



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE
NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.
Ph.Nos.0712- 2546444, 2546476, email id: os.nagpur@licindia.com

NOTICE INVITING TENDER QUOTATION FOR SUPPLY OF ENVELOPS/ FOLDERS/POLICY DOCKETS

(Global Tender)

TENDER NO. 07/2023-24 (Estimated Cost 28 Lakh approx.)

LIC of India, Nagpur DO intends to invite quotations under TWO-BID system for SUPPLY OF ENVELOPS/FOLDER AND POLICY DOCKET, in sealed envelope from Open market VENDORS. There is heavy demand from MASH /EDMS/Deptts. & BOs to make available stationery for Envelops/Folders/Policy Dockets for the current year. The quotations, meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. **For complete details and bid documents please log on to our website www.licindia.in and go to "Tenders" and click on the link "Tender for SUPPLY OF ENVELOPE/FOLDER/POLICY DOCKET, LIC, Nagpur Division".** Application forms may be obtained from OS department of Divisional Office Nagpur of LIC of India at above mentioned address from **01/02/2024** till **15/02/2024** on all working days from 10.00 AM to 3.00 PM.

Last date for submission of tender forms is 15/02/2024 (3.00 PM)

LIC of India reserves the right to accept or reject any or all offers/ Quotations in full/ part without assigning any reason whatsoever.

Sr. Divisional Manager



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE
NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.
Ph.Nos.0712- 2546444, 2546476, email id: os.nagpur@licindia.com

TENDER NOTICE FOR SUPPLY OF ENVELOPE/FOLDER/POLICY DOCKET		
SL. NO.	ACTIVITY	DETAILS
1	Tender No. / Date	Tender No. 07 and Date 00/00/2024
2	EMD	Rs. 56,000/- (Fifty Six Thousand Only) Refundable, by way of Demand Draft drawn on any Schedule Bank Payable at Nagpur Favoring Life Insurance Corporation of India. (Estimated Cost 28 Lakhs). It is not applicable to MSME/NSIC Vendors with valid certificate
3	Tender Fee	250/- (Two Hundred Fifty only) + 18% GST i.e. 45/-, non-refundable, by way of Demand Draft payable at Nagpur favoring Life Insurance Corporation of India. In case Tender papers are downloaded from the site of tender page, a Demand Draft of Rs. 295/- (Rs. Two Hundred Ninety five Only) is to be enclosed with Technical Bid. It is not applicable to MSME/ NSIC Vendors with valid certificate
4	Address for submission of bid (to be put in Tender Box)	OS Deptt. Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, S.V. Patel Marg, Station Road, Nagpur. 440001.
5	Submission of Bids Date And Time	Bidders fulfilling the eligibility conditions as per Technical Specifications mentioned in the tender should submit separate sealed covers superscripted as "Technical Bid" & "Financial Bid" put together in a large sealed cover Superscripted as Tender No.07, dated 01/02/2024 "Tender for supply of ENVELOPE/FOLDER/POLICY DOCKET" and Name of Tenderer on or before 15/02/2024 up to 3.00 PM (last date of submission of tender). Tender Application Forms may be obtained from OS Deptt. Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, Station Road, Nagpur. 440001 from 01/02/2024 to 15/02/2024 on all working days from 10.00 AM to 3.00 PM on payment of Rs. 250/- as tender fee + GST 18% 45/- by cash on cash counter, if applicable.
6	Technical Bid opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender Opening committee on 00/00/2024 at 3.30 PM. The concerned agency/firm may send one representative at the time of opening of the Tender. Venue address as mentioned above at S. No. 4.
7	Contact Details	Ph. Nos. 0712- 2546444, 2546476, email id: os.nagpur@licindia.com go to "Tenders" and click on the link "TENDER FOR SUPPLY OF ENVELOPE/ FOLDER/POLICY DOCKET" Nagpur.

INSTRUCTIONS TO BIDDERS: The sealed tender is invited for running contract under two bid system for supply of **ENVELOPE/FOLDER/POLICY DOCKET** as per enclosed Annexure - A,B,C,D,E,F,G. The Bidders are advised to follow the following instructions.

