



मण्डल कार्यालय, रोहतक

Ref: DO/Sales/Competition

Date: 22.08.2024

Dear Sir/Madam

**Re: Quotations from Empanelled vendors of Rohtak, Karnal, Delhi DO 1, 2 and 3 for supply of Agents' Day Trophies to be celebrated on 05.09.2024 during Insurance week celebrations**

Sealed Quotations are hereby called for from the empanelled vendors of **Rohtak, Karnal, Delhi DO 1, 2 and 3** for supply of Independence Day Trophies as per attached Annexure "A". The sealed quotations should reach our office by Tuesday, **29.08.2024 up to 05.30 PM** duly sealed and addressed to

**Purchase Committee,  
Sales Department,  
LIC of India,  
Divisional Office,  
SCO 3-4-5, Sector 1,  
Rohtak- 124001**

Quotations will be opened on **30.08.2024 at 11:30 AM**. The rate approved by LIC shall remain valid for 6 months from the date of acceptance. Supply should reach us within **07 Days** of placing order.

**The selected trophies will be displayed in our office from 23.08.24 to 24.08.24 from 3 PM to 5 PM for vendors to check the specifications.**

Manager (Sales)



मण्डल कार्यालय, रोहतक

**Annexure "A"**

**Quotation for providing Agents' Day - 2024 Trophies**

**Ref: Sales/ Rohtak**

**Dated: 22.08.2024**


Sealed quotations are invited from the empanelled vendors of **Rohtak, Karnal, Delhi DO 1, 2 and 3** for supply of medals and trophies as per details mentioned below:

**Name of the Procuring Office**

**:**

**Rohtak Division**

Firm Name & Address	
Vendor Empanelled with (Name of LIC Divisional Office)	
PAN Number	
GST Number	
Mobile Number	
E Mail ID	

<b>Trophy</b>	
<p><b>Total Height of Trophy 8 inch</b> <b>Weight of Trophy 279 Gms.</b> <b>Upper Golden Part 5.75 inch</b> <b>Cup with Handle Width 2.5 inch</b> <b>Cup Dia 1.5 inch</b> <b>Upper Golden Part made in ABS gold Plating</b> <b>Base Made in ABS with Black Golden Colour</b> <b>Base Height 2.25 inch X 3.75 inch</b> <b>Customized Sticker</b> <b>Packed in Individual Box</b></p>	

I/we engage to supply the material(s) to your office and comply the following:

Tender schedule and technical specification indicated Item/tender specific conditions for this tender. Terms and conditions printed overleaf. General conditions of contract signed by me at the time of supplier registration (for registered suppliers).

I/we confirm that set off for the GST & other applicable taxes etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST & other taxes etc.

This offer is valid for 90 (ninety) days from the date of opening of the tender.

That we have not been debarred by any Government/Undertaking That the rates quoted are not higher than the rates quoted for same item to any Government/ Undertaking.

That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date :

Name of Authorised Signatory :

Address :

Tel No / Fax No. / Mobile No. Email Id:

## TERMS AND CONDITIONS

1. We are not bound to accept the lowest rates and are at liberty to reject any or all quotations without assigning any reason thereof and further reserve the right to accept the whole or part of the quotations and our decision shall be final and binding.
2. The delivery of the articles should be made **WITHIN 7 DAYS** of placing of order after final approval , otherwise penalty of 0.1% per day will be imposed. We reserve the right to cancel the order and buy the same from open market and any difference in price will be recovered from the defaulter supplier.
3. Late delivery can be accepted only with conditions that will be settled at that time.
4. Quotations are liable to be rejected with over-writing or cutting or having specification other than required. **In case of ambiguity, the amount quoted in words will be deemed as final.**
5. Delivery schedule strictly to be maintained as per our terms and conditions agreed.
6. LIC will bear no responsibility whatsoever and not be liable to pay for any loss or damage caused to the items in transit or before being installed at our locations.
7. In case of any dispute arising out of any of our order or otherwise will be dealt with in Jurisdiction of Rohtak court only.
8. The vendor is required to fill the rates and submit this letter duly signed with rubber stamp at place provided here in below in this letter in token of acceptance of all terms and conditions.
9. In case of any deviation from the specifications in Quality/Make/Brand as mentioned in the technical specifications as per Annexure "A" of the tender document, the order will result in cancellation and no amount whatsoever will be released.
10. Payment will be released only after the Certificate provided by the Branch/Location Incharge regarding proper installation.
11. Force Majeure : If there is delay by the supplier to perform its obligation due to event of a Force Majeure, the supplier shall not be held responsible for such delay/failures.
12. **The basic rates without GST will be taken for considering L1.**
13. **In case of multiple L1, the selection of L1 will be conducted in the form of lottery in the presence of representatives of L1 bidders.**

Sr.Divisional Manager

Terms and Conditions Accepted

Signature of vendor with stamp