



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office : "Jeevan Prakash", Jeevan Bima Marg, P.B.No.10, Pandri, Raipur (CG)

Ref/LIC/RDO/Tender 3/2023-2024.

(ANNEXURE-A)

Tender for Purchase of Computer consumables.

Life Insurance Corporation of India, Divisional Office, Raipur (C.G.) intends to purchase Computer consumable items as per details in Annexure 'C' for our offices **from our 07 (Seven) empanelled Vendors only.**

The prospective Vendors may collect the tender documents from the office at the above address. The Tender documents will be issued from **15.06.2023 to 26.06.2023** between 10.00 AM to 4.00 PM on working days (excluding Holidays, All Saturdays & Sundays). Tender fee of Rs 295/- per tender (including GST) is required to be deposited in cash at our cash counter in F&A department and copy of receipt should be produced and submitted before issue of tender. The Tender documents can also be downloaded from our web site www.licindia.in/tenders. Tender documents downloaded from our Site are required to attach the DD of Tender fee Rs. 295/- (including GST) along with the tender.

The last date of submission of filled in tenders is 27.06.2023 up to 5.00 PM at our office "OS Department" first floor LIC of India, Divisional Office, Pandri, Raipur. The received Tenders will be opened by our Tender Opening Committee (TOC) in the presence of Bidders or their one Representative on 28.06.2023 (at 11.30 AM) at DO Raipur.

The tender application must be accompanied by EMD (Earnest Money Deposit) of **Rs. 10000/-** by DD/Banker's Cheque in favour of LIC of India payable at Raipur. EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of tender. **Tender received without EMD will not be considered.** No interest is payable on EMD.

No Brokers/Intermediaries shall be entertained. The Sr. Divisional Manager, Divisional office, Raipur reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever.

Tender shall be submitted in a closed Envelope addressing Manager OS, first floor, LIC of India, Divisional Office, Jeevan Bima Marg, Pandri, Raipur and should be super scribed as "Tender for Computer consumable with Name/Seal of the Tenderer" . CONTAINING

- (a). Tender Fee - 295/- by DD/Banker's Cheque in favour of LIC of India payable at Raipur
(In case of Tender Form downloaded from our LIC Site).
- (b). EMD of Rs. 10000/- by DD/Banker's Cheque in favour of LIC of India payable at Raipur.
- (c). Annexure-'A' , "B" Undertaking by Vendor for acceptance of all the Terms and conditions & **Annexure-'C' Quoted rates of items specified and as mentioned in Tender.**



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Other Terms & Conditions:

1-The tender should be sent so as to reach this office **ON OR BEFORE THE DATE & TIME SPECIFIED ie up to 27.06.2023 (up to 5.00 PM)**. Tender received after that will be rejected.

2-Earnest Money Deposit (E.M.D.) Rs. 10000/- will be forfeited in case the tenderer 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 the decisions will be final and binding on all concerned.

3-Price quoted should be excluding GST but inclusive of all other charges including Packing, delivery, transportation and unloading charges. T.D.S. shall be deducted as per IT rules.

4- **Security Deposit** –: Security Deposit @ 10% of the order value (if order value is above One lakh) is to be Deposited in the form of Demand Draft / Banker's cheque / Bank Guarantees (In favour of LIC OF INDIA, payable at Raipur (CG) through Scheduled Banks by the successful bidders. The security deposit shall not carry any interest. The Security deposit is to be submitted by the successful Bidders within 15 days from the date of Allotment of Tender. Purchase order will be given only after payment of Security Deposit. The said deposit will be refunded after execution of Order as per given specifications. In case Bidders fail to deposit the security deposit amount, his EMD will be forfeited and he will be debarred from participation in future Tender.

5- **Quotations must be given, as per prescribed format in Annexure-'C'** duly sealed and signed by proprietor/Director/Manager of the firm and should be either **TYPE WRITTEN** or must be **IN INK** and should NOT Be with any hedging conditions or overwritten. **If the rates are overwritten or with any corrections or not legible, the quotations will be subject to rejection.**

6- Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within in its right award tendered job in part to one of the tenderer and remaining job to another tenderer.

7-All deliveries must be made on the basis of F.O.R Divisional Office, LIC of India, Jeevan Bima Marg, Pandri, Raipur at **first floor "Stationery Department"** or as per our instructions within the jurisdiction of Raipur 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 stationery department will be deducted from the bill amount and a penalty of Rs 20/- per cartoon will be charged thereon.

8-If after the supply of materials, it is discovered that the 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.

9-**Penalty Clause** - : Vendor is required to deliver the goods **within 21 days** from the date of receiving the order for supply,if supply is done within 22 days to 30 days from the date of receipt of purchase order 2% penalty will be imposed on bill amount. If supply is made within 31-45 days from the date of receipt of purchase order 3% penalty will be imposed on bill amount and after 45 days from the date of receipt of purchase order, 5% penalty will be imposed OR the Competent Authority thinks fit the order is subject to cancelled and delivery of goods will be returned at the cost of supplier.