As two bid systems are to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

(i) **Envelope No. 1 : Technical Bid (Samples/Certificate)** duly completed and signed each page should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as **"Tender for ENVELOPE/FOLDER/POLICY DOCKET" - 'Technical Bid'**. Firm's name and address should be written on the envelope. The DD for tender fee AND EMD ,if applicable, should be enclosed separately with the technical bid only.

(ii) **Envelope No. 2 : Financial Bid (Annexure –F only)** duly completed and signed each page should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as **"Tender for supply of ENVELOPE/FOLDER/POLICY DOCKET" 'Financial Bid'**. Firm's name and address should be written on the envelope. Annexure-F should be duly filled with **net rates inclusive of all taxes and charges but excluding GST**

(iii) **Envelope No.3 : Both the Envelope No. 1 and 2 as mentioned above,** are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as **Tender No.07 of 2023-24 "Tender for supply of ENVELOPE/FOLDER/POLICY DOCKET"**. The name of firm should be mentioned on the envelope.

Each page of all the Annexures - and other papers should be duly signed and sealed WITH DATE

The sealed tender envelope should reach us on or before **15/02/2024 at 3.00 PM** addressed to

**The Manager (OS), OS Deptt.
LIC of India, Nagpur Divisional Office,
National Insurance Building, SV Patel Marg, Station Road,
Nagpur - 440001**

The tender received after the stipulated time and date will not be entertained.

LIC of India reserves the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.

Sr. Divisional Manager



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE
NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR. 440001.
Ph. Nos. 0712- 2546444, 2546476, email id: os.nagpur@licindia.com

APPLICATION FORM

TECHNICAL BID

Annexure-A

Sl. No.	Information sought	Information Provided
1	Name of the Firm (In Block Letters)	
2	Date of Establishment / Incorporation	
3	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4	Correspondence address and telephone no. with email id	
5	Address of Head Office (If separate) and Telephone no.	
6	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/ Directors	
8	Name of Chief Executive with his present address and Telephone nos.	
9	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
9A.	Details of Demand Draft payable at Nagpur to be enclosed if the forms downloaded from web site.	
10	Name of Bankers with address & telephone nos. IFSC Code & A/C No.(Please attach Photo copy of bank pass book or Cancelled cheque of the Firm)	
11	PAN No. of the Firm (Please enclose photocopy)	

12	Whether the firm has enough capacity for storing required raw materials needed.	
13	Details, if registered with any other Government Authority/PSU/ LOCAL ETC.,	
14	State the latest Income tax assessed year and the amount of tax assessed (Copies of last 03 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
15	Turnover for the last three financial years 2022-23 2021-22 2020-21	
16	Details of experience of running contract in any office of LIC of India and /or prestigious P.S.U.s. (Central), (Please fill Annexure-B).	
17	Mention any other specialties of your Establishment	
18	Whether holding certificate under shops and establishment act, if applicable (If yes duly renewed copy should be enclosed.)	
19	Have your firm ever been blacklisted by LIC of India or PSU/BFSI organization/ Govt. / Semi Govt./ Quasi Govt. departments in India as on date of submission of bid or any order has been terminated or cancelled any time give details.	

(Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We _____ request Life Insurance Corporation of India, Nagpur Divisional Office to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS and assure to render the supply/ services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable of executing purchase orders issued by L.I.C of India, Divisional Office Nagpur.440001 within the stipulated time as desired by LIC of India.

Dated atthis..... day2024

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/bids of any/of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE
NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR 440001.
Ph. Nos. 0712- 2546444, 2546476, email id: os.nagpur@licindia.com

Annexure-B

Details of Existing Clients:

(Separate page must be submitted for each Client)

Name of the CLIENT	
Address of the CLIENT	
Name, designation of contact person with telephone no. and e-mail ID	
Name:	
Designation:	
Landline No.:	
Cell No. :	
Email ID:	
Details of material supplied in last 3 years (Ref. No, date of work order with photo copy of same) (Please attach attested copies of Purchase Orders executed or certificate from customer)	

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

Date.....



