



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office: "Jeevan Prakash", Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)
Phone Number – 0771 2582735

Ref/LIC/RDO/Tender 1/2025-26

Dated- 17.03.2026

Limited Tender for Supply of Table Stationery.

The Sealed Single Bid Tender is invited from our 11 (Eleven) Empanelled Vendors for purchase of various Table Stationery as per specifications mentioned in the Annexure "A" enclosed for our office use.

The prospective bidders may collect the tender documents from the office at the above address. Tender documents will be issued from **17.03.2026 to 25.03.2026 between 10.30 AM to 05.00 PM** on all week days (excluding Holidays, All Saturdays & Sundays) .

Tender fee (including GST) of Rs 295/- per tender (non refundable) is required to be deposited in cash/DD at our cash counter in F&A department and copy of receipt should be produced and submitted before issue of tender. **The last date of submission of filled tenders in the tender box is 26.03.2026 up to 3.30 PM at our office "OS Department" first floor LIC of India, Divisional Office, Pandri, Raipur.**

TENDER OPEN SCHEDULE -: All received tenders received within stipulated Date & time will be opened by our "Tender Opening Committee" on 27.03.2026 at 3.00 PM. All Bidders are requested to remain present or send only one Representative with Authorization Letter of the Firm during Tender opening Session.

The tender application must be accompanied by **EMD (Earnest Money Deposit) of Rs. 46000/-** by Cash/DD in favour of LIC of India payable at Raipur (FDR's are not acceptable). EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of tender. The deposit shall not carry any interest. **Tender without EMD will be subject to rejection.**

No Brokers/Intermediaries shall be entertained. The Sr. Divisional Manager, Divisional office, Raipur reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

Envelope should contain-

- a/ EMD of Rs. 46000/- by Cash/ DD in favour of LIC of India payable at Raipur (CG).
- b/ Tender fee of Rs 295/- (non refundable) is required to deposited through DD, if not deposited in cash at our Divisional Office, Raipur Cash Counter.
- c/ Annexure- 'A' **Your Quoted rate of specified items**
- d/ Annexure- 'B' Undertaking.
- e/ Sample of all items as per Annexure-A .
- f/ Integrity Pact

The envelope should be sealed properly and shall be submitted, addressing "Manager OS, LIC of India, Divisional Office, Pandri, Raipur (CG)" and should be super scribed as **Tender for Supply of Table Stationery.**



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Terms & Conditions:

1-The tender should be sent so as to reach this office **ON OR BEFORE THE DATE & TIME SPECIFIED**. Tender received after that, for any reason will be rejected.

2-Earnest Money Deposit (E.M.D.) will be forfeited in case the tenderer refuses to execute the Order, either full or part, if placed at the quoted rates. In that event LIC may decide/debar/blacklist the concerned Supplier and the decisions will be final and binding on all concerned. The tender application must be accompanied by **EMD (Earnest Money Deposit) of Rs. 46000/-(Forty Six thousand only)** by Cash/ DD in favour of LIC of India payable at Raipur (FDR's will be not be accepted) . EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of tender.Tender without EMD will be subject to rejection.**(MSME & NSIC Registered vendors are exempted from submission of Tender Fees &EMD subject to production of valid certificate).**

3-Price quoted should be inclusive of GST and other charges including Packing, delivery, transportation and unloading charges. T.D.S. shall be deducted as per IT rules.

4- Successful tenderers will have to provide Security Deposit @ 5% of the contracted value (where the quantum of order placed exceeds amount of Rs. one Lakh) in the form of Demand Draft. The deposit shall not carry any Interest. The security deposit will be refunded without any interest after completion of period of Six Months.

5-If There is a variation in the Words and Digits of the quoted Rates ,The Rates quoted in The Words will be accepted.

6-Quotations must be given, as per prescribed format in Annexure-“A” duly sealed and signed by proprietor/Director/Manager of the firm and should be either TYPE WRITTEN or must be IN INK and should NOT be with any hedging conditions or overwritten. **If the rates are overwritten or not legible, the quotations will be subject to rejection.**

7-If Two or More vendors quote the same rates for any one or more items,the rate quoted by the vendor whose turnover is higher for the last three financial years (2022-23,2023-24,2024-25) will be accepted.

8-Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within in its right award tendered job in part to one of the tenderer and remaining job to another tenderer on the basis of Quality of Samples provided.

9-All deliveries must be made on the basis of F.O.R. Divisional Office, LIC of India, Jeevan Bima Marg, Pandri, Raipur at first floor “Stationery Department” or as per our instructions within the jurisdiction of Raipur Division free of charge. If the delivery is not made to place mentioned above, the amount paid for shifting the goods from the place of delivery to stationery department will be deducted from the bill amount and a penalty of Rs 20/- per cartoon will be charged thereon.

