

NOTICE FOR TENDER (ARC) FOR SUPPLY OF TABLE/OFFICE STATIONERY FROM 01.06.2023 TO 31.05.2024.
 (Only for empanelled vendors of Nashik Division)

Sl.N

Sl.No.	Activity	Details
1	Tender	NO. 43 Date-03.05.2023
2	EMD (Refundable)	Rs.5,000/- (Five thousand only) by way of Demand Draft on any scheduled Bank, payable at Nashik in favor of Life Insurance Corporation of India. If registered under MSME EMD not required.
3	Address for submission of bid (to be put in Tender BoX)	The Manager (OS),Stationery Department,Ground floor, Life Insurance Corporation of India, Divisional Office, Jeevan Prakash, Gadkari Chowk, Nashik-422002.
4	Papers to be Submitted	Bidders to put the following documents in a sealed cover envelope super scribed as Technical Bid (MARKED AS ENVELOPE NO.1) (i) Photocopies of the documents mentioned in Tender document. (ii) Form of Terms and conditions of tender Annexure -A. (iii) If registered under NSIC or MSME, please attach latest valid copy. (iv) Annexure - C on Stamp paper Rs.100/ (v) If register under MSEs owned by SC/ST Entrepreneurs, please mention. Bidders to put the following document in sealed cover envelope super scribed as Financial Bid (MARKED AS ENVELOPE NO.2) (i) Financial Bid –Annexure-B
5	Submission of Bids (Date and Time)	Bidders fulfilling the Eligibility Criteria of the Tender for TABLE/OFFICE STATIONERY should put together 2 separate sealed covers envelopes super scribed as Technical Bid (Envelope no.1) & Financial Bid (Envelope no.2) in a large sealed cover envelope super scribed as “Tender No.43/2023-24 (ARC) for TABLE/OFFICE STATIONERY and to be submitted by 01.00 pm on 16.05.2023
6	Technical bid opening (Date/Venue)	The sealed covers having Technical Bids (Envelope no.1) will be opened by the Tender Opening Committee on 16.05.2023 at 03.30 pm in the presence of bidders or one of their representatives who wishes to attend. Venue address as mentioned above at Sr.No.3.
7	Financial Bid	The Financial Bid (Envelop no.2) will be opened on a later date which will be intimated separately to technically qualified bidders only.
8	Contact Details	Telephone No.0253-2316992/2570829 Email Id- os.nashik@licindia.com
9	Official Website (URL)	The Tender Document can be downloaded from our website http://www.licindia.in go to Tenders and click on the Link Tender (ARC) for Supply of TABLE/OFFICE STATIONERY,2023-24, Nashik Division

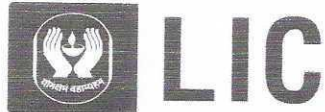
In case there is any change in the schedule or any corrections, the same will be displayed on our website.

LIC of India reserves the right to accept or reject any or all offers/quotations in full /part without assigning any reason whatsoever.

Sr. Divisional Manager







भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS(Stationary)Dept. ,Divisional Office,

Ground floor, 'Jeevan Prakash', Gadkari Chowk,

Old Agra Road, Nashik-422002.

Tel:(0253)2570829&2316992 e-mai id: os.nashik@licindia.com

Terms & Conditions of Tender

Annexure 'A'

1. The rates should be quoted in attached Financial Bid (Annexure-B) only. Rates to be quoted shall be on F.O.R. basis i.e. including packaging expenses, loading, unloading expenses transportation etc. (But Excluding of GST).
2. The quoted rates will be valid up to the next tender or 12 months from the date of approval whichever is earlier and may be extended / renewed further upto one more year by mutual consent at the same rates and Terms & Conditions.
3. Order for supply may be placed in parts depending upon the requirements. The material will be delivered at the stores of OS Department, Ground Floor, Jeevan Prakash Building, Gadkari Chowk, Nashik – 422 002.
4. The Corporation reserves the right to cancel the contract / annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract / annual rate contract but in case of breach of the terms of the contract / annual rate contract may be terminated forthwith.
5. Brand and other specifications as mentioned in the tender form must be strictly adhered to. Quotation of any other brand / quality should not be sent.
6. This shall be an annual rate contract. The supplier is legally bound to meet our requirements.
7. No alteration in quality of items indented or the enhancement of rate of article shall be accepted by the Corporation during the period of contract / execution, unless previously ratified by the Corporation.
8. Overwriting / white inking of any word / figure in the Financial Bid, unless authenticated by the Bidders, are liable to be rejected at the option of LIC.
9. The quality, quantity and punctuality in rendering services are the essence of the contract and vendor undertakes to abide by them at all times.
10. TDS and other tax deduction if any will be as per rule.