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE
NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR 440001.
Ph. Nos. 0712- 2546444, 2546476, email id: os.nagpur@licindia.com

Annexure-C

UNDERTAKING

Ref: OS/TENDER/ENVELOPS/FOLDERS/POLICY DOCKET

We hereby confirm that we have not been blacklisted by LIC or PSU/ BFSI Organization/Government /Semi Government/Quasi Govt. Departments 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.

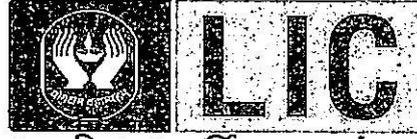
Dated atthis..... day2024

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE VENDOR / COMPANY:



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE
NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR 440001.
Ph. Nos. 0712- 2546444, 2546476, email id: os.nagpur@licindia.com

Annexure- D

ELIGIBILITY CRITERIA & OTHER CONDITIONS

1. The Firm/Agency/Company/Supplier should be having the experience of SUPPLY OF ENVELOPS/FOLDERS/POLICY DOCKET and items in similar nature as mentioned in Annexure-F for at least any 3 years (copy of proof must be enclosed)
2. The Firm/Agency/Company/Supplier should be on the approved panel of at least 3 reputed firms.
3. The Firm/Agency/Company/Supplier should have registration with state and local authorities for undertaking the profession, if applicable, (copies of proof to be enclosed)
4. Minimum average annual turnover of the company should be Rs. 50 LAKH during last three years certified by Chartered Accountant and experience of having executed an order of one PSU/Govt./Reputed Pvt. Firm/Company.
5. The company should have a valid PAN Card no. issued by Income tax department and GST registration No. if applicable
6. Certificate of satisfactory completion of work, or purchase orders/delivery memo of supply issued by concerned department/authority/reputed firm must be attached as proof.
7. If the contracted amount exceeds Rs. 1 lakhs for a period of contract (01 Year) the tenderer (including MSME/NSIC registered vendors) have to deposit 10% Performance security deposit on the basis of tender awarded value. Performance Security deposit will not carry any interest and same will be refunded to the concern printer/vender only after completion of contract.
8. As per Central Government implementation of public Procurement Policy for Micro and Small Enterprises under 2012, the Tenderer is registered under DGS&D/ NSIC registered vendor / dealer / printer will be exempted from EMD/Tender Fee on production/submission of certificate/documents. This exemption is valid only upto validity period of certificate as per Government regulations. In absence of any such document, tenderer shall be considered as not Registered under DGS&D/NSIC.

Declaration

I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all loses caused to LIC of India in the process. I/we agree that the decision of the corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/we have no objection if inspection of my/our premises/workshop, shop, etc is done by the official of the corporation including inspection of the quality of any or all items of the tender.

Sign.....

With seal of firm/company

Name & designation.....

Place..... Date



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE
NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR 440001.
Ph. Nos. 0712- 2546444, 2546476, email id: os.nagpur@licindia.com

Annexure-E

Terms and conditions of the Tender no. 07/2023-24

1. The tender in the prescribed format (Hard Copy only) to be submitted in Inward section of OS Deptt LIC of India Nagpur D.O. on or before the last date specified. No corrections are to be made in the terms quoted.
2. Technical bid envelop should be supported with the sample paper of all categories, i.e.
 - a) 80 GSM, "A"Grade Maplitho paper of Ballarpur/TNPL/Andhara/Century/J.K. Paper Mills.
 - b) 80GSM "A"Grade kraft (Ribbed) paper of Andhra/ Seshasayee/Star paper mills
 - c) 80GSM "A" Grade Ledger paper of Ballarpur/Andhra/Century/Sirpur/J.K. paper mills.
 - d)135 GSM Reinforced Bituminized paper of superior quality for form no. 4111 (policy docket)
 - e) 100 GSM kraft paper of any mill for Folder F. No. 4110