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10-NO ALTERATIONS IN QUANTITY OR QUALITY of the items indented will be accepted and the period of execution and no enhancement in the rate of article shall be accepted unless previously ratified by the Corporation in writing.

11-Any tender not in compliance with given terms and conditions will be liable for rejection.

12-Tender shall be valid for the period of one year but Corporation reserves the right for any alteration in period of the tender which will be strictly binding on the suppliers.

13- The rates shall be valid for one year only. The contract can be extended up to further one year (Maximum two extention) on mutual understanding of both the parties with same rates and terms and conditions as mentioned in Tender Documents.

14- Payments will be made through NEFT only after the complete and successful supply of order and on duly verification of quality of goods supplied with the quality/brand/company mentioned in tender. No advance or adhoc payments will be made.

15- Quantity of items required during the period mentioned in **Annexure-C** is approximate however Corporation reserves the right to decrease the quantity required according to future need or any changes if required and this will be acceptable to all.

16-Any dispute arising out of this acceptance shall be referred to for “Arbitration” to The Sr. Divisional Manager, L.I.C. of India, Divisional Office, Pandri, Raipur and his decision shall be binding on the Firm/Vendor/Manufacturer. The Firm/Vendor/Manufacturer shall not raise any question of the competence of the Sr. Divisional Manager to act as sole arbitrator. Any dispute arising out of or relating to this tender shall be deemed to have arisen in RAIPUR and shall be under adjudication a court in RAIPUR.

17-The Corporation reserves the right to cancel the contract/annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/annual rate contract but in case of breach of the terms of the contract/annual rate contract may be terminated forthwith.

18-The letter of undertaking to supply materials as per the tender specifications forms part of the tender and the same shall be submitted along with the rates quoted and this forms part of Terms and Conditions. No advance payments and interim payments will be made for the order.

MANAGER (OS)

WE HAVE ACCEPTED ALL THE TERMS & CONDITION MENTIONED ABOVE AND SUBMIT OUR UNDERTAKING LETTER ON GIVEN FORMAT.

Date: ___/___/2023

Place:

Seal & Sign of the Vendor.



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UNDERTAKING-LETTER BY THE VENDOR
(ON NON- JUDICIAL STAMP PAPER WORTH RS. 100/-)

Annexure-B

To,
The Sr. Divisional Manager
LIC of India,
Divisional Office, Raipur

Dear Sir,

Sub:- Contract for Supply of Computer Consumables to LIC, DO RAIPUR, 2023-2024.

With reference to the above tender notice, having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for the Annual Contract Supply of Computer Consumables to LIC of India, Divisional Office, RAIPUR'.

I/We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form. I/We also confirm that the offer shall remain valid for One year from the date of acceptance of the tender. I/We understand that the Corporation is not bound to accept the offer either in part or in full and that the Corporation has the right to reject the offer in full or in part without assigning any reason whatsoever. I/We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and LIC of India, on the basis of the information given by me / us can be treated as invalid by the Corporation and I / We will be solely responsible for the consequences. I/We agree that the decision of LIC of India in selection of contractors will be final and binding to me / us.

I/We hereby confirm that we have not been black-listed by LIC or any PSU/ BFSI organization / Government / Semi-Govt. / Quasi Govt. Departments in India, as on date of submission of bid in response to the above Tender.

All the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

We hereby, extend our full guarantee and comprehensive warranty as per terms and conditions of the Tender for our products supplied by us.

Yours Faithfully,

(Seal & Sign of the Vendor)

Date: ___/___/2023

Place:



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LIST OF EMPANNELED VENDORS OF COMPUTER CONSUMABLES AT RAIPUR DIVISION. For the Period 2020-2023			
S.NO.	NAME OF THE VENDORS	ADDRESS OF THE VENDOR	E.MAIL ADDRESS
1	Hari Stationary Mart	1St Floor NB Market, Banjari Road, Raipur (C.G.) Contact.Info:-9329100491	hsm.rpr@gmail.com
2	IT Mall	Shop 10,11,12, 3rd Floor, Millenium Plaza, G.E.Road, Raipur. Con. Info:-8878886300	itmall101010@gmail.com
3	Digital Zone	Bansal Complex, Near Hotel Guru, New Bus Stand Pandri Raipur (C.G) Con. Info:- 0771-4904770/09827166462	rkraipur13@gmail.com
4	Balaji Marketting	123,Lal Ganga Shopping Mall, G.E Road, Raipur, (C.G) Contact Info:- 7587414105	balajimarketingraipur@gmail.com
5	RP Computer	C-5, Matra Chaya Vihar, Near Sai mandir, Mahavir Nagar, Raipur, (C.G.) Cont. Info:- 9302370744	rpcomputerryp@gmail.com
6	Madhu Enterprises	New Rajendra Nagar Bhaktmata Parishar. RDA complex, Raipur (C.G.) Cont. No.:- 9981166336,0771-4903043	madhu_entr@yahoo.in
7	Balaji Computers	9/23,Satyam House,Kalimata Ward, Pandri, Raipur,(C.G) Cont. Info:-09826195153	sunil@balajiraipur.com

MANAGER(OS)