



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: 0341-2254526, E-
MAIL: os.asansol@licindia.com

ADO/OS

Terms and Conditions of Tender of Tender No 4/2024-2025

- 1) Vendors **empanelled** with LIC, Asansol Division (**Category – Supply of pre-printed continuous stationery**) only eligible to apply.
- 2) Submission of a non-refundable Tender Fee of Rs.118/- (Rupees one hundred eighteen only) in cash / DD for each Tender. Cash is to be deposited in our Divisional Office Cash Counter (IF DD, DD to drawn in favour of LIC of India, payable at Asansol).
- 3) **Successful Tender will have to deposit 3% of the accepted contracted value (amount for ONE YEAR period) as security deposit if the contractual value exceeds Rs.10 lakh and will retain with LIFE INSURANCE CORPORATION OF INDIA till the completion of the contract period. 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.**
- 4) The Hard copy of tender should be sent so as to reach this office **ON OR BEFORE THE LAST DATE & TIME SPECIFIED**. Tender received after that will be rejected summarily without assigning any reason.
- 5) In case the vendor 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 Binding to all concerned. Sr.DM reserves the right to cancel partially or In full the Tender No.04/2024-2025
Price quoted should be inclusive of all charges (including packing, delivery charges, transportation and unloading charges) including 18% GST. TDS shall be deducted as per rules.
- 6) If the vendor 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, tender shall be considered as not registered under NSIC and MSMEs. NSIC/MSME certificate should bear the Date of validity of such certificate. Firms having registration under NSIC [Single point registration Scheme] shall be eligible to get the benefit of exemption from payment of tender fees as per Government's rule.
- 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 bidder and remaining job to another bidder.
- 10) All deliveries must be made on the basis of F.O.R. Divisional Office, LIC of India, Divisional Office, Asansol, Jeevan Prakash (Ground Floor), G T Road, (West), PO Asansol Pin713304 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) This shall be a running contract with an option to accept supply within the range of $\pm 25\%$. The supplier is legally bound to meet our requirements from 75% to 125% of the ordered quantity at our discretion during the contract period.

12) PENALTY CLAUSES:-

A) FOR DELAY IN SUPPLY :-

Period within which supply is received	% penalty of the order value
Up to 15 days (within the stipulated period)	NIL
16 days to 30 days	2%
31 days to 45 days	5%
46 days to 60 days	7.5%

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

B) FOR VARIATION IN QUALITY (GSM) & SPECIFIED SIZE:-

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. For variation from specified size, the competent authority shall take decision regarding imposition of penalty at their discretion.

- 13) 15 (Fifteen) days of time shall be allowed to the L1 vendor for supplying the item awarded to the firm. 15 days shall be counted from date of receipt of the work order by the L1 vendor. Maximum 3 days shall be allowed for postal transit of work order to the L1 vendor. Proof checking & delivery of items must be completed by the vendor within 3 (three) calendar days from date of receipt of the work order by the L1 vendor. For variation in specification of stationery (size etc), penalty shall be levied as per discretion of the Competent Authority.
- 14) 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.
- 15) 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.

16) **Tender shall be valid for the period of 1 year which shall be counted from the date of finalization of the L1 bidder by the Competent authority. But Corporation reserves the right for any alteration in period of the tender which will be strictly binding on the suppliers. No change in rates quoted in Tender by the Vendor shall be acceded to within the Tender period of 1 year.**

17) The bidder participating in the tender must not have been ever blacklisted by any of the offices of LIC of India. During the process of finalization of the Tender or during the contract period if it is ever found that a particular Vendor has ever been blacklisted by LIC of India, such Tender shall be summarily rejected & all moneys paid to LIC of India shall be forfeited. The vendor must submit a declaration in their letter head regarding their non black listing as on date of submission of the Tender

18) It may be noted that L1 rate shall be arrived at by the Competent Authority for each item separately & individually.

19) Bid security Declaration : The tender should submit a Bid security Declaration as per Anex-C in their letter head.

20) The hard copy of the Tender No.04/2024-2025 along with the price bid must reach to the following address within 24/12/2024..... up to 17.00 hours:-

**The Manager (OS),
LIC of India, Asansol Divisional Office,
West End, G.T.Road, Asansol,
PIN - 713304, Dist: Paschim Bardhaman, West Bengal**

Tenders arriving after the last date & cut off time shall not be taken into consideration & shall be summarily Rejected without assigning any reason & shall be returned back to the vendor concerned.

21) Once a vendor is found to be the L1 Vendor for a particular item of Tender No. 04/2024-2025 and order is placed with that firm at the rate quoted by the concerned Firm in the Tender No.04/2024-2025 & on receipt of the work order if the concerned Firm refuses to deliver the ordered item then that concerned vendor shall be blacklisted permanently. In this regard no appeal/plea shall be considered.

22) Each vendor must fill up and also sign in each page with seal.

23) The Vendors participating in the Tender No. **04/2024-2025 dated 17/12/2024** must sign the Terms & conditions of the Tender No. **04/2024-2025** under their Seal & must be submitted with Price bid in a sealed cover and **also without which the vendor shall not be eligible for participating the vendor has to sign in every page of Terms & conditions of the Tender document as a mark of acceptance of Tender terms & conditions. The vendor has also to put their seal under their signature in the Tender No. 04/2024-2025 & such Tenders without signed & sealed Terms & Condition shall be summarily rejected.**

Sd/-

Sr Divisional Manager

We accept the terms & conditions of the Tender No.04/2024-2025 dated 17/12/2024.

Seal & Signature of the vendor with date of execution.