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**Re: Tender for Purchase of Printed stationery (with paper) from Empanelled Vendors of Srinagar Division (OS Deptt.)**

Sealed Tenders are invited for purchase of printed stationery (with paper) from the Empanelled Vendors of Srinagar Division. The detail of the printed stationery (with paper) is given in **Annexure-I** of the tender document. Vendors are requested to quote rates as per the Annexure-I for the desired items and to submit the same after duly filled in, signed, stamped and sealed, to LIC of India DO Cell Jammu (Srinagar Division) on or before 03.03.2025 (4.00PM). The sealed envelope containing quotations along with Tender Fee and EMD, should be superscribed with the words:

**"Tender for Purchase of Printed Stationery (with paper)"** and should be addressed to:

**Tender Receiving Officer,  
Life Insurance Corporation of India  
Jeevan Jyoti Building, 18-A Rail Head Complex  
Jammu- 180012.**

**1. Specifications of the Printed stationery(with paper) to be purchased:**

Specifications for which rate quotations are called from the vendors are given in **Annexure-I** of the tender document.

**2. Tender Schedule**

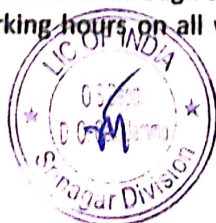
1. Date of calling Quotation – 21.02.2025
2. Last date for receipt of Quotation-03.03.2025 up to 4.00 PM
3. Date and time of opening of Quotations –04.03.2025 at 11.00 AM

**3. Eligibility of the Vendors:**

Only those vendors who are empanelled with OS Department of Srinagar Division under the Category- **"Offset/ Screen printers for printing of forms/ledgers, visiting cards/publicity brochures/booklets etc. with paper"** - are eligible to quote rates for the above tender.

**4. Tender Fee, EMD and Security Deposit:**

- a) Vendors are required to deposit **Tender Fee of Rs 118-** (including 18% GST) in the form of Demand Draft, drawn on any Nationalized /Scheduled Bank in favour of LIC of India, Payable at Jammu or through deposit by Cash at our cash counter at LIC of India, DO Cell Jammu, during cash working hours on all working days excluding Saturdays, Sundays and Holidays.
- b) **EMD:** - EMD of ₹5000- is to be deposited by the participating vendors along with the tender. EMD can be deposited in the form of Demand Draft, drawn on any Nationalized /Scheduled Bank in favour of LIC of India, payable at Jammu or through deposit by Cash at our cash counter at LIC of India, DO Cell Jammu, during cash working hours on all working days excluding Saturdays, Sundays and Holidays.



Vendors to note that rate quotations will not be considered for evaluation if EMD is not enclosed with the tender.

- c) Security Deposit @3% of estimated tender value/order value during the tender year is to be deposited in the form of Demand Draft, drawn on any Nationalized /Scheduled Bank in favour of LIC of India, payable at Jammu by the successful bidder(s) (L1 Bidder) before the issuance of supply order.

Vendors seeking exemption from tender fee and EMD should attach proper documents /certificates (self-attested) for claiming such exemption. Kindly note that Security Deposit will carry no interest and will be refunded to the vendor after the contract period is over.

#### 5. Tender Specifications:

1. Tender should be sent to reach us on or before the date and time as specified.
2. Vendors are required to quote rates as per our tender format (Annexure-I) only. Rates to be quoted by the vendors should be **exclusive of GST** and inclusive of all other taxes (if any) including cost of paper, printing, delivery cum loading/unloading charges, goods to be delivered at our Godown at:-  
  
