



# LIC

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

Thane Divisional Office  
O.S.Department 4<sup>th</sup> Floor  
V.N.Mahamarg Thane (W) – 400604  
Phone No. 25820966 / 25803583  
Email – os.thane@licindia.com

Ref: TDO/OS/Strn.

Date: -30/05/2019

## TENDER NO.06 --CONTINUOUS STATIONERY

Quotations should be submitted only from our empanelled vendors only.

Last Date of Submission 18/06/2019 before 3.45 pm  
Except 2<sup>nd</sup>& 4<sup>th</sup>Saturday,all Sundays & public holidays

Please send the quotations for materials specified below subject to the terms and conditions.

Sr.No.	Item No. and Descriptions	Quantity	Specifications (Quality ,make ,size& weight)	Rate per thousand excluding GST
1.	TC-5 Blank with Logo & Emblem	30Lacs	10"x12"x I , 70 gsm, TNPL white cream wove paper, single side single colour with logo & numbering	
2.	TC-6 Blank with Logo & Emblem	6 lacs	10"x12"x II , 58 gsm, TNPL white cream wove paper ,single side single colour with logo & numbering	
3.	TC-8 Blank with Logo & Emblem	4 Lacs	15"x12"x I , 70 gsm, TNPL white cream wove paper, single side single colour with logo & numbering	
4.	Voucher stationery No 3427	1Lac	"10 x 8 x II ",80 gsm TNPL paper only, Single side 2 colour printing with numbering.	
5.	TC-15 Sticker Stationery	50000 sheets	9"x12"x1, one sheet of 16 stickers of size 4.2" X 1.6"	
6.	TC-19 Premium Default Notices	2 Lacs	9'x12'x1"-70gsm , TNPL white Cream wove paper,3 colour both side brown colour printing. Logo Blue colour, Inland letter format with numbering and perforation.	
7.	TC-20 Final Lapse Intimation	2 Lacs	9'x12'x1-70gsm, TNPL paper, front side two colour & back side one colour printing, logo in blue colour ,Inland letter format with numbering and perforation.	

## TERMS AND CONDITIONS

1. The Vendors should supply the above items strictly as per the specification given above.
2. The vendors should quote the rate for Half yearly contract.
3. Rate quoted should also be valid for additional quantity up to 25% of the above mentioned quantity, if required by us & vendors should be ready to supply the material as and when required by LIC, Thane Divisional Office.
4. Rate should be quoted per thousand as per specifications, to be mentioned both in words and figures.
5. The rate quoted should be excluding GST, Quote GST separately.
6. The quotation should be given in the required format in typed on company letterhead without any alterations.
7. No price rise will be entertained for any subsequent supply.
8. You are requested to enclose paper for quality with perforation & sprocket punch, along with the quotation as sample. Please note that sample submission is compulsory for considering your quotation. Without sample quotation will not be considered.
9. For continuous printing on line printer, take care of sprocket holes so that uninterrupted continuous printing is possible.
10. TDS will be deducted as per the prevailing rate from the bill amount.
11. Earnest Money Deposit [EMD] is Rs 44000/-. The EMD payable by Demand Draft or banker's cheque should be drawn on nationalised bank / scheduled bank and payable at Mumbai/Thane in favour of LIC of India. EMD of Tender not getting the order will be refunded within 15 days from the finalization of the tender and EMD of tender getting the order will be refunded only after tender period is over or supply of approved stationery whichever is earlier. Please note that the EMD shall not carry any interest. Quotation without EMD will be rejected. Please note that copy of MSME/NSIC certificate can be submitted along with the quotation in lieu of EMD within the validity date of certificate.
12. Security Deposit in the nature of performance guarantee shall be payable by the successful tenderer @ 10% of the contracted value on and above Rs10 lacs.
13. Quotations for the tender should be in sealed envelope addressed to Sr. Divl Manager and it should be dropped in the tender box located in the chamber of Manager(OS), LIC of India, Thane Divisional Office, Jeevan Chintamani Bldg., OS Dept, 3rd floor, V.N.Naik Mahamarg, Thane [W] 400 604 so as to reach this Office on or before the last date specified as above.
14. Stationery should be supplied within 15 days from the date of approval of art work. In the event of delay in delivery after the stipulated period, the vendor shall be liable to pay penalty at a percentage of the total order value subject to a maximum of 5%. [ $@ 1\%$  for the first week,  $@ 2\%$  for the second week &  $5\%$  for third week & above]. For the purpose of this clause part of the week is considered as a full week. Delay in the performance of delivery obligations shall render the vendor/firm liable to any or all of the following sanctions.
  - a. Imposition of penalty.
  - b. Termination of the contract for default.
  - c. Forfeiture of EMD & / OR Retention money ( Security deposit )If after the supply is delivered, it is discovered that the supply does not conform to the specifications, such supply may be rejected at the bidder's cost and the total amount for the rejected supply shall be recovered from the bidder. In the event of non compliance with the tender conditions, or for any complaint about the quality of the Stores, the bidder shall be liable to pay damages and compensation as decided by the Corporation for the loss of image and goodwill of LIC of India. 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 all concerned.
15. Order should be delivered in two/three lots in a gap as per requirement to LIC, Thane Divisional Office without charging any taxes.
16. Defective or damaged stationary, if any, found later on, will have to be replaced immediately.
17. After receiving the purchase order if the vendor fails to deliver the goods for whatever

reasons, then the vendor / firm is liable to penalty as above in case the order stands cancelled the Corporation will be at liberty to purchase the same goods from any other vendor / firm and the first vendor has to make good any loss or damage that the Corporation suffers thereby.

18. Tender will not be considered if it is not as per the Terms & Conditions mentioned herein above.
19. Tender will be opened on 19/06/2019.
20. LIC of India reserves the right to reject any or all the tenders without assigning any reason thereof.
21. All the matters & disputes related to this tender are subject to the legal jurisdiction of the Hon'ble Courts situated in Mumbai.

Sr Divisional Manager