



Ref: OS/P&S/Annual Report & Accounts 2025

1<sup>st</sup> April 2025

Limited Tender
"This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected approved vendors of the processing Procuring Office/Department's registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may apply for registration with procuring Office/Department as per procedure

**Re: Printing of 68<sup>th</sup> Annual Report for the year ended 31<sup>st</sup> March 2025 & Notice for Annual general meeting (AGM) : Enquiry No:Stores/CG/01-04/2025**

Kindly send your minimum quotation for the printing & supply of the above as per the particulars given below:

Job : Printing of 68<sup>th</sup> Annual Report for the year ended 31<sup>st</sup> March 2025

Language : Bilingual [English and Hindi]

No of Copies	1350 (one thousand three hundred fifty including 20 Digital Copies)
Size	8.5" x 11" – closed & 17" x 11" – Open
Cover pages	4 pages
Paper for cover pages	210 GSM Sinarmas Matt Finish
Inside pages	Approximately 800 pages (Including index pages) (a) Approximately 770 pages Text/Tabular matter (b) Approximately 20-30 pages Text including graphs, Photographs. The number of inside pages to be printed may increase/decrease marginally
Paper (inside pages)	70 GSM Maplitho Paper A-Grade mill with the initial few pages of 100 GSM Foreign Art Paper (Approx. 20 pages)
Colour	Cover pages, Inside pages and Graphics/Photographs- 4 colour,

Lamination : Outer cover to be laminated for all 1350 copies, Approximately 6 pages (photographs and Awards) to be laminated. (Total number of Photographs and Awards) to be laminated may increase or decrease upto 10 pages)

Process : By offset process

Artwork : First Page/Last Page and template of inside pages with margins and header-footer of Annual Report to be given by CC Department



Other work : Typesetting/Adaptation for text pages graphs and tables to be done by the Printer

Binding : Section Stitching & Perfect Binding

Dummy printing: The Printer has to give 2 dummy copies of Annual Report for verification generally 4 times as and when required by CG department.

Packing : Box of 10 booklets of Annual Report with packing of 5 booklets in brown paper. Each packet to have a label indicating title & quantity

Delivery : 1) CG Department will require at least 20 copies of the replica of Annual Report for final proof reading for approval of Competant Authority.

2) Thereafter.500 copies within 8 days of approval of final proof .

3) Balance copies to be delivered within 8 days of approval of Corporate Governance Department

Printer should have IT Systems/Software to convert the Hindi data from Mangal font (which is used by LIC) to Akruti font or any other font which is required to incorporate Hindi data in Annual Report.

Soft copies in PDF format, open file and text format (Word file-English as well as Hindi Version with Mangal font) of the Annual Report to be handed over to CG Department

**The specification for the Notice of Annual General Meeting (AGM) Bilingual (English and Hindi) is given below:**

No. of Copies	450 (Four Hundred Fifty)
Size	8.5" x 11" - Closed & 17" x 11" - Open
No. of Pages	Total pages- approx. 40 pages
Paper	All Pages - 58 GSM
Process	Offset process
Binding	Pin Binding
Colour	Black & white
Art Work/Layout	By Printer

**Dummy Printing:** Printer has to give 4 dummy copies for verification.

**Packing:** Box of 50 booklets of AGM Notice with packing of 10 booklets in brown paper. Each packet to have a label indicating title and quantity.

**Delivery:** 1)Board & Secretarial Department will require at least 5 copies of the replica of AGM Notice for final proof reading and approval.

2) Thereafter 200 copies within 2 days of approval of final proof.

3) Balance copies within 4 days of approval at Board & Secretarial Department

Soft copies in PDF format, open file and text format (Word file-English as well as Hindi Version with Mangal font) of the AGM to be handed over to Board Secretariat.

**Rate for Printing 1350 copies of Annual Report (without GST)**

Rate per lot for cover pages 1,2,3,4 (4colours)with lamination on page no. 1 & 4 (1)	Rate per page for inside pages (770 pages in 4 colours) (3)	Rate per page for graphs/photo in 4 colours) Upto 30 pages (4)	Rate per lot for spot lamination (upto 10 pages) (6)	Rate for printing 20 Digital Copies
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**Rate for printing AGM Notice**

Cost for Printing 1 copy of Notice of AGM (without GST).

**Taxes : Kindly mention separately in percentage, GST.**

**Please see the booklet before submitting the quotation.**

**The successful printer will be decided on the basis of quotations for printing of 1350 copies of Annual Report & AGM Notice**

Excess copies will not be accepted / billed unless specifically asked in writing. Further, you will have to submit to us one copy for inspection and only after approval you will hand over the entire lot to the user department.

Close liaison on day-to-day basis with our CG Dept. will have to be maintained in bringing out this publication.

This enquiry is further subject to the Terms and Conditions mentioned in the annexure.

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 specifications and schedule leading to inferior quality of printing, binding, delay in dispatch etc. shall attract compensation for damages caused to the image and goodwill of the Corporation in the market. Further, in that event, LIC may decide to delete/debar/blacklist the concerned printer and the decision will be final and binding on all concerned.