10-If after the supply of materials, it is discovered that the materials supplied are not according to the specification accepted, **SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST** and they will have to supply materials exactly according to the specification and in the event of non-compliance with the condition, Corporation will be at liberty to take such action as it deems fit,including penalty as per point no.11.



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11-Time limit for supply of Table Stationery would be 15 days from the date of receipt of purchase order. If supply is done from 16 days to 30 days from the date of receipt of purchase order 2% penalty will be imposed on bill amount. If supply is made after 31 days to 45 days from the date of receipt of purchase order 3% penalty will be imposed on bill amount. If supply is made after 45 from the date of receipt of purchase order, 5% penalty will be imposed on bill amount or order will be treated as rejected and necessary action will be taken against Vendor as per Tender Conditions.

12-Packing should be strictly as per specifications attached, size of packing box should match to the size of the materials, so that it does not get damaged in transportation. Labels should be printed and pasted on each carton/box displaying name of vendor, particular of item, serial number if required and quantity.

13-NO ALTERATIONS IN QUANTITY OR QUALITY of the items indented will be accepted and the period of execution and no enhancement in the rate of article shall be accepted.

14-Any tender not in compliance with given terms and conditions will be liable for rejection.

15- The Tender shall initially be for a period of one year from the date of Approval , with a provision to renew the contract on the same rates, terms & conditions for another one year only. Corporation reserves the right to pre- maturely terminate the contract / Agreement without assigning any reason thereof by giving one month’s notice before the expiry of the contract period.

16- Payments will be made through NEFT, within 15 days of receiving the report of quality check committee and only after the complete and successful supply of order and on duly verification of quality of goods supplied with the quality/brand/company mentioned in tender. No advance or adhoc payments will be made.

17- Order for required items and required quantity will be placed as and when required during contract period.

18-The Corporation reserves the right to cancel the contract/annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/annual rate contract but in case of breach of the terms of the contract/annual rate contract may be terminated forthwith.

19-If it is found that the vendor is incompetent to complete the job even after the submission of consecutive proofs or is unable to follow the instructions given, the order may be withdrawn from such a vendor and he will be intimated of cancellation of order without any damage or compensation.

20. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIC of India, Divisional Office, Raipur whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Raipur. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the Arbitration

21. In case of failure of Arbitration process, and/or any dispute arising out of or relating to this tender shall be deemed to have arisen in Raipur and be subject to adjudication of competent Court in Raipur only.

FORCE MAJEURE CLAUSE:



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a) The bidder shall be liable for any delay in execution or failure of their respective obligations under this agreement except for delay caused by occurrence of events beyond control of the bidder, including but not limited to natural calamities, fire, explosions, floods, power shortages, acts of God, hostility, acts of public enemy, wars, riots, strikes, sabotage, order/action or regulations of Government, local or other public authorities.

b) In case Force Majeure situation arises, the bidder shall immediately notify LIC of India in writing of such conditions and the cause thereof within two calendar days and prove that such is beyond the control and affect the implementation of the agreement

c) Unless otherwise directed by LIC of India in writing, the bidder shall continue to perform its obligations under the contracts far as it is reasonably practical, and shall seek all reasonable means for performance not prevented by the Force Majeure event.

d) The Force majeure condition may also be applicable to LIC in unforeseen, extra ordinary situations such as a pandemic, requiring certain actions (including cancellation of the tender/Contract) to be taken by the Competent Authority which are not covered by the Contract and such actions taken due to these unforeseen, extra ordinary situations will have to be accepted by the contractor.

22- The Competent Authority may seek any clarification/further information/shortfall in documents, if required during the process of bid evaluation, through E-mails.

23- Pre Integrity Pact: - The vendors have to submit Pre Integrity Pact, as per attached annexure D on plain paper.

24- Please put initials/Sign on all pages of tender and supporting Documents.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

In term of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDA), is authorized to verify all such books of account, register, other documents and data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be duty of the contractor to provide such documents/statements/information as may be required by IRDA within such time as may be specified by IRDA.

We agree with all terms and conditions of the bid.

Manager (OS)

Dated - _____

Seal & Sign of the Vendor



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Annexure –B

UNDERTAKING

Ref/LIC/RDO/2025-26

We hereby confirm that we have not been blacklisted by LIC or any PSU / BFSI Organization / Government / Semi Government / Quasi Govt. Department in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Date -

Place -

Authorized Signatory

NAME:

DESIGNATION:

SEAL OF THE FIRM / COMPANY