For the items which the firm intends to supply as per our specifications mentioned in Annexure –F which is certified by concerned mill/authentic dealer and vendor's seal and signature. It is mandatory to attach three samples of 80 GSM of maplithopaper,100 AND 80 GSM kraft paper, 80 GSM ledger paper, 135 GSM Reinforced Bituminized paper of superior quality, which the firm intend to supply, further any type of printed stationery not to be attached as sample with quotation or otherwise quotation can be disqualified. Such printed samples will not be entertained. The variation of 5% in lower side in GSM of sample paper may be considered.

2. The rates to be quoted in Annexure-F shall be on F.O.R basis, i.e. inclusive of Labour Charges and Transportation expenses and taxes. GST will be extra. The supplier has to ensure the delivery of material in good condition, duly packed at corporation store.
3. The paper quality has to be "A" grade paper of Ballarpur/TNPL/Andhra/ Century/Star/Seshasayee/J.K./Sirpur/Reinforced Bituminized paper mills as mentioned in Financial Bid Annexure F.
4. In work order supply each envelope/folder will contain print line "item name/vendor's name/ month-year of work order/qty"
5. The vendors/suppliers/printers who have been black listed/removed earlier by any office of LIC need not apply. If the firms order has been cancelled or terminated for quality reasons may not apply.
6. E.M.D. will not carry interest. However, EMD shall be refunded to those Vendors/Dealers to whom the Tender / Quotation is not awarded. And EMDof successful vendor will be refunded after the completion of contract. .

7. If the contracted amount exceeds Rs. 1 lakhs for a period of contract , the tenderer (including MSME/NSIC registered vendors) have to deposit 10% Performance security deposit on the basis of order value. Performance Security deposit will not carry any interest and same will be refunded to the concern printer/vender only after completion of contract.
8. The rates shall be valid for one year from the date the tender is awarded .The extension of this approved rates may be applicable for one year, on mutual consent of both parties.
9. The Corporation reserves the right to accept any quotation, this does not necessarily mean that the lowest quotation will be accepted.
10. After engaging the services of the firm, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and the Corporation shall have the right to engage the services of any of other firm as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firm shall be legally bound to make good the same in monetary term to be decided by LIC. Corporation reserves right to cancel order at any time and need not assign any reason for that action.
11. Life Insurance Corporation of India reserves its right to reject, accept or cancel fully or partly the process of tendering.
12. Selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
13. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Nagpur and be subject to adjudication of competent Court in Nagpur only.
14. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
15. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.
16. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its Employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
17. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
18. The vendor shall give the services during the period of contract as per the LIC's requirements.
19. If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.
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, Life Insurance Corporation of India, Divisional Office Nagpur. Whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Nagpur. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
21. The employees/agents of the Supplier shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
22. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.

23. It is clearly understood by the Supplier that the persons employed by the Supplier for providing services as mentioned herein, shall be the employees of the Supplier and not of "The LIC". The Supplier shall be liable to make payments to its said employees.
24. If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time **Corporation reserve the right to forfeit the outstanding Bills/EMD/ performance Security Deposit**, further agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.
25. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.
26. **Supply of the items should be within 30 days** from the date of purchase order.
27. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
28. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
29. **The Vendor will have to deposit 10% of Contract Value as Performance Security Deposit within 10 days from the date of rate agreement. If the Vendor does not deposit Performance Security Deposit within stipulated period the Corporation will have right to deduct it from bills of the vendors.**
30. **No Advance payment shall be made for purchasing items and full payment will be made on completion of full order.**
31. After the approval of proof of art work within 10 days order may be placed in parts depending upon the requirements during the year. The material will be delivered at the stores of Stationery Deptt. LIC of India, National Insurance Building, Ground Floor, Station Road, Nagpur. 440001 or any other place that may be specified by the corporation if so needed.
32. Penalty as deemed fit by Corporation shall be imposed in case the stores supplied falls below the contractual specification with regard to the quality, quantity and time schedule of delivery of the stores. The minimum quantity of penalty shall however be as under and shall be recovered from Bills/ performance Security deposit.

