



Insurance Corporation of India
 LIC
 Life Insurance Corporation of India
 Divisional Office, P. O. Box No. 106, "Jeevan Prakash", 489, Model Town, Karnal-132001

Ref: OS/Sy/2023-24/Tender No.01

Tender Description for Continuous Stationery

Sr. no	Item	Size	GSM	Print	Quantity	Paper	Rate/1000 Sheets { Without GST }
1	RPR(Single Side With Perforation & Numbering on RPR as well as same on Counterpart)	6"X10"X1"	80	LIC Logo & Single side Printing with Numbering	10 Lac Sheets	A Grade	
2	10X12X2 (Plain Paper) with best Quality Inter Leaved Carbon	10X12X2	70	LIC Logo single side	One Lac sheets	A Grade	
3	Lapse Intimation Letter	11"X8"X1	70	Both sides	Two Lac Sheets	A Grade	
4	Premium Reminder Letter	11"X8"X1	70	Both sides	Two Lac sheets	A Grade	
5	Premium Notices with both sides Multi colour Printing (Two Notices on one Sheet) With Perforation	15"X12"X1	70	Both sides Multi Colour	Two Lac Sheets	A Grade	
6	T-865 Multi-Color Policy Bonds of Seven Bonds (Bond + Five Annexure of two color)	15"x24"x2, 106 GSM Original Parchment With Water Mark & 80 GSM office Copy with Carbon 1st Bond with perforation 15"x12"x1 {Annexure}, without perforation 80 GSM Paper, 3 rd , 4 th , 5 th , 6 th & 7 th Bond, (in booklet shape) Annexure to be Centrally Folded with Stapled	original 106 GSM parchment paper, copy and annexures 80 GSM	Both Side With Numbering Original with copy Multicolour and Annexures two colour	3000 policy bonds	A-Grade	
7	T-867 Multi-Color Policy Bonds of Nine Bonds (Bond + Eight Annexure of two color)	15"x12"x2, 106 GSM Original Parchment With Water Mark & 80 GSM office Copy with Carbon 1st Bond with perforation 15"x12"x1 {Annexure}, without perforation 80 GSM Paper, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, & 9th Bond, (in booklet shape) Annexure to be Centrally Folded with Stapled	original 106 GSM parchment paper, copy and annexures 80 GSM	Both Side With Numbering Original with copy Multicolour and Annexures two colour	3000 policy bonds	A-Grade	

- * RATES MUST BE QUOTED AS BASE RATE AND GST WILL BE EXTRA AS APPLICABLE FROM TIME TO TIME AS PER RULES OF THE GOVERNMENT & F.O.R. DIVISIONAL OFFICE STORES(BASEMENT), KARNAL.
- * PACKING WITH 6 PLY BEST QUALITY GATTA WITH DOUBLE BELT ON BOTH SIDE.
- * SUBMIT PAPER SAMPLES WITH CLEARLY MENTIONING MILL NAME & GSM OF PAPER UNDER SINGED & STAMPED. PAPER MUST BE A-GRADE PAPER.
- * SUBMIT END OF RS. 18000/- (REFUNDABLE) AND TENDER FEE OF Rs.118/- (NOT REFUNDABLE) ALONG WITH TENDER.
- * IF QUANTAM OF ORDER EXCEEDS RS. ONE LAC. SECURITY DEPOSIT IN THE NATURE OF PERFORMANCE GUARTEE SHALL BE PAYABLE BY THE SUCCESSFUL TENDERER @ 10% OF THE CONTRACTED VALUE.
- * NUMBERING REQUIRED IN ITEM No. 1 to 5 OF ALL SHEETS.
- * SUBMIT "PRE CONTRACT INTEGRITY PACT" AND "TERMS & CONDITIONS" DULY FILLED, SIGNED, STAMPED & WITNESSED WITH OFFICE SEAL.
- * QUOTE RATE AS "PER THOUSAND SHEETS"

Signature of Vendor with office Seal