EMD : The Bidder will have to remit 2% of the total estimated value as Earnest Money Deposit, i.e Rs 22000/- in the form of DD. Printers claiming exemption of EMD are required to submit proof for the same.

Security Deposit: The successful printer will have to submit security deposit @ 5% of the total value of the contract.

It may be noted that quotation not answering specifications mentioned in this enquiry shall not be considered.

Pre-bid meeting on 16.04.2025 at 3.00pm in OS Department, 4<sup>th</sup> floor, Conference hall, east wing, Central Office

Quotation to be sent in a sealed cover bearing your name, address, and above reference and addressed to:

**The Secretary (OS),  
LIC of India, Central Office.  
'Yogakshema', OS Department,  
4<sup>th</sup> floor, West Wing, Jeevan Bima Marg,  
MUMBAI – 400 021**

Quotation should reach us on or before **21<sup>st</sup> April 2025 up to 2:30 pm.**

Yours faithfully



Secretary (OS)

Encl: Terms & Conditions (Annexure A)

## **TERMS AND CONDITIONS OF THE TENDER**

## **Annexure A**

1. The tender should be dispatched so as to reach this office on or before the due date specified.
2. Each page of the offer should be signed by the tenderer.
3. Quotations should be sent in a sealed cover super scribed with the reference number of tender enquiry and due date of opening.
4. Please note that your offer should be kept open for minimum 30 days from the due date.
5. Please note the description and specification of Stores carefully and your offer should be in according with the same. If you quote any stores with deviations in specifications, the same may please be clearly mentioned in your tender; otherwise it will be deemed that you have quoted for the specified stores.
6. Wherever detailed specifications are not given for the stores, it will be presumed that the material of highest quality is offered, in such cases, the tenderer should send a free sample for approval along with the tender.
7. All samples including the samples of paper should bear clearly the specifications like make, quality, size, weight, etc.. on the sample itself and should be certified by the tenderer by his signature and affixing his office seal.
8. Offers subject to conditions, 'like subject to prior sale', 'subject to availability of stores' or with similar conditional offer, will be subject to rejection on technical ground. Please note that any conditional offer will be termed as technically disqualified.
9. All deliveries must be made as per our instructions either at our Offices or at our godown free of any charge.
10. No alterations either in quantity or quality of the items indented or in the period of execution or enhancement in the rate of articles shall be allowed, unless previously ratified by the Corporation in writing.
11. If after the supply is delivered, it is discovered that the materials supplied do not conform to the specifications, such supply may be rejected at the suppliers cost who will have to supply the materials exactly according to specifications and in the event of non-compliance with this condition, the Corporation shall be at liberty to take such action as it may decide to be warranted, in addition to reimbursing the Corporation of such additional cost as may be incurred by it in replenishing it with supplies from other sources. Further, in that event Corporation reserves the right to blacklist the supplier.
12. In case of failure to deliver the goods on or before the specified dates/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 under Clause 14, herein under. In addition, the Corporation also reserves the right to blacklist the printer for not executing the allotted job and for causing damage to the image and goodwill of the Corporation.

13. In case of printing work, if it is found that the Press is unable to complete the job after submission of two consecutive proofs or if it is found that the Press is unable to carry out the instructions given, the order may be withdrawn by the Corporation, in which case the Corporation shall not be liable for payment of damages or compensation but the Press shall in such an event be liable to make good any extra charge that the Corporation may incur in getting the job done by another Press as per Clause No. 11 above. In addition, the Corporation also reserves the right to blacklist the printer for not executing the allotted job.
14. If the Press/Supplier fails to comply with the provisions of Clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion or in case the Press/Supplier fails to comply with the provisions of any other Clause, it shall pay to the Corporation, liquidated damages at the rate of ½% of the outstanding order value for every week or part thereof of delay (subject to a maximum of 7½ % of the total order value). Such sum will be construed as and taken as liquidated damages and not as penalty, and the Corporation shall be at liberty to deduct such sums from any monies due to the Printer/Suppliers under these presents or may otherwise recover the same separately.
15. The Corporation also reserves the right to blacklist the printer / supplier in case of failure to undertake the job, after placing the order at the quoted rate.
16. No advance payment will be made till the order is fully executed except that the Corporation may, in a particular case stipulate that payments will be against partial deliveries, in which case such partial payments will be made.
17. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the headquarters of the Corporation's Office placing the order and shall be subject to adjudication by a Court in that City.
18. Stores rejected after the receipt will have to be taken by the suppliers at their risk and cost.
19. The Corporation reserves the right to reject any offer in part or full without assigning any reason. In the event of our accepting a part of any item of your offer, quoted rate for the full quantity shall be considered as valid unless specifically stated to the contrary in your offer.
20. The Bidder will have to remit 2% of the total estimated value as Earnest Money Deposit, i.e Rs 22000/- in the form of DD. Printers claiming exemption of EMD are required to submit proof for the same. The successful printer will have to submit security deposit @ 5% of the total value of the contract
21. Any tender not in compliance with the above terms and conditions and the specifications sheet will be liable to be rejected.