

अनुबंध | Contract



अनुबंध क्रमांक | Contract No: GEMC-511687787316575

अनुबंध तिथि | Generated Date : 10-Jul-2026

बोली/आरए/पीबीपी संख्या | Bid/RA/PBP No.: [GEM/2026/B/7466214](#)

खरीद का माध्यम | Procurement Mode: BID/RA

अनुसूची नाम | Schedule Name: Schedule 2

संगठन विवरण Organisation Details		खरीदार विवरण Buyer Details				
प्ररूप Type :	Central PSU	पद Designation :	AO			
मंत्रालय Ministry :	Ministry of Finance	संपर्क नंबर Contact No. :	011-28855108-			
विभाग Department :	Department of Financial Services	ईमेल आईडी Email ID :	tribhuvan.dagar@licindia.com			
संगठन का नाम Organisation Name :	LIC - Life Insurance Corporation of India	जीएसटीआईएन GSTIN :	07AAACL0582H1ZO			
कार्यालय क्षेत्र Office Zone:	DELHI DO 3	पता Address :	LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058, West Delhi, DELHI-110058, India			
वित्तीय स्वीकृति विवरण Financial Approval Detail		भुगतान प्राधिकरण विवरण Paying Authority Details				
आईएफडी सहमति IFD Concurrence :	No	Role:	PAO			
प्रशासनिक अनुमोदन का पदनाम Designation of Administrative Approval:	Sr.Divisional Manager	भुगतान का तरीका Payment Mode:	Offline			
वित्तीय अनुमोदन का पदनाम Designation of Financial Approval :	Sr.Divisional Manager	पद Designation :	HGA			
		ईमेल आईडी Email ID :	buycon97.lic.delhi@gembuyer.in			
		जीएसटीआईएन GSTIN :	-			
			LIC of India, Jeevan Pravah Bildg., Distt. Centre, 3rd floor, Janak Puri			
		पता Address:	New Delhi-110058, West Delhi, DELHI-110058, India			
			Payments shall be made to the seller within 10 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10-days time as provided in clause 12 of GeM GTC)			
विक्रेता विवरण Seller Details						
जेम विक्रेता आईडी GeM Seller ID :	93A6190000924412					
कंपनी का नाम Company Name :	M Y & SONS					
संपर्क नंबर Contact No. :	09811214893					
ईमेल आईडी Email ID :	lifafewaley@gmail.com					
पता Address :	3758,MY & SONS,CHOORI WALAN,CHOORI WALAN, DELHI, DELHI-110006, -					
एमएसएमई पंजीकरण संख्या MSME Registration number :	-					
जीएसटीआईएन GSTIN:	07AXJPS6006J1Z6 (R) , (M)					
खरीदार द्वारा मूल्यांकित एमआईआई स्थिति MII Status as evaluated by buyer :	Verified					
खरीदार द्वारा सत्यापित एमएसएमई स्थिति MSME Status as verified by buyer :	Not Verified					
*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा GST / Tax invoice to be raised in the name of - Buyer						
वितरण निर्देश Delivery Instructions :						
LIC of India, Delhi DO-3 Jeevan Pravah Building Basement, District Centre-Janakpuri, New Delhi-110058						
उत्पाद विवरण Product Details						
#	आइटम विवरण Item Description	आइटम विवरण Ordered Quantity	इकाई Unit	इकाई मूल्य (INR) Unit Price (INR)	कर विभाजन (INR) Tax Bifurcation (INR)	मूल्य (INR में सभी शुल्क और कर सहित) Price (Inclusive of all Duties and Taxes in INR)
	उत्पाद का नाम Product Name : Unbranded--M Y SONS Type 1 - Pocket shape envelope Without Window 324 x 458 (C3) mm ब्रांड Brand : Unbranded--M Y SONS ब्रांड प्रकार Brand Type : Unbranded कैटलॉग की स्थिति Catalogue Status: OEM verified catalogue				जीएसटी GST (18%) : 40,614.407 जीएसटी उपकर 1 GST Cess 1 (0%) : 0 जीएसटी उपकर 2 GST Cess 2 (0 per accounting unit) : 0 जीएसटी पर इनपुट टैक्स क्रेडिट (आईटीसी) Input	

