

Ref:-OS/DO-3/Tender/Pre Printed Sty./23-24

Date- 26/09/2023

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Sir/Madam,

Re:-TENDER FOR SUPPLY OF PRE PRINTED STATIONERY ITEMS

Please find enclosed **Annexure-“A”** (Performa for Price Bid), Pre-contract Integrity Pact and Performa of acceptance of Terms and Conditions of the tender. The Tender should be sent in sealed cover envelope super scribed as **-“Tender for Pre Printed Stationery”** in the name of “Manager (OS), LIC of India, Delhi Divisional Office-3, Jeevan Pravah Building, 3rd Floor, District Centre, Janak Puri, New Delhi-110058”. Please note the following points in this regard:-

- 1 The last date for submission of tender is 11/10/2023 latest by 03:00 PM.** Annexure-“A” (Performa for Price Bid), Pre-contract Integrity Pact and Performa of acceptance of Terms and Conditions of the tender along with DD/ Pay order towards Tender fee/EMD should be put in the sealed envelope.
- 2 Tender Fee of Rs.118/- (Rs.100/- plus GST @ 18%)** (non-refundable) is to be paid by way of Demand Draft/Pay Order favouring LIC of India payable at New Delhi or by cash deposited at the Cash Counter of Delhi DO-3 situated at 5th Floor Jeevan Pravah Building, District Centre, Janakpuri, New Delhi-110058 between 10 AM to 4.15 PM from Monday to Thursday and 10 AM to 4.30 PM on Friday.
- 3 Earnest Money Deposit(EMD) of Rs.23000/-** (Interest free) is required by Demand Draft/Pay order favouring LIC of India payable at N.Delhi.
- 4 The sealed cover containing Annexure-“A” (Performa for Price Bid), Pre-contract Integrity Pact and Performa of acceptance of Terms and Conditions of the tender will be opened by the Tender Opening Committee on **11/10/2023 at 3.30 PM** in the presence of bidders or one of the their authorized representatives who wishes to attend.

Enclose: A/A

Yours faithfully,

Manager (OS)

**PROFORMA OF ACCEPTANCE OF TERMS AND CONDITIONS OF THE
TENDER FOR PRE PRINTED STATIONERY ITMES**

1. Rates to be quoted by the bidder should be inclusive of packing, transport and loading/unloading charges etc. **but excluding GST** as applicable from time to time. **PLEASE QUOTE YOUR RATES IN THE ENCLOSED PROFORMA-ANNEXURE-“A” AND NOT ON ANY OTHER PAPER.**
2. The rates to be quoted with all care & precautions taking into account per unit requirement of the items/material mentioned and if any discrepancy is found then the bid will be treated as cancelled at the discretion of the competent authority.
3. The supply shall have to be delivered at our stores situated at Upper Ground Floor, LIC of India, Divisional Office-3, Jeevan Pravah Building, District Centre, Janak Puri, New Delhi-110058 or at any place in the same building as desired otherwise.
4. The rate column in **Annexure-“A”** should be covered with transparent cello tape after quoting rates. Quotation should preferably be type written or neatly hand written. Cuttings/alterations/overwriting if any should be initialed properly before affixing cello tape.
5. The Bid life cycle of the tender shall be 90 days from the tender date and Bid offer validity shall be 75 days from the bid end date.
6. Evaluation method- Evaluation of Financial Bid will be done item wise.
7. The rates approved will be valid for a minimum period of one year from the date of our contract letter/letter of acceptance or till the complete supply of the order whichever is later. However, the Contract may be renewed further upto 1 year on mutual consent at the same rates and terms & conditions depending upon satisfactory services rendered by the printer/supplier and at the sole discretion of Competent Authority.
8. The bidder will be required to deposit Rs. 23000/- (Rs. Twenty Three Thousand only i.e 2% of estimated tender value) towards interest free Earnest Money Deposit alongwith tender by way of Demand Draft/Pay order favouring LIC of India payable at New Delhi. The EMD shall be refunded to those bidders whose rates are not approved. EMD of successful bidders will be adjusted towards Performance Security Deposit after award of contract or it may be refunded after submission their part of Performance Security Deposit.
9. The Performance Security Deposit @ 10% of contract value will be deposited by successful bidder in the form of demand draft/banker's cheque within 21 days after notification of the award through issuance of acceptance letter to successful bidder. If the contract is awarded to two or more bidders, the contract value will also be bifurcated for the purpose of Performance Security Deposit.
10. The Corporation reserves the right to reject any one or part of tender without assigning any reason thereof.
11. The order shall be placed according to our periodic requirements. The design and the matter of the items will be provided according to the official requirements at the time of placing the order.
12. The supply should be made within 21 days of placing the order, an extra period of 7 days will be allowed for finalization of artwork wherever required, failing which, penalty clause will be imposed as below:-