A) Quantity/ Size : Minimum 20% of the order-value.

B) Quality - Minimum 20% of the order value.

C) Time Schedule : 1% per day penalty will be imposed after expiry of 30 days from date of purchase order subject to maximum 30%, **if any material fall and delay in supply in material beyond 60 days may attract following action such as forfeiture of outstanding Bill/Security deposit and blacklisting/removal from panel deemed fit by competent authority.**

33. In case of any deviation from the specification in paper size/quality/brand/printing/binding/GSM/ weight etc the order shall be liable for rejection at the sole discretion of competent authority.
34. If defects of any kind in printing or deviation from specification etc are detected and reported to supplier then suitable replacement is to be made or defect to be removed by supplier free of charge unless additional job is assigned which was not expected of him at the time of placing the orders. The quantity of orders may be increased or decreased at corporation's discretion.
35. If variation in the GSM/Specification of paper is observed on receipt of consignment, the entire lot may be rejected besides imposition of penalty as stated in above paras at the discretion of competent authority.
36. **This shall be running contract with an option to increase or decrease the quantity of articles within range of +/- 25%. However we reserve the right not to give complete order or may give for part quantity as per our requirement, as specified in the tender or we may place repeat order Mly/Bi-Mly/Qly/Hly in the same month inspite of purchase frequency mentioned in office exigencies in certain order.**

37. No extra Terms and Conditions of the vendor will be accepted at any time. If any vendor gives his own Terms and Conditions his tender may be rejected without informing him. No request of any nature in respect of deviation in timing, quality or quantity of supply will be entertained.
38. Art work / proof (first/subsequent) if any, be submitted within 10 days from date of handover of data to vendors for which data will be provided as per LIC's format and any request otherwise will not be entertained . NO CDR FILE will be provided.
39. Delivery Memo must state clearly 1.Paper, 2.Make & 3.GSM.
40. The tender notice is also available at our official website: www.licindia.in. Overwriting/white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC.
41. IntegrityPactis to be submitted along with Technical bid on Stamp Paper of Rs 500/- as per the Format given in Annexure G, duly filled in with two witnesses failing which your quotation will not be entertained.
42. Mere submission of the Tender application does not confirm the right of selection.
43. For Item mentioned against Item No. 4 & 9 delivery of the stationery is to be made at MASH DEPTT. Life Insurance Corporation of India, Indian Mutual Building, 1st Floor, mount Road Extension, SADAR, Nagpur. 440001.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

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

2. In terms of provisions of Section 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

We agree with all terms and conditions of the tender.

Tenderer's sign./ Name and Seal

Sr. Divisional Manager



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE

NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR 440001.

Ph. Nos. 0712- 2546444, 2546476, email id: os.nagpur@licindia.com

FINANCIAL BID

ANNEXURE F

Single Rates to be quoted per Hundred Envelopes/Folder/Policy Docket inclusive of TDS and all charges EXCLUDING GST

Sl. No.	Description of Items	Required Quantity	Rates to be quoted per 100 inclusive of transportation, labour, taxes EXCLUDING GST
1	E-5 Plain Envelope Size – 4" x 9" On 80 GSM Andhra/Seshasayee/ STAR Kraft (Ribbed) Paper, printing in single colour. Packing of 250 in each 03 ply-box.	Minimum - 2000 Maximum - 25000 Yearly - 25000 or Otherwise	
2	E-5 (L.P.) Window Envelope Size – 4" x 9" Window size - 1½" x 4½" on 80 GSM Andhra/Seshasayee/STAR Kraft (Ribbed) Paper. Printing in single colour. Packing of 250 in each 03 ply- box.	Minimum - 2000 Maximum - 50000 Yearly - 50000 or Otherwise	
3	E-6 (Plain) Envelope Size – 5" x 11" On 80 GSM Andhra/Seshasayee/STAR Kraft (Ribbed) Paper. Printing in single colour. Packing of 250 in each 03 ply-box.	Minimum - 2000 Maximum - 50000 Yearly - 50000 or Otherwise	
4	E-6 (L.P.) Window Brown Envelope for D.O./ MASH/26 BOs On 80 GSM Andhra/Seshasayee/STAR Kraft (Ribbed) Paper Size – 5" x 11", Window size 1½" x 4½", Printing in single colour only. Packing of 250 in each 3 ply box	Minimum – 20000 Each Type Maximum – 12 Lakh	

