

LIC OF INDIA
STATIONERY DEPT., M.D.O.III
NEW INDIA BUILDING, GR.FLR S V ROAD,
SANTACRUZ WEST, MUMBAI 400 054.
Tele Phone No—67819231 / 67819299

Ref:MDO-III/OS/STNY

DATE: 31.1.2025


TENDER NO : TAB/03/2024-25


DUE DATE :06.02.2025

Our empanelled vendors are requested to send your quotation for EDMS OFFICE FILES as per below requirements. The quotations should be sent in sealed cover addressed to the Sr. Divisional Manager & duly superscribed "TENDER NO. & DUE DATE" and should be delivered by hand so as to reach this office on or before the due date.

NAME OF FORMS	NAME	QUANTITY	QUALITY	BASIC COST	GST	TOTAL COST
EDMS OFFICE FILES	SIZE 14.5 X 22	10000 IN PACK OF 25 EACH [IN TWO INSTALMENT]	CARD PAPER OF 31.5 KG OF SIDDHARTH MILL WITH NON RUSTY LEVER[SPRING CLIP] LIC EMBLEM WITH ADDRESS TO BE PRINTED IN HINDI/ENGLISH/MARATHI.			

1. PROOF : To be submitted within 03 days from the date of order.
2. The DUE DATE has been fixed on 06.02.2025. Tender will be accepted UPTO 3.30 P.M.
Date of opening of tender is 06.02.2025 AT 4.30 P.M.
3. Basic Cost, and GST should be shown separately in your Quotation.
4. Other terms & conditions are attached. Tender is valid for one year. Repeat order can be given within one year.
5. Copy of MSME registration certificate is to be submitted to waive Tender fee of Rs. 100 +GST and 3 % earnest money Deposit.
6. If contract value is more than Rs. 100,000/- Performance Security deposit is to be remitted by DD/Banker's cheque @5 % of value of contract value after receipt of order.


Sr. Divisional Manager


श्रीमती प्रीता फिलिप
Smt. Preetha Philip
व. मं. प्रबंधक / Sr. Div. Manager
भा.जी.सी.नि. / L.I.C. of India
सुं.म.का.-३ / M.D.O.-III

Bidder :

Date –

BID SECURITY DECLARATION

We hereby accept that if we withdraw or modify our bid during period of validity etc the Life Insurance Corporation of India has right to take appropriate action as per the terms and conditions of this tender document which includes suspension of name of Our firm/company for the time specified in the tender documents.

Signature of CEO with seal of the company

Witness 1: _____

Witness2: _____

OTHER TERMS & CONDITIONS

- 1) The Tender should be submitted along with samples so as to reach this office on or before the due date specified. All samples including the samples of paper should bear clearly the specifications like make, size, weight etc. on the sample itself and should be certified by the tenderer by his signature and affixing his office seal.
- 2) This will remain open upto 06.02.2025 up to 3.30 P.M. Tender will be opened on 06.02.2025 at 4.30 P.M.
- 3) Please indicate all taxes, charges if any, separately in your quotation.
- 4) Conditional offers will not be considered.
- 5) All deliveries must be made as per our instructions.
- 5) Each page of the offer should be signed by the tenderer along with seal of company.
- 6) Your quotation should be correction free. Any kind of overwriting/correction have to be authenticated with authorized signature. The quotations must be either typewritten or in ink. Paper sample must accompany quotation. Submit your quotations on the basis of particulars given and not just from the specimen.
- 7) No revision in the rates will be allowed once order is placed. Any error on the part of the tenderer while quoting The rates will not be accepted as an excuse for refusal to execute the order for any or all items, if order is placed On the basis of quoted rates. Earnest Money Deposit (EMD) will be forfeited in case the tenderer refuses to execute the order, either full or part.
- 8) Any tender not complying partly or wholly with these terms and conditions will be liable to rejection.
- 9) All proofs should be got approved by us or if required, by respective Dept., at the printers cost before proceeding for printing.
- 10) **Close liaison on day-to-day basis with our Department will have to be maintained in carrying out the job, it should be your responsibility to ensure that the printing order is executed as per our specifications in the order. Any failure on your part in adhering to our specification and schedule leading inferior quality of Printing, binding, delay in dispatch etc., shall attract financial compensation for damage caused, to the image and goodwill of the Corporation in the market. Further, in such event, such supply may be rejected at the suppliers cost and LIC may decide to delete/debar/blacklist the concerned vendors and the decision will be final and binding on all concerned"**
- 11) No alteration in quantity or quality of the items ordered or in the period of execution and no enhancement in the rate items shall be accepted unless previously ratified by the Corporation in writing.
- 12) If it is found that the press is incompetent to complete the job even after submission of two consecutive proof or is unable to follow the instruction given, the order may be withdrawn from such a press and the press intimated of cancellation of the order without any damage or compensation being payable. Moreover, in such event, press is liable to make good any extra charges that LIC of India may incur in getting the job done by another Press.
- 13) If a dealer fails to deliver the goods on or before the date specified, the Corporation is at liberty to purchase the same from any other dealer and the first dealer has to make good any loss or damage that the Corporation suffers hereby and if the Corporation accepts the goods, it reserves the right to impose penalty as it deems fit. **PENALTY @ 1% PER WEEK WILL BE IMPOSED FOR DELAYED DELIVERY**
- 14) The Binding of the pads /Books should be as per our specification. While making the delivery the pads or Books are to be packed neatly in strong bundles of 25 pads with proper marking, while loose forms are to be packed neatly as per our specifications.
- 15) The corporation reserves the rights to accept/reject any Tender
- 16) Artwork & positive to be returned to us in good condition along with the bill.
- 17) Defective or damaged stationery, if any, found later on will have to be replaced immediately.

18) **Payment after 30 days from the date of submission of Bill.** Income Tax as applicable by the Rules will be deducted from the bill amount. **No part payment will be made for the part execution of order or part delivery of the goods unless specified by us.**

19) Any dispute arising out of or relating to this tender shall be deemed to have arisen in MUMBAI CITY and be subject to adjudication of MUMBAI COURT.

DECLARATION BY PRINTER: WE AGREE TO THE ABOVE TERMS AND CONDITIONS

SIGNATURE OF THE TENDERER WITH OFFICIAL SEAL