1	कैसे बेचा जा रहा है Selling As : OEM श्रेणी का नाम और चतुर्थांश Category Name & Quadrant : Correspondence Envelopes (V3) Conforming to IS 13892 (Q4) मॉडल Model: BROWN ENVELOPE एचएसएन कोड HSN Code: 4817 उद्गम देश Country Of Origin: India	125,000	pieces	2.13	Tax Credit (ITC) on GST1 (100%) : 40,614.407 जीएसटी उपकर पर आईटीसी 1 ITC on GST Cess 1 (100%) : 0 जीएसटी उपकर पर आईटीसी 2 ITC on GST Cess 2 (100%) : 0	266,250
कुल ऑर्डर मूल्य Total Order Value (in INR)						266,250
परिषेती विवरण Consignee Detail						
क्र.सं. S.No	परिषेती Consignee	वस्तु Item	लॉट नंबर Lot No.	मात्रा Quantity	दिनांक के बाद डिलीवरी शुरू करना है Delivery Start After	वितरण पूरा कब तक करना है Delivery To Be Completed By
1	पद Designation : - ईमेल आईडी Email ID : tribhuvan.dagar@licindia.com संपर्क Contact : 011-28855108- जीएसटीआईएन GSTIN : 07AAACL0582H1ZO पता Address : LIC of India, Jeevan Pravah Bldg., Distt. Centre, 3rd floor, Janak Puri New Delhi-110058, West Delhi, DELHI-110058, India	Unbranded--M Y SONS Type 1 - Pocket shape envelope Without Window 324 x 458 (C3) mm	-	125,000	10-Jul-2026	14-Aug-2026
Product Specification for Unbranded--M Y SONS Type 1 - Pocket shape envelope Without Window 324 x 458 (C3) mm						
विनिर्देश Specification	उप-विनिर्देश Sub-Spec	मूल्य Value				
STANDARDS	Type of Envelope	Type 1 - Pocket shape envelope				
	Dimensions of the Envelope (Size Symbol) (In mm)	324 x 458 (C3)				
	Minimum Grammage for the area of Envelope	as per the table 2 of IS 13892				
	Colour of the Envelope	Light Brown				
	Cloth Lining	Cloth Lining as per the Governing Specification of IS 13892				
	Window on Envelope	Without Window				
	Window Material	NA (For Without Window)				
	Sealing Flap	Non-Gummed				
PACKING AND MARKING	Packing and Marking	As per the clause 7 of the Governing specification of IS 13892				
CERTIFICATION / TEST REPORT	Availability of test report governing the specifications	As per in the IS 13892				
	Agreed to furnish all the test reports and certificates to the buyer on demand	Yes				
खरीदार परिभाषित अतिरिक्त विशिष्टता के लिए Buyer Defined Additional Specification for Unbranded--M Y SONS Type 1 - Pocket shape envelope Without Window 324 x 458 (C3) mm						
विनिर्देश Specification	मूल्य Value					
Paper quality (Policy Docket)	130 GSM Reinforced Bituminised (Tar coated) Star Kraft water proof paper with synthetic yarn					
Exact Size (Policy Docket)	Size-14x6 Inches					
Printing (Policy Docket)	Black color single side printing. Printline will also be required having Vendor's name, Bid No./Qty/Month & Year					
Opening of Docket	Top slide opening without flap					
तकनीकी-वाणिज्यिक स्पष्टीकरण Techno-Commercial Clarification : Click here to download						
ईपीबीजी विवरण ePBG Detail						
सलाहकार बैंक Advisory Bank :					IDBI Bank	
ईपीबीजी प्रतिशत (%) ePBG Percentage(%):					5.00	
बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा The bidder shall furnish ePBG as applicable as per bid's terms and conditions						
आरसीएम/एफसीएम के संबंध में सामान्य खंड General Clauses w.r.t RCM/FCM						
1. Where ever RCM is applicable, for sellers (Regular GST registered seller who opted out of FCM as per notifications of GST like GTA , unregistered seller), Buyer have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this contract. Seller will invoice buyer with Zero GST and GST cess.						

2. For Registered sellers as per FCM, rates will be inclusive of prescribed rate of GST and GST cess. ITC available to buyer as shown in the bid document have been applied while evaluating the bids. Seller has liability of paying the GST and GST cess to the govt and same will be charged from buyer while invoice.
3. For Registered sellers who opted for RCM while quoting for specified category under section 9(3) like GTA rates will be exclusive of GST and GST cess. GST and GST cess as indicated by the buyer in the bid document payment of GST and GST Cess will be the liability of buyer.
4. For Unregistered sellers Liability of payment of GST and GST cess is in Buyers scope. GST and GST cess as indicated by the buyer in the bid document will be the liability of buyer . Unregistered seller will invoice buyer with zero GST and Zero GST cess.
5. For sellers under Composition Scheme: There is no liability of payment of GST and GST cess in Buyers cope. Seller will invoice Zero GST and GST cess in the invoice to buyer.