5	<p>E-7 Plain Envelope Size – 6" x 13½" On 80 GSM Andhra/Seshasayee/STAR Kraft (Ribbed) Paper. Printing in single colour. Packing of 500 in wrapper (Brown-Paper 100 GSM)</p>	Minimum – 5000 Yly.	
6	<p>E-8 Plain Envelope Size- 9" x 12" On 80 GSM Andhra/Seshasayee/STAR Kraft (Ribbed) Paper. Printing in single colour. Packing of 500 in wrapper (Brown-Paper 100 GSM).</p>	Minimum – 5000 Yly.	
7	<p>E-9 Plain Envelope Size – 11" x 15" on 80 GSM Andhra/ Seshasayee/STAR Kraft (Ribbed) Paper. Printing in single colour. Packing of 500 in wrapper (Brown-Paper 100 GSM).</p>	Minimum - 15000 Yly.	
8	<p>Loan Packet Size - 6½" x 12½" On 80 GSM Ballarpur/Century/ Sirpur/J.K./Andhra ledger paper. Printing in a single colour, Packing of 500 Envelope in wrapper (Brown paper- 100 GSM) .</p>	Minimum 50000 Hly. Maximum 1 Lakh	
9	<p>E-6 (L.P) Window Ledger paper Envelope for MASH with address On 80 GSM Sirpur/J.K./Andhra/ Ballarpur/Century Ledger paper. Size - 5½" x 10", Window size - 1½" x 4½", Printing in single color. Packing of 500 number in each 3 ply box.</p>	Minimum 50000 Yly.	

Envelope for SDM (I/C)			
10	<p>E-5 Plain White Envelop Size – 4" x 9" on 80 GSM Ballarpur/TNPL/Andhra/Century Maplitho paper. Packing of 250 Nos. in 3 ply box. Printing - Offset/Screen Printing in multi colour as per CIP</p>	<p>Minimum - 1000 Maximum - As per our requirement</p>	
11	<p>E-5 (LP)Window White Envelop Size 4" x 9" Window size 1½" x 4 ½" On 80 GSM Ballarpur /TNPL/Andhra/ Century Maplitho paper Packing of 250 Nos. in 3 ply box. Printing - Offset/Screen Printing in multi colour as per CIP</p>	<p>Minimum - 1000 Maximum - As per our requirement</p>	
12	<p>E-6 Plain White Envelop Size - 5" x 11", On 80 GSM Ballarpur/TNPL/Andhra/ Century Maplitho paper, Packing of 250 Nos. in 3 ply box Printing - Offset/Screen Printing in multi colour as per CIP</p>	<p>Minimum - 1000 Maximum - As per our requirement</p>	
13	<p>E-6 (LP) Window White Envelope Size – 5" x 11" Window Size 1½" x 4½" On 80 GSM Ballarpur/TNPL/Andhra/ Century Maplitho paper, Packing of 250 Nos. in 3 ply box, Printing - Offset/Screen Printing in multi colour as per CIP</p>	<p>Minimum - 1000 Maximum - As per our requirement</p>	

14	Form No. 4110 - Policy Folder On 100 GSM Kraft Paper, Size - 13" x 20" (folding in the middle of form/folder) With big size paper fastner pin	Minimum 1 Lakh Qly. Maximum 4 Lakh	
15	Form No. 4111 - Policy Docket Paper Quality - 135 GSM Reinforced Paper of superior quality, Size - 7" x 14" Pasting with high quality adhesive material, Kind of paper - Reinforced Bituminized Printing in single colour	Minimum - 1 Lakh Hly. Maximum- 2 Lakh	

Vendor has to enclose sample of paper he intends to supply as mentioned in Annexure F. Vendor has to supply which "A" Grade quality of paper of above mentioned Brand/Make/GSM be enclosed with technical bid which is certified by concern mill/authentic dealer and vendor's seal and signature (3 samples) or otherwise quotation shall be disqualified.

