



भारतीय जीवन बीमा निगम, मंडल कार्यालय, पंडरी, रायपुर (छग) 492004

**Tender for “Making & supply
Of Identity Card for Agents”
In Life Insurance Corporation
Of India under Divisional Office
RAIPUR**

**Sr. Divisional Manager
Divisional Office
“Jeevan Prakash”
Pandri, Raipur CG
Raipur -492001**

Last Date of Submission of Tender up to 08.05.2023 16.00 Hrs.

TENDER NOTICE FOR “Making and Providing Identity card for Agents”

Life Insurance Corporation of India Raipur Division invites tenders (Financial Bid) from empanelled service provider empanelled in Raipur Division Only, for Making and providing Identity cards for Agents. Specified below by **Life Insurance Corporation of India, Divisional office, Jeevan Prakash Pandri, Raipur CG -492001.**

The interested empanelled Service Providers who are equipped to provide Identity cards as per specified norms are required to apply.

Tender program is given below:

- 1. Issue of tender form :20.04.2023**
- 2. Last date receipt of Tender :08.05.2023 up to 16 hrs**
- 3. Opening of received tender form : 09.05.2023 at 15.00 hrs**

Vendor or one authorized representative of the participating vendor may be present with authority letter or Identity card at the time of opening of financial bid.

Mere submission of Application does not confer the right for accepting Tenders. Life Insurance Corporation of India reserves its right to accept/ reject any/all Tenders or cancel the Tendering process neither without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor under any obligation to inform the applicant the grounds of any such action.

Date: 19.04.2023

Place: Raipur

Sr.Divisional Manager

INSTRUCTIONS REGARDING SUBMISSION OF TENDER

1. Submission of BID: The Service Providers fulfilling the ELIGIBILITY CONDITIONS and agreeable to the Terms and Conditions are to apply as per:

- (a) Tender form duly filled up in all respect.
- (b) Tender document duly signed on each page of **Terms & Conditions** and submitted along with the EMD.
- (c) Statement of EMD as per **Annexure-A** duly signed with seal of service provider.
- (d) Other relevant documents as specified.
- (e) A list containing the documents submitted.
- (f) All above documents are to be put in a sealed envelope super-scribed as **Tender for making and providing Identity card FY 2023-24**

Vendors are required to deposit Tender Fee of Rs.295.00 (Including 18% GST) in form of demand draft drawn on any Nationalized/Scheduled Bank in favour of LIC of India, payable at Raipur or Through deposit by Cash at our cash counter at LIC of India, Divisional Office Raipur, During cash working hours on all working days excluding all Saturdays, Sundays and Holidays of the Month.

Vendors seeking exemption from tender fee should attach proper document /certificates (self attested) for claiming the same.

EMD: EMD of Rs. 15000/- (Rs Fifteen Thousand only) is to be deposited through a Single demand draft in favours of “**LIFE INSURANCE CORPORATION OF INDIA**” **Payable at Raipur city.** The EMD of unsuccessful tenderer will be return within a month of acceptance of tender. The EMD of successful tenderer will be retained as a security deposit during the period without interest of tender with his consent.

MSME OR NSIC OR UDYOG ADHAR FIRM की दशा में EMD की राशि जमा करने की आवश्यकता नहीं है किन्तु इस हेतु वैध प्रमाण पत्र संलग्न करना उसकी संख्या /वैधता को कोटेशन पर दर्शाना अनिवार्य होगा ।

FINANCIAL BID :

(a) The rate is to be quoted in the financial bid as per **Annexure-C**. The financial bid is to be signed and stamped by the service provider.

(a) The rate quoted should **include all other Charges & excluding GST** (TDS will be deducted as per rules).

Rate quoted should as per format for **Financial Bid and tender documents along with DD of EMD - It should be submitted in a closed and sealed envelope** and super-scribed as **Tender for making and providing Identity card FY 2023-24** ”

2. GENERAL TERMS & CONDITIONS:

2.1 Fill in all the columns and “No” alterations/additions are to be made by the Service Providers in the Tender papers. Conditional tender is not acceptable.

2.2 One closed envelope containing other documents , DD of EMD and the Financial Bid are to be put in a closed Envelope and super-scribed as “**Tender for making and Providing Identity card to Agents F Y 2023-24**”. Duly completed and sealed tender should be, submitted at “**Sales Department**” (2nd Floor) ‘**Pandri, Raipur CG -492001** **latest by 16.00 hrs. On or before 08.05.2023**

2.3 The tender should be sent so as to reach this office **ON OR BEFORE THE DATE AND TIME SPECIFIED**. Tenders received after last date and time specified time will be rejected.

2.4 The Service Providers are requested to note that, non-compliance of the above instructions is liable to their being considered non-bonafide.

3. NON EXCLUSIVE AGREEMENT:

This Agreement is non-exclusive basis and the Service Provider shall not have any exclusive right to provide the services to the Corporation. The Corporation shall be free to engage any other service provider/s or may entrust services similar to the services of any part thereof to any other person/s.

4. General term and Conditions:

4.1 The Corporation reserves the right to accept any Tender, fulfilling all terms and conditions and statutory compliances.