**Period within which supply
Is received**

**% of Penalty to be imposed on the bill amount
for unfulfilled consignment for which supply
received within days mentioned in Column (A)**

(A)	(B)
Upto 21 days	Nil
22 to 28 days	2%
29 to 42 days	4 %
43 to 56 days	6%
57 days onwards	10%

Contd.Page-2

13. If the supply is not made within 56 days or as per specifications of the quantity and quality, we reserve the right to cancel the purchase order without any further reference and we may buy the same from open market/ from other empanelled vendors and any difference in price will be recovered from contractor. Defective material if supplied shall be replaced immediately free of cost. Arrangements for disposal of the defective material by destroying/burning/shredding will have to be made by contractor in presence of our authorized officials in our premises.
14. Bidders seeking exemption of Tender fees/EMD will be required to submit supporting documents like Udyam Certificate, valid NSIC Cert.etc. for the relevant MSE category.
15. If at any time, material supplied falls below the contractual specification with regard to quality & quantity of paper, GSM/specification in printing quality, penalty (which will be decided by Sr. Divisional Manager, LIC of India, Delhi DO-3 on the merit of each case) will be invoked or the entire lot may be rejected besides imposition of penalty which is part & parcel of the terms & conditions of the tender. In case of variation in GSM beyond $\pm 4\%$, proportionate recovery or rejection of supply may be decided depending upon the merits of each case.
16. If the vendor commits breach of any of the terms and conditions hereof and/or fails/neglects to carry out any instructions issued to him by LIC of India from time to time, it shall be open and lawful for LIC of India to terminate this agreement forthwith without assigning any reason thereof and LIC of India can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.
17. "In terms of provisions of Section 33(3) and 33(4) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer", to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of the Insurance Laws (Amendment) Act,2015, who may examine on oath any Manager, Managing Director or other Officer of the service provider or contractor where the services are outsourced by LIC of India."
18. LIC of India reserves the right to accept any tender in full or part. This does not necessarily mean that the lowest tender will be accepted.
19. The Life Insurance Corporation of India reserves the right to call for quotations/tenders from the firms in addition to the firms which are on the empanelled list of Delhi-III.
20. In the event of any dispute, the same shall be referred to the sole arbitrator and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIC of India, Delhi DO-3 whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Delhi. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
21. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Delhi and be subject to adjudication of competent Court in Delhi only.

THE ABOVE TERMS & CONDITIONS ARE ACCEPTABLE TO ME/US.

Signature of the bidder.....

Seal of the bidder Firm/Company

Place.....

Date.....

PRE PRINTED STATIONERY - (FINANCIAL BID)

SNo	SIZE OF FORM	QUALITY & GSM	TYPE	PRINTING	RATES PER PAD/BOOK EXCLUSIVE OF GST		
					UPTO 100	101 TO 200	ABOVE 200
1	18"X23"2	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
2	18"X23"4	JK BOND/SUPER SUNSHINE (80 GSM)	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN 2 COLOURS			
3	18"X23"4	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
4	18"X23"6	JK BOND/SUPER SUNSHINE (80 GSM)	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN 2 COLOURS			
5	18"X23"6	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
6	18"X23"8	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
7	18"X23"16	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
8	18"X23"4 LIC-03-001 (MEDICAL PAD)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50+ 5 SHEETS DOUBLE NUMBERING WITH GATTA	50 SHEETS BOTH SIDE PRINTING IN SINGLE COLOUR+5 SHEETS SINGLE SIDE PRINTING IN SINGLE COLOUR			
9	18"X23"4 MEDICAL EXAMINER DIARY	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	BOOK 100 SHEETS (WITH NUMBERING 1 TO 200) + 6 SHEETS	100+1 SHEETS BOTH SIDE PRINTING IN SINGLE COLOUR 1 SHEET WITH SINGLE SIDE PRINTING IN SINGLE COLOUR 1 SHEET WITH SINGLE SIDE PRINTING IN RED COLOUR BOOK NO. ON THE BOOK & ON THE LAST PAGE			
10	17"X27"2	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
11	17"X27"4	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
12	17"X27"6	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
13	17"X27"8	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			