नियम और शर्तें | Terms and Conditions

1. Special terms and conditions- Version:1 effective from 11-11-2024

- | | |
|--------------------|--|
| 1.1 Note to Buyers | For printing on the envelope as per Buyers requirement the buyer shall create the BID and mentioned the contents to be printed in the ATC such as Logo or any texts etc., |
| Note to Sellers | 1) Sellers must declare their catalog price for 1 Unprinted Piece of Correspondence envelope
2) The seller shall quote their price during bidding in accordance to the buyers requirements for printing contents. |

2. General Terms and Conditions-

- 2.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.
- 2.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable
- 2.3 All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

3. Buyer Added Bid Specific Terms and Conditions-

3.1 Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

3.2 Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

LIC of India, Delhi DO-3,
2nd Floor (For Schedule-1 Envelopes) & Basement for (Schedule-2 Policy Dockets),
Jeevan Pravah Building,
District centre-Janakpuri,
New Delhi-110058
.

3.3 Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

3.4 Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#).

3.5 Forms of EMD and PBG:

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

LIC of India
payable at
New Delhi
.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3.6 Forms of EMD and PBG:

Bidders can also submit the EMD with Banker's Cheque in favour of

LIC of India
payable at
New Delhi

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3.7 Forms of EMD and PBG:

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

LIC of India

payable at

New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

3.8 Buyer Added Bid Specific ATC:

Buyer Added text based ATC clauses

(1) As the current FY ended recently, Certified Audited Trading and P&L account, Balance Sheet/CA Certificate for any 3 successive FY out of the last 4 FY (2022-23,2023-24,2024-25 & 2025-26) is required to meet the minimum average annual turnover criteria.

(2) Both the items under each Schedule for Envelopes (Schd-1) & Envelopes-Policy Dockets (Schd-2) have some additional specifications with regard to Paper quality, Exact size, GSM, Printing etc, so Seller must go through the additional specifications very carefully before participating/quoting their rates in the bid.

(3) In Schedule 2, the exact envelope (Policy Docket) size is 14x6 inches & the paper quality is 130 GSM Reinforced Bituminised (Tar Coated) Star Craft water proof paper with synthetic yarn and black color single side printing

(4) Seller will be required to print logo and other details as per additional specifications/ buyer's requirement for the respective products.

(5) After award of contract, the supply should be made as per staggered supply schedule of the respective product. 1st lot will be supplied within 35 days from the date of contract which includes 5 days for getting the artwork/design approved on vendor's part.

(6) Acceptable GSM range 76-80 GSM for Schedule-1 and 124-130 GSM for Schedule-2. In case of GSM found below the acceptable range, proportionate recovery or rejection of supply will be decided by Competent Authority depending upon merits of each case.

(7) "In terms of provisions of Section 33(3) and 33(4) of The Insurance Laws (Amendment) Act, 2015,

Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer", to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of the Insurance Laws (Amendment) Act 2015, who may examine on oath any Manager, Managing Director or other Officer of the service provider or contractor where the services are outsourced by LIC of India."

(8) Please ensure to upload-

(A) Documentary evidence in the form of certified audited Trading & Profit & Loss A/C, Balance Sheets or a Certificate from the Chartered Accountant /Cost Accountant indicating the turnover details for any 3 successive FY out of the last 4 FY (2022-23, 2023-24, 2024-25 & 2025-26) in support of minimum average annual financial turnover criteria .

(B) Copies of relevant contracts/work orders and delivery acceptance certificates like CRAC related to same or similar type of services to any Central/State Govt. Organization/PSU must be submitted along with bid in support of having supplied some quantity during each of the Financial year (2024-25 and 2025-26) in support of Past experience criteria.

(C) Duly completed Integrity Pact (As uploaded in Bid document)

(D) EMD/Documents for exemption, if any as per Bid document.

(E) In support of point No.3 (Bid reserved for Make In India products) of Bid document, all bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected

(F) Any other document required as per bid.

Note:

1. Sellers are required to raise invoices online as per the contract terms on GeM portal. Timely invoice submission is mandatory for compliances, smooth payment processing, and will also contribute to improving their ratings.

नोट: यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है। इस दस्तावेज़ का प्रिंट आउट भुगतान/लेनदेन उद्देश्य के लिए मान्य नहीं है।

Note: This is system generated file. No signature is required. Print out of this document is not valid for payment/ transaction purpose.