4.2 Any tender not in compliance with these terms and conditions will be liable for rejection.

4.3 The successful Tendered will have to **deposit 10% of the** accepted contracted value as security deposit and will remain with LIC till completion of the contract period.

The security deposit will be refunded without any interest after completion of contract period.

4.4 Any dispute arising out of or relating to this tender shall be deemed to have arisen in **RAIPUR CITY** and shall be under jurisdiction of **court in RAIPUR CITY**.

4.5 Job of making and supply of Identity cards of Agents must be completed within 60 Days after receipt of data and Photo etc from Branch Office.

4.6 Delivery of Identity Cards up to concerning Branch Offices should make free of cost.

4.7 All the Data and photographs of Agents should be taken at the place i.e. from all 16 (sixteen) Branch headquarters.

4.8 The printing of card has to carry out strictly as per specification. In case any defective damaged or substandard material card shall not be accepted and same to be replaced by new card.

4.9 The security of Data provided to vendor will be the sole responsibility of vendor.

4.10 No advance will be paid against the order placed by Office

. No broken /part payment should make before completion of work.

4.11: Identity Card: A design of Identity card will be given.

4.12: Branch Offices wise Nos. of agent Under Raipur Division: As on 31.03.2023

Total no. of agents is 12760. Aprox No. of Identity card prepared in Last FY is 4200 hence net number of agency will be decrease by already prepared cards hence data will increase OR decrees. It is approx data of total strength of Agents for whom Identity Card preparation is proposed.

NAME OF BO / Nos. AGENTS	NAME OF BO / Nos. AGENTS	NAME OF BO / Nos. AGENTS	NAME OF BO / Nos. AGENTS
Mahasamund / 955	Rajnandgaon/ 1920	Raipur -2 / 906	Kanker / 758
Jagdapur / 516	Dhamtari / 948	Bhilai 1 / 870	Raipur 1 / 889
Durg / 1432	Dantewada / 203	Bhilai 2 /1163	Dalli raj hara / 620
CAB Bhilai / 209	Saraipali / 317	Raipur 3 / 800	CAB Raipur/ 254

4.13 Bank and PAN details of vender:

Name of Bank	
A/C No.	
IFSC CODE	
TYPE OF BANK A/C	
PAN	

5. Contract period: One year from the date of approval by the competent authority, extendable up to maximum of, One year with the prior permission of Competent Authority and mutual consent considering suitability, performance at the sole discretion of Life Insurance Corporation of India on same rate, terms and conditions. At the same time Competent Authority may lessen the tender period during extra ordinary circumstances also.

6. Penalty: The bidder will be libel for a Penalty in case of delay supply of Identity Cards

(a) Rs 5.00 per card/per week for delayed in supplied after 60 days from work order.

(b) In case of non compliance of work, Security Deposit will be forfeited.

Place

Date

Signature and seal of vender

Specification Of Card: As mentioned in Corporate Identity Programm Part -9

Card Size : 54 mm x 85mm, Thickness 800 Micron
Card Material : PVC
Printing Process : Digital Printing.
Card Holder : 87mm x 57mm, Thickness 4 mm plastic

Card Holder color: Dark Blue
Printing Language: Hindi and English, variable printing on the
Both sides.

Specification For Multicolor printing Lanyards

Fabric Type : Polyester Satin
Printing Process : Dye Sublimation/Heat Transfer
Double sided Printing
Thickness of Fabric : 0.5 mm
Length of Lanyard : 36.” Inch
Width : 16 mm

Attachment

Hook: : Oval Shaped Steel plated Hook Suitable for Card Holder

***Photograph should be White background only.**

TENDER FEE & EARNEST MONEY DEPOSIT (EMD) PARTICULARS

Amount Deposited	D.D. Number OR	Date	Name of the Bank & Branch.

MSME OR NSIC OR UDYOG ADHAR FIRM PARTICULARS

MSME / NSIC /UDYOG AADGAR NUMBER	VALIDITY DATE OF CERTIFICATE

Place:

Date:

Signature and seal of vender

**FORM OF FINANCIAL BID
ANNEXURE-C**

1) Name of Firm (In Block Letters)	
2) Local address (at Raipur) & Email-ID	
3) Name of the Contact Person and his contact no.(Local)	
4) Rate of Identity Cards With all Other Charges & Excluding GST (per Card) (1 CARD ALONG WITH CARD HOLDER ,RIBBON AND STEEL PLATED HOOK) AS PER ANNEXURE A	1. In Figure : 2. In Words:

Conditions:-

- 1. Design for the Identity Card will be as approved by LIC.**
- 2. No extra charge will be paid over the Rate mention above.**
- 3. The vendor will collect the Agents Data & photographs from concerning Branch Office only.**
- 4. The Id cards will be supplied at the respective Branch Office by the Vendor.**
- 5. Instructions and Conditions (Annexure-A) will also be the part of tender.**

We accept all the above Conditions mentioned in Annexure A

Dated:-

Place:-

**Signature of
proprietor**

**Name and seal of the
Firm**