



मण्डल कार्यालय रोहतक

Dated : 08.08.2024

Ref: DO/Sales/I Cards

Dear Sir/Madam

Re: Quotations from empanelled vendors of Rohtak/Karnal/NZO/Delhi DO 1,2 & 3 for printing and supply of laminated Identity Cards to Agents

Sealed Quotations are hereby called for from the empanelled vendors of Rohtak/Karnal/NZO/Delhi DO 1,2 & 3 for printing and supply of laminated Identity Cards to Agents.

The sealed quotations in a single envelope marked “Tender for printing and supply of laminated Identity Cards to Agents” should reach our office by Monday, 19.08.2024 up to 05.30 PM duly sealed and addressed to

**Purchase Committee,
Sales Department,
LIC of India,
Divisional Office,
SCO 3-4-5, Sector 1,
Rohtak- 124001**

Quotations will be opened on 20.08.2024 at 11:30 AM. The rate approved by LIC shall remain valid for One year from the date of acceptance and can be extended up to two more years on same rates, terms and conditions subject to approval of Competent Authority.

Manager (Sales)

ANNEXURE-A

Quotation for I-cards for LIC Agents

Sealed quotations are invited from the empanelled vendors of Rohtak/Karnal/NZO/Delhi DO1, 2 and 3 for **printing and supply of laminated Identity Cards to Agents**

Name of the Procuring Office : **Rohtak Division**

Firm Name & Address				
Vendor Empanelled with (Name of LIC Divisional Office)				
PAN Number				
GST Number				
Mobile Number				
E Mail ID				
S. No	Item to be Made	Specification	Rates per I Card (in figure and in words both excluding GST)	Rates (Rs.) exclusive of GST (IN WORDS AND FIGURES BOTH)
1	I-cards with strip and card holder having oval shaped steel plated hook for LIC Agents In Rohtak (complete I-card)	Attached with full detail	Up to 5000	
			Above 5000	

Terms and Conditions Accepted

Signature of vendor with stamp

Terms and Conditions

1. To smoothen and fast track the Identity Card issuing process, **the successful bidder shall issue a branch wise link for Google Form** containing necessary fields which will be approved by the Divisional Office. The link for approved Google form will then be shared with branches. The data collected for a whole month will then be processed by the vendor for issuance of Identity Cards. The excel sheet for the collected data for the whole month will be shared with branches who will append the photograph of the agent matching with the corresponding field. The same will then be sent back to the vendor who will prepare the proof within 15 days of receiving the data along with photograph. After receiving final approval from the concerned branch, the vendor has to supply the Identity card with in 30 days of getting such approval failing which a penalty of @1/2.% (Half.percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period will be imposed. We reserve the right to cancel the order and buy the same from open market and any difference in price will be recovered from the defaulter supplier
2. Quotations should reach our office by Monday, 19.08.2024 up to 05.30 PM duly sealed and addressed to **Purchase Committee, Sales Department, LIC of India, Divisional Office, SCO 3-4-5, Sector 1, Rohtak- 124001.**
3. Quotations will be opened on 20.08.2024 at 11:30 AM.
4. The rate approved by LIC shall remain valid for One year from the date of acceptance and can be extended up to two more years on same rates, terms and conditions subject to approval of Competent Authority.
5. **Delivery of card is to be given at the respective branch address submitting request and form for issuance of Identity Cards. No extra charges will be paid for delivery of cards.**
6. **In case of multiple L1, result will be finalized through lottery system in the presence of Representatives of the bidders.**
7. **Around 8000 Identity cards are to be issued. Estimated Bid value is around 4,50,000. An EMD amount of 2% to be submitted either in the form of DD or MR at our cash counter in tender issuing office to be remitted. The successful bidder has to deposit 5% of the Final Bid value based on the printing and supply of 8000 Identity Cards. Vendors having valid MSME certificate in relevant category are exempted from paying EMD.**

LOCATION OF BRANCHES

Sr No	LOCATION	BO Code
1	Rohtak	176
2	HISSAR I	177
3	Bhiwani	178
4	Sonepat	317
5	Narnaul	318
6	Sirsa	319
7	CAB,Rohtak	1181
8	Tohana	17L
9	Hansi	16E
10	Bahadurgarh	16J
11	Gohana	17C
12	Fatehabad	17D
13	M.Dabwali	17G
14	Charkhi Dadri	17K
15	HISSAR II	17M

Terms and Conditions Accepted

Signature of vendor with stamp

Terms & conditions:-

1. I- card is to be made as per our specification which will be provided to the successful bidder.
2. **One sample of I-card with strip with LIC logo and oval shaped steel holder as per our specification is to be attached with quotation form failing which bid is liable to be cancelled.**
3. Quality is to be maintained strictly as per our specifications only, failing which no payment would be made.
4. We reserve our right to reject all or any quotation or to accept any of the quotations.
5. All payments to the vendor shall be made by the branches issuing order through NEFT/RTGS only within 30 days of receiving the ordered quantity.
6. During the term of Contract, there will be no revision in the rates. If during the said contract period the vendor expresses his inability to fulfill any of the terms of the contract, it will be treated as breach of Contract and the contract will be terminated. In such case, Corporation reserves the right to Black List the vender for three years.
7. Kindly submit your quotation in the enclosed quotation form only.