Signature with seal of the bidder Firm/Company

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110058
दूरभाष : 28855107, 28855108



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

S.No	SIZE OF FORM	QUALITY & GSM	TYPE	PRINTING	RATES PER PAD/BOOK EXCLUSIVE OF GST		
					UPTO 100	101 TO 200	ABOVE 200
14	17"X27"4	LEDGER PAPER (80 GSM)	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR BOTH SIDE PRINTING IN SINGLE COLOUR			
15	17"X27"8	LEDGER PAPER (80 GSM)	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR BOTH SIDE PRINTING IN SINGLE COLOUR			
16	17"X27"16	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GATTA PAD WITH ROUGH BINDING 100+100 SHEETS WITH DUPLICATAE NUMBERING	SINGLE SIDE PRINTING IN SINGLE COLOUR			
17	18"X23"12	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
18	18"X23"12	LEDGER PAPER (80 GSM)	GUM PAD 50 SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
19	18"X23"4	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	BOOK 50X2 ABRI BINDING	SINGLE SIDE PRINTING IN SINGLE COLOUR			
20	18"X23"6 50X2 Sheets	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	BOOK WITH KACHI BINDING & DOUBLE NUMBERING	SINGLE SIDE PRINTING IN SINGLE COLOUR			
21	18"X23"6 50X3 Sheets	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	BOOK WITH KACHI BINDING & TRIPLE NUMBERING	SINGLE SIDE PRINTING IN SINGLE COLOUR			
					RATES PER REGISTER EXCLUSIVE OF GST		
					UPTO 100	101 TO 200	ABOVE 200
22	17"X27"2	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	REGISTER 50 SHEETS ABRI BINDING WITH NUBERING	BOTH SIDE PRINTING IN SINGLE COLOUR			
23	17"X27"2	LEDGER PAPER (80 GSM)	REGISTER 50 SHEETS ABRI BINDING WITH NUBERING	BOTH SIDE PRINTING IN SINGLE COLOUR			
24	17"X27"2	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	REGISTER 100 SHEETS ABRI BINDING WITH NUBERING	BOTH SIDE PRINTING IN SINGLE COLOUR			
25	17"X27"2	LEDGER PAPER (80 GSM)	REGISTER 100 SHEETS ABRI BINDING WITH NUBERING	BOTH SIDE PRINTING IN SINGLE COLOUR			
26	17"X27"4	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	REGISTER 50 SHEETS ABRI BINDING WITH NUBERING	BOTH SIDE PRINTING IN SINGLE COLOUR			
27	17"X27"4	LEDGER PAPER (80 GSM)	REGISTER 50 SHEETS ABRI BINDING WITH NUBERING	BOTH SIDE PRINTING IN SINGLE COLOUR			
28	17"X27"4	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	REGISTER 100 SHEETS ABRI BINDING WITH NUBERING	BOTH SIDE PRINTING IN SINGLE COLOUR			
29	17"X27"4	LEDGER PAPER (80 GSM)	REGISTER 100 SHEETS ABRI BINDING WITH NUBERING	BOTH SIDE PRINTING IN SINGLE COLOUR			
30	20"X30"4	LEDGER PAPER (80 GSM)	REGISTER 26 SHEETS ABRI BINDING WITH NUMBERING	BOTH SIDE PRINTING IN SINGLE COLOUR			

Signature with seal of the bidder Firm/Company

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दूरभाष : 28855107, 28855108

Delhi Divisional Office,-III "Jeevan Pravah Tower", District Centre, Janakpuri, New Delhi - 110058
Tel.: 28855107, 28855108