**LIC of India, DO Cell, Jeevan Jyoti Building, 18-A, Rail Head Complex, Jammu-180012.**
3. Quotations are to be submitted under rubber seal/stamp of the firm under the signatures of authorized signatories of the firm.
4. Valuation of the tender will be done item wise to decide the L1 vendor.
5. In case two or more vendors quote same/equal rate for the any specific item, then the supply order will be distributed equally among such vendors quoting same/equal rates.
6. No alteration in Quantity and Quality of the Items/goods ordered /indented or in the period of execution and no enhancement in the rate of articles shall be accepted.
7. Selected bidders are required to deposit security deposit @as specified in Para-4© within the prescribed time limit. Order for supply of the printed stationery (with paper) will be placed only after receipt of the security deposit. In case any L1 bidder fails to deposit security deposit, then no supply order will be given and the vendor will be debarred from participation in any tender for a period of two years.
8. If after supply of the goods/items, it is found that the material supplied is not as per the tender specifications such supply shall be rejected at the suppliers cost and vendor is bound to Re-Supply the material exactly as per the specifications mentioned in the tender. Non-Compliance of the tender terms and conditions by any firm sets free LIC of India to take action as may be deemed fit by the Competent Authority.
9. In case any L1 bidder fails to execute the order placed for supply of any item/items of Printed stationery (with paper), then the vendor will be removed from the panel of vendors of our Division and security Deposit will be forfeited.
10. The firm, whose quotation is accepted as L1 is required to make entire supply ordered by LIC of India Srinagar Division within stipulated time of one month or as mentioned in the order and in case the firm fails to supply the goods/items within the time limit/or not as per the required specifications penalty @ as given below will be calculated and deducted from the invoice without any intimation.



Supply Received late and Penalty to be Imposed		Supply received with less Dimensions/ varied specifications and other variations and penalty to be Imposed thereon	
Within 30 days	Nil	Up to 2%	Nil-
Beyond 30 days up to 40 days	1% of Supply Order	Up to 3%	Proportionate Cost Deduction +Penalty @1% of Supply order
Beyond 40 days up to 50 days	3% of Supply Order	Up to 4%	Proportionate Cost Deduction +Penalty @2% of Supply order
Beyond 50 days up to 60 days	5% of Supply Order	Up to 5%	Proportionate Cost Deduction +Penalty @3% of Supply order
Goods received beyond 60 days or with > 5% variation		Cancellation of supply order, Goods to be Re-supplied by the Vendor	

11. In case of any gross violation of any of the above clause(s) or committing of fraud or any other act that leads to financial loss and/ or affect the goodwill of the Corporation, the Corporation is at liberty to take any action including temporary or permanent Blacklisting of the vendor apart from the recovery of loss or damage etc.
  12. Competent Authority may, if necessary for any reason whatsoever cancel/amend/modify the Tender by issuing appropriate order.
  13. Law of the land /Act etc. should be followed while carrying out jobs arising out of the tender.
  14. Any dispute arising out of or related to this tender shall be deemed to have arisen in Jammu city and shall be under adjudication by any Hon'ble Court in Jammu city only.
- 6. Specific Conditions**
- a) Rates are to be quoted excluding GST
  - b) Incomplete quotations or the quotations not submitted as per our format will not be considered and will be rejected.
  - c) Quotations should be legibly filled in and any alteration(s), whether confirmed or not by the authorized official of the firm will not be considered and tender will be rejected.
  - d) Printed stationery (with paper) to be supplied should strictly be as per LIC guidelines and no deviation in this regard will be acceptable.
  - e) Vendors shall have to supply the printed stationery (with paper) as per required specification and quality of paper.

**7. Period of Validity of Approved Rates:**

Approved rates shall remain valid for a period of **One Year** from the date of acceptance by the Competent Authority with a provision to extend the same for further period of SIX months on mutual consent and satisfactory services by the vendor.

  
 Sr. Divisional Manager



**Rate Quotation for Supply of Printed Stationery (with Paper)**

S. No	Size & Specifications	Printing with paper In the form of Booklet with Specified Quantity	Net rate in words & figures including cost of paper, printing, carriage and other taxes but <b>Excluding GST</b> for (Single Colour Printing).
			Both Side Printing
1	<p>18" x 23" 2 =18" x 11.5"</p> <p>Paper of 70 GSM Including Both side printing folding &amp; stitching charges</p>	Up to 25000 Forms-->	
		Up to 50000 Forms-->	
		More than 50000 Forms-->	

1. Before Quoting the rates please go through the terms & conditions given in the Tender.
2. Rates quoted shall be exclusive of applicable rates of GST.

Quoted Rates are submitted by our Firm for your Consideration

Sr. Divisional Manager

Authorized Signature the Firm  
(With complete Postal address, Phone No, Mobile & e-mail address)

