



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

ASANSOL DIVISIONAL OFFICE

"JEEVAN PRAKASH", DIVISIONAL OFFICE, WEST END, G.T. ROAD, ASANSOL, DIST: PASCHIM

BARDHAMAN, WEST BENGAL, PIN 713304; PH: 0341-2254598, E-MAIL: [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

ADO/OS

TENDER NUMBER:- 1711

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Date:- 10.05.2019

Sir/Madam,

Re:- Tender for printing of Rider Policy Bonds

Sealed Tender is hereby invited for supply of aforesaid article/s listed in the Enclosed Annexure **only from the empanelled vendors of LIC**. If you are interested in the matter, in conformity with our Terms & conditions as noted below, kindly quote your rate/s for the desired article/s listed in the Annexure hereto and submit the same duly filled in all respect and signed with your official seal in a SEALED cover marked with TENDER NO & DATE in our Tender Box on or before...**27.05.2019**..... Within 15.00 hrs.

**Terms and Conditions of Tender**

- 1) Submission of a non-refundable Tender Fee of Rs.118/- (Rupees one hundred eighteen only) in cash/DD for each Tender. If the Tender value exceed Rs.200000/- (Rupees Two Lah only) Earnest Money Deposit @1% of the approximate Tender Value is to be deposited by DD favoring LIC of India, & payable at Asansol which is refundable without interest.
- 2) If the Tender Value exceeds Rs.25 Lacs (Rupees Twenty five Lakh only) , open E- Tender shall be floated where even the non empanelled vendors shall be allowed to participate in the Tendering process. For such case, besides Tender Fees of Rs.118/- & EMD, **the successful Tenderer will have to deposit 10% of the accepted contracted value (amount for 12 months period) as security deposit if the contractual value exceeds Rs.25 lakh and will retain with LIFE INSURANCE CORPORATION OF INDIA till the completion of the contract period. EMD amount of the successful Tenderer can be converted into security deposit, if so desired by the tenderer. The security deposit should be deposited within seven days of awarding of the contract in the form of DD/Bank Guarantee. The security deposit will be refunded without any interest after completion of contract period.**
- 3) The tender should be sent so as to reach this office **ON OR BEFORE THE DATE & TIME SPECIFIED**. Tender received after that will be rejected summarily without assigning any reason.
- 4) 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 decision of the Sr.D.M. LIC Asansol DO shall be final and

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Binding to all concerned. Sr.DM reserves the right to cancel partially or in full the Tender No. 1710

- 5) **Price quoted should be inclusive of all charges (including packing, delivery charges, transportation and unloading charges & GSTIN). T. D. S. shall be deducted as per rules.**
- 6) If the tenderer is registered under NSIC and MSMEs they have to clearly mention and submit a copy of supporting valid documents. In absence of any such document, tenderer shall be considered as not registered under NSIC and MSMEs. NSIC/MSME certificate should bear the Date of validity of such certificate.
- 7) Quotations must be given, as per prescribed format as mentioned in Annexure duly sealed and signed by the Proprietor/ Director/ Manager of the Firm and should be either TYPE OR WRITTEN 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.**
- 8) **All paper samples must accompany the Tender bearing clearly the specification (Make, Quality, size & weight) without which the Tender shall not be considered.**
- 9) Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation 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.
- 10) All deliveries must be made on the basis of F.O.R. Divisional Office, LIC of India, Divisional Office, Asansol at Store Department or as per our instructions within the jurisdiction of Asansol 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 store Department will be deducted from the bill amount.
- 11) **PENALTY CLAUSES:-**

**A) FOR DELAY IN SUPPLY :-**

Period within which supply is received	% penalty of the order value
Up to 30 days (within the stipulated period)	NIL
31 days to 40 days	2%
41 days to 50 days	5%
51 days to 60 days	7.5%

**Beyond 60 days, the order will be cancelled and EMD and Security Deposit will be forfeited.**



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**B) FOR VARIATION IN QUALITY (GSM):-**

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**GSM quality should be necessarily according to the Tender. Deviation of +/- 5% maybe ignored. But penalty as the competent authority deem fit will be imposed in the case of variation of GSM between 5 to 7%. Quantum will be decided by the Corporation and will be binding on the Vendor. In case of variation of 8% or more entire stock will be returned and payment will not be made. Further it may please be noted that as per ideal condition there should not be any variation in quality than ordered for & the Competent Authority may black list the concerned Vendor for any deviation in Quality & shall debar such Vendor/s from participating in Tenders to be floated in future.**

12) 30 days of time shall be allowed to the L1 vendor for supplying the item awarded to the firm.

30 days shall be counted from date of awarding the order. Proof checking & delivery of items must be completed by the vendor within 30 calendar days from date of awarding the Tender.

13) If after the supply of materials, it is discovered that 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.

14) Work order may be placed in parts depending upon the requirements during the contract period. No advance payment will be made till the order is fully executed. Any dispute arising out of or relating to this Tender shall be deemed to have arisen in Asansol City and shall be under adjudication in a court in Asansol City. Apart from all the above conditions if a Vendor does not participate in 05(Five) consecutive Tenders, the name of such Vendor may be removed from our panel.

15) **Tender shall be valid for the period of 1 year(12 months) from the date of consideration of the Tender by the Sr.Divisional Manager, LIC, Asansol DO but Corporation reserves the right for any alteration in period of the Tender which will be strictly binding on the suppliers.**

16) Only those vendors who are empanelled with any of the Divisional offices of LIC of India, should apply. The Vendor must produce the Xerox copy of the empanelment letter issued by LIC of India.

17) The Vendor must not be blacklisted by any of the offices of LIC of India as on date of submission of the Tender. The vendor must submit an affidavit duly notarized regarding their non blacklisting as on date of submission of the tender.

18) Please note that L1 rate for each of the item shall be decided individually.

19) The hard copy of the Tender along with the Tender fees, EMD must reach the following address within 27/5/2019 upto 27/05/2019. Tenders received after due date & time shall be summarily rejected.

The Manager(OS), LIC of India, Asansol Divisional Office,  
West End, G.T.Road, Asansol, Post: Asansol, PIN 713304, West Bengal

Yours faithfully

SENIOR DIVISIONAL MANAGER

We accept the terms & conditions of the Tender No.1711 dtd. 10/05/2019

Seal & Signature of the vendor with date of execution.