For any query or clarification contact Stationery Section, OS Deptt. Nagpur during office hours.
We accept the above specifications & assure to supply the same.

SIGN. OF TENDERER/AUTHORISED PERSON WITH SEAL

Sr. Divisional Manager

PRE CONTRACT INTEGRITY PACT

General :

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2021. , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its corporate office at "Yogakshema" Jeevan Bima Marg Mumbai 400021. (here in after called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/srepresented by Shri..... .(Hereinafter called the "BIDDER/SELLER/SERVICE PROVIDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure ... ENVELOPES/FOLDERS/POLICY DOCKET ... (*Name of the Stores/Equipment/Item/Service*) and the BIDDER/Seller/Service Provider is willing to offer/has offered the stores/services and

WHEREAS the BIDDER/Seller/Service Provider is a Private Company/Public Company/Government Undertaking/Partnership/Registered Export Agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/ equipment/ item/service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS/Sellers/Service Providers to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

1. Commitments of the BUYER

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.
- 1.2 The BUYER will, during the pre-contract stage/evaluation stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the BUYER will report to the "Chief Vigilance Officer" of the Buyer any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.
- 3.3 Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.
- 3.4 BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/authorized agent of the stores/equipment/items and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries, including officials of the BUYER or their family members, if any, in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER/Contractor will not commit any offence under the relevant India Penal Code (IPC) /Prevention of corruption (PC) act. Further, the bidder will not use improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12If the Bidder or any of the key personnel of the bidder, actively involved in the project is a relative of any of the actively involved personnel of the Buyer, the same should be disclosed.

The term 'relative' for this purpose would be as defined in section 2(77) of the Companies Act, 2013.

3.13The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.

3.14The Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes an incorrect statement on this subject, or committed a transgression through a violation of any of the clauses of the commitments of bidder, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations:

5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (v) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vi) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which may be further extended at the discretion of the BUYER.
- (vii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (viii) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (viii) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

6. Independent Monitors:

6.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name, address, email of the Monitor(s):

* Shri. Rajnikant Mishra, IPS (Retd.), Ex-Director General in BSF,
B-1801, Amrapalli Sapphire, Sector-45 NOIDA, (UP) PIN-201303,
E-mail:- rkm592002@yahoo.co.in & rkmishra84@gmail.com
mob. No. 9717328500

.....
* Shri Arun Chandra Varma, IPS (Retd.)
Flat No. C-1204, C Tower Amrapali Platinum Complex, Sector 119,
Noida (U.P.)
Email.: acvarma@gmail.com

- 6.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 6.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder as confidential.
- 6.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.
- 6.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the **Executive Director (E&OS), LIC.**
- 6.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.
- The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, LIC and recues himself / herself from that case.
- 6.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 6.8 The Monitor will submit a written report to the **Chairman, LIC** within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.
- 6.9 If the Monitor has reported to the Chairman, LIC, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman LIC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

7. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

8. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

9. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Changes and supplements as well as termination notices need to be made in writing.

10. Validity:

10.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 12 months after the last payment under the contract. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

10.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

11. The parties hereby sign this Integrity Pact at.....on.....

BUYER

BIDDER

Name of the Officer:

CEO:

Designation /Deptt.

Witness

1.....

1.....

2.....

2.....

(Note: Bidder/Seller/Service Provider Stores/equipment/item/service . Bidding process/ bid evaluation/process of availing services Appropriate word may be used where ever applicable without altering the purpose /desired intention of the clause.)