves the rights to accept or reject any all quotations for part / full quantity of any item without assigning any reason whatsoever.

Sr.Divisional Manager

मण्डल कार्यालय, जीवन प्रकाश , सब्सिटी सेंटर, उदयपुर- 313 001
दूरभाषसं. 2584730ए 2486640ए फैक्स– 2583558ई-मेल : os.udaipur@licindia.com

Divisional Office, "Jeevan Prakash", Subcity Centre, Udaipur – 313 001
Tel.: 2584730, 2486640, Fax: 2583558, email: os.udaipur@licindia.com

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Tender Form (Financial Bid)

Tender no. 04/2025-26: Rate contract for issue of Identity card for LIC Employees, LIC Agents and LIC Retired Employees with multicolor printed Lanyards as Per corporate identity and Specification.

Tender fees Rs. 118/- (Rs. One Hundred Eighteen only) including GST (Non Refundable) and

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Sr. No.	Type of Order	CORPORATE SPECIFICATION	Rate per cards Exclusive of GST in Rs.
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Please Quote your rate in above prescribed format,

Cash hours : Monday to thursedayday 10.00 AM to 16.30 PM & Friday 10.00 AM to 16.45 PM & Last day 10.03.2026 upto 17.00 PM.

Place

Date

Signature with seal

(proprieter Firm)

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