



Ref:.....
The Sr.Divisional Manager,
LIC of India
Silchar Divisional Office,
Meherpur, Silchar-788015.

Date 31.08.2023

Tender no. SDO/OS/STORES/ T-4

Due on...12/09/2023 at 3.00 PM

Re:- Tender for supply of Continuous Stationery(Renewal Premium Receipts)

Dear Sir,

In response to your letter no.....dated..... We quote hereunder our rates for the desired articles, inclusive of GST, delivery charges etc, which will hold good for a period of one year from the date of consideration at your end.

CONTINUOUS STATIONERY	QUANTITY REQUIRED	TOTAL COST FOR LOT INCLUSIVE OF ALL TAXES RS	REMARKS
Renewal Premium Receipt Continuous stationery evenly perforated on both left & right side with size 6 inch x 10 inch x 1 part from 70 GSM TNPL / Century paper ; Each part containing the main receipt & its counter part separable by fine perforation ; Each part will have pre-printed serial number (having same serial number on both main receipt & counter part) ; serial number series will be provided before printing; Both sides of the page to be printed with Corporate Blue Light colour; print in Hindi on the back side; Contents, colour, art work, water mark, perforations strictly as per specimen.	1,30,000		

TENDER FEE OF Rs.118.00 is enclosed / by Cheque/DD favoring Life Insurance Corporation of India payable at Silchar.

The terms & conditions of this tender intimated to us vide your letter no.....dated.....are acceptable to us for supply of the above quoted Printed Stationery to your office.

Supply must be made within 30..days from the date of the order. Failure to supply within stipulated date, will be liable to minimum deductions @ a)For 1-30 days delay – 2% of amount of order b)For 31-45days delay – 3% c)For 46-60 days delay – 5% d)For 61-75 days delay – 7% and e) For more than 75 days delay- 10% of amount of the order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the othes for breach of the stipulations contained in the said Clauses and not as penalty, and the Corporation shall be at liberty to deduct such sums form any moneys due to the printer under these presents or may otherwise recover the same separately.	Sample of paper specified in the tender has to be submitted along with the tender. Each sample should bear the brand name weight with Seal & Signature of the firm. Tender without requirement of sample will not be entertained.
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Time Schedule: Tender to be floated on 31.08.2023 , last date of submission of tender on 12/09/2023 upto 3.00pm and opening of tender on 13/09/2023 at 11AM.

Yours faithfully,

Signature.....
Date.....
Address.....