

To,

Manager (sales)

LIC of India,

Divisional Office, Pandri, Raipur.

**Sub: Quotation of Rates of Excellence Performer Trophies (Big, Medium & Small Size) and Super Excellence Performer Plaque.**

In compliance to your letter dated 15.03.2024 calling for quotations for rates of Excellence Performer Trophies (Big, Medium & Small Sizes) and Super Excellence Performer Plaque. We quote here under our rates for the desired Trophies & Plaque Inclusive of delivery and all charges & Excluding GST. We agree to abide by your Terms and Conditions and undertake to supply materials (Trophies & Plaque ) as per the Specifications.

1. Your letter dated **15.03.2024** calling for quotations for **Supply of Various Trophies & Plaque (As per attached list)**

2. **Packing of Trophies & Plaque** : Will be first wrapped in plastic bubble sheet separately for both & subsequently it would be packed in a Carton box.

3. **Tender fee (Non refundable) Rs.250.00 +18% GST, Total Rs.295.00 (Rs.Two Hundred Ninety Five only) in form of Demand Draft in favour of "LIC of India" payable at Raipur to be submitted along with the tender**

4. **Quality**: Strictly as per Specification.

5. **Delivery of Items to be done**: SALES DEPARTMENT, <sup>2nd</sup> Floor, LIC OF INDIA, DIVISIONAL OFFICE, PANDRI, RAIPUR (CG).

**6. Terms & Conditions:**

(A) The quotation in a **SEALED envelope marked "Quotation for rates & supply of "Excellence Performer Trophy & Super Excellence Performer Plaque "** Should reach this office **Sales Deptt. LIC OF INDIA, DIVISIONAL OFFICE, PANDRI, RAIPUR (C.G.) latest by 3 PM on 27.03.2024**. Quotations received after the time will be rejected.

(B) **Earnest Money Deposit**: Original Physical Demand Draft/Pay order of Rs 25000 (Rs. Twenty Five Thousand Only- ) in favour of "Life Insurance Corporation of India" payable at Raipur towards EMD OR MSME certificate claiming exemption from EMD to be submitted with quotation. EMD of unsuccessful vendors will be refunded within one month from the date of finalization of tender. In case of successful vendor, the EMD shall be refunded within one month of completion of the tender process. Kindly note that EMD will not fetch any interest.

(C) Quotations received within time limit at our end will be opened on **27.03.2024 AT 03.30 PM** at Sales Department, LIC OF INDIA, DIVISIONAL OFFICE, PANDRI, RAIPUR (C.G.)

(D) Quotations must be sent in the **ATTACHED FORMAT ONLY** on Firm's letterhead duly signed by Proprietor/ Partner / Director / Manager with seal of the Firm on all pages.

(E) **Rates quoted must be Inclusive of delivery and all other charges & Excluding GST**

**(F)** In case of failure to deliver the goods on or before the specified date/s, the Corporation shall be at liberty to purchase the goods or such part thereof as it may decided, from any other supplier and the supplier at default shall be liable to make good any loss or damage that the Corporation may suffer due to such purchases as shall be called upon to pay to the Corporation, liquidated damages as provided herein under. In addition, the Corporation also reserves the right to blacklist the Vendor for not executing the allotted job and for causing damage to the image and goodwill of the Corporation & charge penalty of 10% of total order value.

**(G) Payment will be made through NEFT only after orders are completed & received. No advance payment will be made.**

**(H)** Any quotation not in compliance with these terms & conditions will be liable for rejection. Sr. Divisional Manager reserves the right to accept or reject any quotation in full or part.

**(I)** Any dispute arising out of or relating to this tender shall be deemed to have arisen in RAIPUR and shall be under jurisdiction of a court in RAIPUR.

**(J) The Senior Divisional Manager reserves the right to reject any or all tender quotations without assigning any reason and to make partial or complete changes in the terms and conditions of the tender.**

**(K) These Rates shall be valid for a period of 01 Year from the date of approval by the competent authority.**

**(L) Successful Bidders will have to supply additional quantity at the same rate of contract as required.**

**(M) No advance payment will be made till the order is fully executed in one single lot as specified.**

**(N) Successful bidder will have to submit security deposit or Bank Guarantee of a Scheduled Bank in lieu of security deposit equivalent to an amount to the extent of 10% of total order value within 15 days from the date of placing order. The Bank Guarantee must be of a Scheduled Bank and should be valid for Two years from the date of Contract. The Bank Guarantee will be released after settlement of the final bill upon conclusion of the contract.**

“ट्रॉफी सप्लाई करने हेतु हमारे फर्म को L-1 हेतु चयन किए जाने पर, हमारे फर्म द्वारा भारतीय जीवन बीमा निगम ,मंडल कार्यालय रायपुर द्वारा “MDRT QUALIFIER “ ट्रॉफी पर मुद्रित (Print) किए जाने हेतु दिये गए अभिकर्ताओं के फ़ोटो , उनके नाम ,अभिकर्ता संकेत संख्या ,निगम की शाखा का नाम इत्यादि किसी भी तृतीय पक्ष से साझा नहीं किया जावेगा एवं सभी जानकारी पूर्ण रूप से गोपनीय रखी जावेगी एवं अन्यत्र उपयोग नहीं किया जावेगा .गोपनियता का पूर्ण उत्तरदायित्व हमारे फ़र्म का होगा .”

**All the above Terms & Conditions as mentioned in your letter dated 15.03.2024 are accepted by us.**

**Signature of Tenderor (Authorized Signatory)**

**Seal of Firm/Supplier**