



OS Department, Divisional Office, "Jeevan Prakash"
Sub City Centre, Udaipur(Rajasthan) Pin 313001
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NOTICE FOR TENDER

Open Tender No. 03 / 2023-24/ Tender for Photocopy, Spiral Binding and scanning work

Life Insurance Corporation of India (LIC), Divisional Office, Udaipur invites sealed tenders in single bid system from established Photocopy Agencies for providing **Photocopy, Spiral Binding & scanning Work at Divisional Office, Sub-City Centre, Udaipur** . Details of various Annexures are as under:

S.No.	Particulars	Attached as
1.	Terms and Conditions	Annexure –A
2.	Appendix to the Conditions of Contract	Annexure –B
3.	Financial Bid	Annexure –C

Sealed Tenders are invited by the undersigned on behalf of LIFE INSURANCE CORPORATION OF INDIA, DIVISIONAL OFFICE, UDAIPUR for outsource the work of Photocopy, Spiral Binding work at Life Insurance Corporation of India, Divisional Office, Sub city Centre, P.B.No. 18, Udaipur (Raj.). Please also note that tender fee of Rs 118/- (Rs Hundred Only) including GST @18% and EMD of Rs 6000 (Rs Six Thousand Only) for each tender shall be deposited either in cash at our Divisional Office, Udaipur or through demand draft in favour of LIC of India, payable at Udaipur. The M.R. of cash receipt or D.D. should be submitted in a separate envelope super scribing '**Tender Fee for Photocopy, Spiral Binding & scanning work.**' The tender is to be submitted to the address mentioned below :-

Chairman, Stores Committee,
L.I.C. of India, Divisional Office, "Jeevan Prakash"
Sub City Centre, Udaipur - 313001

Date of issue of Tender Notice : 23-10-2023
Last date for receipt of Tender : 20-11-2023 up to 04.00 p.m.
Opening of Technical/Financial Bid : 21-11-2023 at 11.00 a.m.

Estimated Value of Tender is Rs 3 Lacs per year approximately.

No brokers/intermediaries shall be entertained. The representative of the tenderer may remain present at the time of opening of Tender. The Corporation reserves the right to reject any /all applications without assigning any reason whatsoever. For complete details and tender form please log on to Corporation's website www.licindia.in. Any further information regarding this tender will be published at our website only.

Sr. Divisional Manager

Terms and Conditions

1. Sealed tender complete in all respect along with a bank draft for Rs 118/- & Rs 6000/- towards Tender fees & EMD placed in an Envelope should be submitted at Divisional Office,Sub City Center,P.B.18,Udaipur(Raj.), on or before 20.11.2023 up to 4.00 P.M. Incomplete/conditional/late tenders or those without Tender fees will be rejected. **All the pages of tender Document should be duly signed with seal of the firm.**
2. The Rate Contract shall be **valid for two years from the date of acceptance**. However, the contract period shall be extended further,subject to satisfactory services, on year to year basis upto 2 year on mutually agreed Terms and Conditions.
3. No advance payment shall be made.The revision of rates will not be allowed during the contract period and TDS under GST & income tax shall be deducted as per Rules,as applicable time to time.
4. The machine must be installed with-in seven working days of signing of agreement.
5. No transport charges or any other charges will be paid by the office.
6. The service provider firm will be responsible for maintaining the photocopy machine.The cost for supply of all stationery items viz.,JK photocopy paper(75 gsm),toner,staplers,stapler pins,binding materials etc. will be borne by the service provider firm.Manpower to operate photocopy machine and expenditure incurred on their engagement will also be borne by the service provider firm.
7. It will be for the service provider firm to install/provide stand by machine to ensure that the photocopy work in the office goes on uninterrupted & smoothly to avoid any hardship in the execution of work,failing which a penalty of Rs 100/- per day will be imposed post 24 hours .
8. It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office.j
9. LIC will provide one electricity connection and sufficient space.Rest of all works shall be done by the vendor at their own cost including cartage unloading at site of work etc.
10. LIC reserves the right to terminate the contract at any time without assigning any reason or any notice.The penalty as deemed fit or forfeit part or whole of the earnest money if tenderer fails to work within the prescribed method or found not in accordance with the specification or not in the quality/quantity or there is any breach of the terms of the contract on the part of the tenderer.The earnest money will be forfeited,if the tenderer,after approval of the tender,fails to accept it.
11. LIC reserves the right to reject any tender or reject in entirely without assigning any reason.