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11. Payments will be made through NEFT only after the complete and successful supply of order and on duly verification of quality of goods supplied with the quality / brand mentioned in tender. No advance or part payments will be made.
12. If at any point of time, the vendor is blacklisted from any of offices of corporation then this contract will be terminated forthwith.
13. No extra terms and conditions of the vendor will be accepted. If any vendor gives his own terms and conditions, his tender will be rejected without any information to him.
14. The rate quoted by you in the tender should remain valid for acceptance upto 60 days from the last date stipulated for the submission. The acceptance of tender will be communicated by separate letter.
15. All the pages of the tender document are to be signed by the authorised signatory of the firm as proof of acceptance. Any over writing or use of white ink is to be duly initialed by the tenderer. LIC of India reserves the right to reject the incomplete bids and bids lacking in details and without signatures.
16. If after the supply of materials, it is observed that the materials supplied are not in good condition or not according to the specification in quality / make / brand etc. the order shall be liable for rejection at the sole discretion of the competent authority. Defective material for not meeting the specifications should be replaced free of cost at our site.
17. Time limit for supply of items would be 1 month from the date of order or specified in order. Failure to supply within stipulated date will be liable to minimum deduction @ 0.1% of bill amount for each day of delay of delivery after the stipulated date. Delay cannot exceed over 45 days in any case. In case failure by the firm to deliver the goods within stipulated (excluding delay) period, the Corporation shall be at liberty to purchase the material from any other firm and the difference of cost of that material will be recovered from EMD of the vendor and also the firm / vendor may be blacklisted by LIC and may not be allowed to participate in any tender process in future for a period to be decided by LIC.
18. The Sr. Divisional Manager, LIC of India, Nashik reserves the right to reject or accept any bid, annul the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for his / her actions and decisions. The Sr. Divisional Manager, LIC of India, Nashik does not bind himself / herself to accept the lowest tender. All disputes in this concern shall lie under the jurisdiction of Nashik only.
19. The tender notice is also available at our official website: www.licindia.in/tenders – Tender for supply of Table/office stationery – 2023-24 – Nashik Division.



20. Material should be supplied in original packing of manufacturer alongwith necessary warranty / guaranty certificate (as the case may be). Defective material not meeting the specifications should be replaced free of cost at our site.
21. This shall be the rate contact with an option to increase or decrease the quantity of articles within the range of +/- 25%. However Corporation reserve the right not to give complete order as specified in the tender.
- 22 In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such Books of Accounts, Register, Other Documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents / statements / information as may be required by IRDAI within such time as may be specified by IRDAI.
- 23 Successful bidder will have to enter in to duly notarized agreement with us on a non- judicial stamp paper of Rs.200/-

Sr. Divisional Manager



We agree with Terms & Conditions of the Tender

Signature and Seal of Firm

Date: _____

Place: _____



Annexure-B

FINANCIAL BID

Quotation for Tender (ARC) No.43/2023-24 for table/office stationery for 2023-24.Rates will be valid for 01year (from 01.06.2023 to 31.05.2024)

We invite quotations for the following items in a sealed envelope addressed to Manager (OS),LiC of India,Divisional Office,Jeevan Prakash,Gadkari Chowk,Nashik-422002 in such a way that same may reach us on or before 16.05.2023 up to 01.00 pm.

(Rate in Rupees Per Article excluding (GST))