All Terms and Conditions accepted

Signature of Authorised person
(Stamp of the company)

Sr.Divisional Manager

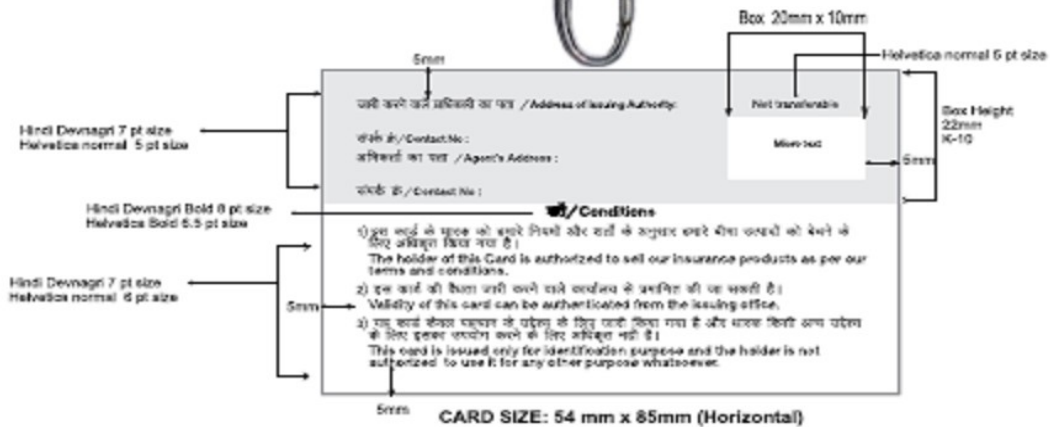
BASIC DESIGN SYSTEM FOR IDENTITY CARD FOR LIC AGENTS

Front Side



BASIC DESIGN SYSTEM FOR IDENTITY CARD FOR LIC AGENTS

Back Side



SPECIFICATION

Card Specification

Card Size	:	54mm x 85mm , Thickness 800 Micron
Card Material	:	PVC
Printing Process	:	Digital Printing
Card Holder	:	87 mm x 57 mm., Thickness 4 mm, Plastic.
Card Holder Color	:	Dark Blue
Printing Language	:	Hindi and English, Variable printing on both side

Specifications For Multicolor Printed Lanyards

Fabric Type	:	Polyester Satin.
Printing Process	:	Dye Sublimation / Heat Transfer Double sided Printing
Thickness of Fabric	:	0.5 mm.
Length of Lanyard	:	36. ". Inch
Width	:	16 mm.

Attachment

Hook	:	Oval Shaped Steel plated Hook, Suitable for Card Holder
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* Photograph should be White background only

**BASIC DESIGN SYSTEM FOR IDENTITY CARD FOR LIC AGENTS
ARTWORK PURPOSE**

Front Side



Back Side



LANVIGS ARBEJDE PÅSTODT PÅTAGE

Length: 10' (300cm)

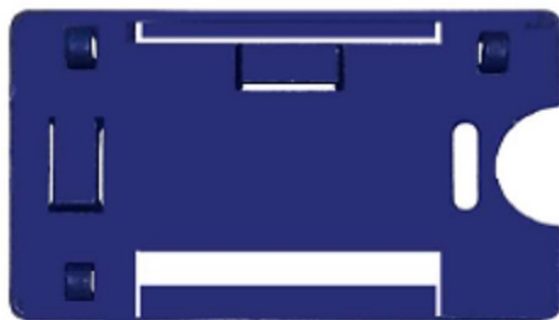
10'



SAMPLE OF CARD HOLDER AND ATTACHMENT

CARD HOLDER

CARD HOLDER SIZE: 57 mm x87mm (Horizontal); Depth:4mm
CARD HOLDER COLOUR: Dark Blue,



ATTACHMENT: OVAL SHAPE HOOK

HOOK: Oval Length 40 mm



LANYARD

Length 36" (Inches)

width
16mm



LIC CORPORATE LOGO BILINGUAL



LIC CORPORATE COLOUR

CORPORATE BLUE

CMYK(PROCESS COLOUR)

Cyan: 100%

Magenta: 70%

Yellow: 0%

Black: 10%

CORPORATE YELLOW

CMYK(PROCESS COLOUR)

Cyan: 0%

Magenta: 20%

Yellow: 100%

Black: 0%