12. That the vendor will be responsible for any loss/damage to the building or any injury to worker/s or occupants,damages to any equipment due to the negligence of your workers or otherwise while performing duties.
13. LIC does not bind itself to take any responsibility for any loss due to theft of any articles.
14. All tools & plants etc. required for work shall be arranged by the vendor at their cost and nothing shall be paid extra on above account.
15. You will furnish name & address with telephone numbers of your representative who should be remain in office during Office hours.
16. You will make payment of wages to your workers as per minimum wages Act of State/Central Govt in force & in the event of any complaint received or any dispute referred to this office,LIC shall deduct such amount from your pending forthcoming bills & make the payment.
17. It shall be responsibility of the firm to provide uninterrupted service to LIC at no additional cost.
18. In case any dispute the decesion of Senior Divisional Manager,LIC DO Udaipur shall final and binding.
19. The jurisdiction of the above contract shall be at Udaipur.
20. The lowest tendered whose tender is accepted have to deposit Rs 15000.00(Rs Fifteen Thousand only) towards Initial Security Deposit before taking over site of work,which will be refunded after contract period.Needless to add that initial secutiry deposit will bear no interest.The said amount had to be deposited within 7 days from the date of receipt of award letter,failing which ,tender would be cancelled.
21. Please fill your rates for photocopy, spiral binding & scanning work in Annexure-I keeping in view the market rates also. If it seems that your rates are much higher then market rates although your rates are L1,the tender may be rejected.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this tender form read by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)

(SEAL WITH COMPLETE ADDRESS)

APPENDIX TO THE CONDITIONS OF CONTRACT

Open Tender for Photocopy,Spiral Binding & Scanning

work through out sourcing

- | | |
|------------------------------|---|
| (1) Contract labour act | Contractor to obtain labour licence before commencement of work if applicable. |
| 22. (2) Contract Period | 2 Years |
| (3) Approximate Tender value | Rs 3 Lacs |
| (4) Payment | Monthly charges will be paid only after providing satisfactory services for one complete month and bills will be settled within 30(Thirty) days of the submission after complying necessary requirements. |
| (5) Validity | Quoted rates shall be valid for two year from the date of installation by successful tenderer. |

(SIGNATURE OF THE TENDERER)

(SEAL WITH COMPLETE ADDRESS)

MANAGER[OS]DM

FINANCIAL BID FOR PHOTOCOPY, SPIRAL BINDING & SCANNING WORK

1. Rates for work of photocopy, spiral binding work.

S.NO.	PARTICULARS	Weightage	Basic Rates (without GST) for each copy With paper	
1	Photocopy on A-4 Size paper single side	55		
2	Photocopy on A-4 Size paper both side	10		
3	Photocopy on Full scape/Legal size paper single side	1		
4	Photocopy on Full Scape/Legal size paper Both side	1		
5	Spiral Binding up to 50 pages	1		
6	Spiral binding up to 100 pages	1		
7	Spiral binding above 100 pages	1		
8	Scanning rates(Up to 1200 per month & above 1200 per month)	30		
	Total Weightage	100		

. Note: GST will be paid separately as per prevailing Government Rules

2. Machine Model No. And Make _____

3. Tender Fees details bank draft: _____

4. PAN No. _____ TIN No. _____

GST No. _____

5. Contract Labour Licence No. (if Any) _____

The terms and conditions of the tender are acceptable to me/us.

Signature of the Tenderer _____

Name & address with seal & Date _____

Phone(O) _____

(Mob.) _____