Sr.No.	Item Name	Approx. Quantity	RATE PER	RATE RS.
1	Computer sticker 1 X 24 (200 sheets)	110 BOX	BOX	
2	Brown paper 60 GSM 29" X 44"	480 SHEETS	SHEET	
3	Cello Finegrip	3000 PCS	PC	
4	Flair Digital Pen	1500 PCS	PC	
5	A/4 Report File	700 PCS	PC	
6	Rulled papaers	50 dozen	dozen	
7	Letter Pad Sundaram 10 Pages 1/8 Size (Front cover printing)	4500 PCS	PC	
8	Big staper (24 X 6)	12 PCS	PC	
9	Quire Long Book (1 Quire)	48 PCS	PC	
10	Quire Long Book (2 Quire)	60 PCS	PC	
11	Quire Long Book (3 Quire)	48 PCS	PC	
12	Quire Long Book (4 Quire)	36 PCS	PC	
13	Pencil Sharpener Natraj	60 PCS	PC	
14	Camlin Exam Plastic Scale 30cm.	20 PCS	PC	
15	Pencil HB Natraj 1 X 10	16 PKTS	PKT	
16	Cello Tape Superior Quality 1/2"	72 PCS	PC	
17	Cello Tape Superior Quality 2"	260 PCS	PC	
18	Brown cello Tape Superior Quality 2"	200 PCS	PC	
19	Sketch Pen Superior Quality	300 PCS	PC	
20	White Board Marker Pen (Camlin)	30 PCS	PC	
21	Super Chisel Marker Pen (Luxor)	50 PCS	PC	
22	Permanent Marker Pen (Camlin)	20 PCS	PC	
23	White Board Duster	10 PCS	PC	
24	Quality Box File with Kangaroo Clip (With L.I.C. Name)	500 PCS	PC	
25	Office Flat File 200 GSM (for EDMS) (With L.I.C.Name)	500 PCS	PC	
26	Office Flat File 540 GSM (With L.I.C. Name)	2500 PCS	PC	
27	Office flat file with spring 540 GSM (With L.I.C. Name)	1000 PCS	PC	
28	Two Flap Folder	200 PCS	PC	
29	Rubber Band (pack of 100 gms)	200 PKTS	PKT	
30	Stapler pin Kangaroo No 10 (1 X 20) Box of 20 pkts	20 BOXES	BOX	
31	Stapler pin Kangaroo (24/6)	8 BOXES	BOX	
32	Stapler Kangaroo No 10	40 PCS	PC	
33	Stamp pad Medium size (camlin)	30 PCS	PC	
34	Stamp pad Big size (camlin) 51.7X9.6	10 PCS	PC	
35	Stamp pad Ink 100ML (camlin)	20BOTTLES	BOTTLE	
36	Punching Machine Kangaroo DP280	30 PCS	PC	
37	Punching Machine Kangaroo DP800	1 PC	PC	

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38	Gum Bottle Camlin 700 ML	6 BOTTLE	BOTTLE
39	Eraser Apsara Non-Dust (1X20) 1 Box of 20 Erasers	20 BOXES	BOX
40	Hi-Lighter Camline (1X5) 1 Pkt of 5 Colors	25 PKTS	PKT
41	Paper Pin Vikram 400 Gms	20 BOXES	BOX
44	U Clip Box Vikram (1X10) (35MM) 1 Box of 20 Pkts	50 BOXES	BOX
43	File Folder No-203 Keny Brand	750 PCS	PC
44	L Type Folder	3500 PCS	PC
45	Side Stripe Folder	750 PCS	PC
46	A/4 Transparant File Folder	500 PCS	PC
47	Gluestick (Camlin)	125 PCS	PC
48	Pencil Cell AA (1015- AA Eveready)	200 PCS	PC
49	Pencil Cell AAA (Duracell)	40 PCS	PC
50	CD / OHP Marker Camlin	30 PCS	PC
51	Plastic Dustbin with lid	50 PCS	PC
52	Post It Plain (Stick Note)	24 PCS	PC
53	Post It colour (Stick Note)	130 PCS	PC
54	Spiral Note Book No-10	60 PCS	PC
55	Spiral Note Book No-8	100 PCS	PC
56	J.K.Easy Copier Paper-70 GSM Size-A/4 (REAM)	900 REAM	REAM
57	J.K. Easy Copier Paper 70 GSM Size F/S Legal (Ream)	20 REAM	REAM
58	J.K.Easy Copier Paper-70 GSM Size-A/3 (REAM)	20 REAM	REAM
59	Correction Pen (Camlin Whitener Pen)	50 PCS	PC
60	Water Sponge (Omega Damper)	180 PCS	PC
61	Scissors small	12 PCS	PC
62	Cutter blade	12 PCS	PC
63	Big cutter	12 PCS	PC
64	Paint marker (Camlin)	20 PCS	PC
65	Rubber Band small nylon (pack of 500gms)	06 PKTS	PC
66	Pin-O-Clip Folder (Omega)	20 PCS	PC
67	Four Flap Folder	60 PCS	PC

NOTE – Net rate is inclusive of transportation charges and other expenses but exclusive of GST. L1 will be decided on the basis of Net rate i.e.excluding GST.

Date :

Signature of vendor with official seal.

[Handwritten Signature]
Syal



[Handwritten Signature]

(This undertaking duly notarized has to be executed on a stamp paper of Rs. 100)

Undertaking

ANNEXTURE:- C

We hereby confirm that we have not been blacklisted by LIFE INSURANCE OF INDIA or any PSU/BFSI organization/Government/Semi-Govt/Quasi Govt Department in INDIA as on date of submission of bid in response to the above tender.

Dated at _____ this _____ day of _____ 2023

Authorized signatory

Signature

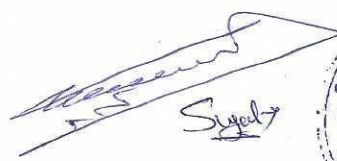
Name :-

Designation: _____

Name & address of the company

Seal of bidder firm/company

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Signed



