

Divisional Office Allahabad
Ref: sales

Date-13.09.2023

**All approved Vendors
Under Allahabad Division**

Dear Sir,

Re: Tender/ Bid for printing works to be done in LIC Allahabad


LIC intends to invite Tenders for printing works to be done in Allahabad as per specifications given in Annexure 'A'. Therefore we invite "without prejudice" sealed quotation from you as per enclosed annexure A. Rate should be written clearly in Annexure- A in figures without any cutting/ correction. Terms & conditions are given in Annexure-A".

The cover should be sealed properly with sealing wax. Envelop should be clearly subscribed as "**Rate for Printing of Pamphlets and other printed items for ARC**" on Annexure A and Firm's name, address & contact no. should also be written on bottom of envelop.

Your quotation with samples should reach us on or before 05.30 PM on 25.09.2023 Bids will be opened on next working day.

Postal delay shall not be entertained & Sr. Divisional Manager reserves all rights to accept and / or reject any quotation/ tender without assigning any reason thereof.

Encl: Annexure A

Yours faithfully

Manager (Sales)

Annexure- A

CONDITIONS –

1. Please quote the rates **without GST** and the rate of GST is to be mentioned clearly.
2. LIC reserves the right that any work may be got executed through any of participating contractor in ARC on the lowest approved rate.
3. Approved rates will be valid for one year and can be extended for one more year.
4. Non serious vendors will be dealt seriously. Kindly ensure delivery within three days of Order.
5. Rates quoted not as per the prescribed format, will be rejected.
6. Quotation should be submitted in sealed envelope. Sharing of rate will attract blacklisting of vendor.
7. Vendor have to provide Tender Fees Rs 118/- including GST NON REFUNDABLE , payable at Allahabad& EMD (earnest money deposit) 10,000.00 through DD/ BANKERS CHEQUE IN FAVOUR OF LIC OF INDIA in separate envelope attached with tender form. The EMD will not carry any interest.
8. Vendor who will give lowest rate or whose rate will be approved by the competent authority will be bound to work on that rate. Refusal of any type will attract penal/ disciplinary action.
9. By giving rate, vendor is providing its consent to extend its service all the time whenever required
10. A penalty clause will be incorporated in case the work is not completed within the stipulated time or not completed as per the specification given by LIC.
11. Payment will be made only after the satisfactory completion of the work . No payment / appropriate deductions will be done , if the services are not found satisfactory. TDS shall be deducted as per income tax rules.

Please send the quotation as described above in the name of Manager (Sales) LIC OF INDIA "Jeevan Prakash" 172A/40 , M.G.MARG, CIVIL LINES, ALLAHABAD-211001 up to 5.30 P.M. 25.09.2023

We accept all the above Conditions


Manager(Sales)

Signature and Seal of Contractor