



मंडल कार्यालय, पोस्ट बक्स नं.106, जीवन प्रकाश 489, मॉडल टाउन, कर्नाल-132001
Divisional Office, P.O. Box No. 106, "Jeevan Prakash", 489, Model Town, Karnal-132001

Ref: - OS/Sty/2023-24/Tender/07

Dated: 03.08.2023

To All Empanelled Craft Envelopes & Policy Docket Suppliers of Karnal Division

Dear Sir,

**Re: Limited Tender for Printing/Purchase of Envelopes/Policy Dockets from Karnal Division
Empanelled Vendors {Last Date 24.08.2023}**

Sealed Tender is called for Supply of Envelopes/Policy Dockets as per description enclosed herewith. Tenders must be in the name of Chairman Stores Committee, LIC of India, Divisional Office, Jeevan Prakash, 489, Model Town- Karnal-132001. The last date for the receipt of Tender is 24.08.08.2023 up-to 5.30 PM and same will be opened on 25.08.2023 at 11.00 AM. The terms and conditions of the tender are enclosed herewith. You are requested to submit the same duly filled, stamped & witnessed with office seal in token of you're accepting the same and return the same to us along with the tender. These are to be treated as the integral part of the tender.

The Rates must be quoted as Base Rate and GST will be extra as applicable from time to time as per Rules of the Government & FOR at Divisional Office Stores {Basement}, Karnal. Please quote your rates on our tender description Performa, which should be signed under your official seal. **Submit all required paper samples/Dockets clearly mentioning the Mill name & GSM of the paper, other-wise tender will not be considered. The tender with cuttings or fluids will not be accepted.**

If the supply is not received within stipulated time, the order will be cancelled and action will be taken as per rules. You are required to deposit Earnest Money Deposit of 3500/-{Refundable} & Tender fee of Rs. 118/- {non refundable} separately by Demand Draft fvg. LIC of India payable at Karnal along with the tender. **If the quantum of order exceeds to Rs. One Lac, Security Deposit {Refundable with-out any interest} in the nature of Performance Guarantee shall be payable by the successful tenderer @ 10 % of the contracted value.**

EMD & Security Deposit of tenderer/s getting the order will be retained till the completion of the order/expiry of the rate contract and thereafter will be refunded without any interest. Please note that without EMD & Tender fee your tender will not be considered.

The competent authority reserves the right to change any terms & conditions or to reject/cancel all the tenders without assigning any reasons thereof.

Encl:

1. Tender Descriptions.
2. Terms & Conditions of the Tender.

Yours faithfully,

Manager (OS)