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S.No	SIZE OF FORM	QUALITY & GSM	TYPE	PRINTING	RATES PER LOOSE FORM EXCLUSIVE OF GST		
					UPTO 10000	10001 TO 20000	ABOVE 20000
31	18"X23"X4	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	LOOSE FORMS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
32	17"X27"X4	LEDGER PAPER (80 GSM)	LOOSE SHEETS	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
					RATES PER FOLDER EXCLUSIVE OF GST		
					UPTO 10000	10001 TO 20000	ABOVE 20000
33	18"X23" X 2 (4 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER LOOSE FORM	BOTH SIDE PRINTING IN SINGLE COLOUR			
34	18"X23" X 1.5 (6 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH PASTING/STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			
35	18"X23" X 2 (8 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH PASTING/STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			
36	18"X23" X 2.5 (10 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH PASTING/STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			
37	18"X23" X 3 (12 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH PASTING/STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			
38	18"X23" X 3.5 (14 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH PASTING/STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			
39	18"X23" X 4 (16 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH PASTING/STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			
40	18"X23" X 4.5 (18 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH PASTING/STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			
41	18"X23" X 5.5 (22 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH PASTING/STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			
42	18"X23" X 6 (24 PAGES)	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH PASTING/STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			
43	6.5"X11.6" 7 SHEETS (14 PAGES) BOOKLET	MAPLITHO WHITE (70 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	FOLDER WITH CENTER STICHING	BOTH SIDE PRINTING IN SINGLE COLOUR			

Signature with seal of the bidder Firm/Company

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110058

दूरभाष : 28855107, 28855108



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S.No	SIZE OF FORM	QUALITY & GSM	TYPE	PRINTING	RATES PER MAGAZINE EXCLUSIVE OF GST		
					UPTO 250	251 TO 300	ABOVE 300
44	8.5"X11" HINDI MAGAZINE	ART PAPER (44 PAGES) 130 GSM + ART CARD WITH LAMINATION (4 PAGES) 300 GSM	CENTRE STICH BINDING	BOTH SIDE PRINTING IN MULTI COLOUR			
					RATES PER LOOSE FORM EXCLUSIVE OF GST		
					UPTO 250	251 TO 300	ABOVE 300
45	8.5"X 11"	ART PAPER ON 130GSM	LOOSE FORM	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				SINGLE SIDE PRINTING IN MULTICOLOUR			
46	11.5"X11.5"	LEDGER PAPER (130 GSM)	LOOSE FORM	SINGLE SIDE PRINTING IN SINGLE COLOUR			
				BOTH SIDE PRINTING IN SINGLE COLOUR			
					RATES PER CARD PER PERSON EXCLUSIVE OF GST		
					UPTO 200	201 TO 300	ABOVE 300
47	9.25CmX5.40 Cm (VISITING CARD)	ART CARD 300 GSM	VISITING CARD	BOTH SIDE PRINTING IN MULTI COLOUR			
					RATES PER BOOKLET EXCLUSIVE OF GST		
					UPTO 3000		ABOVE 3000
48	NACH MANDATE BOOKLET (25 LEAVES) (10"X3.66")	MAPLITHO WHITE (80 GSM) 'A' GRADE MILL WITH GOOD BRIGHTNESS	BOOKLET SINGLE SIDE PRINTING ON EACH LEAF SPACE FROM THE EDGE OF BINDING IN THE BOOKLET UPTO PERFORATION LINE SHOULD BE KEPT AS 2 CMS. LIC LOGO & OTHER PRINTING ON THE TOP OF THE TOP COVER AND ALSO INSRUCTIONS INSIDE THE TOP & BACK COVERS OF THE BOOKLET.	SINGLE/BOTH SIDE PRINTING IN MULTI COLOUR			
					RATES PER LOOSE SHEET EXCLUSIVE OF GST		
					UPTO 500	501 TO 1000	ABOVE 1000
49	SDM LETTER HEAD A-4 (17X24/4)	EXECUTIVE BOND PAPER (105 GSM)	FANCY PAD	SINGLE SIDE PRINTING IN MULTI COLOUR			
					RATE PER CARD WITH ENVELOPE EXCLUSIVE OF GST		
					UPTO 500	501 TO 1000	ABOVE 1000
50	BIRTHDAY CARD WITH ENVELOPE 5"x7"	ART CARD PAPER 350GSM + SUPERSUNSHINE 80GSM	BIRTHDAY CARD + ENVELOPE	BIRTHDAY CARD+ ENVELOPE -SINGLE SIDE PRINTING IN MULTI COLOUR			
51	BIRTHDAY CARD WITH ENVELOPE 10"x7"	ART CARD PAPER 350GSM + SUPERSUNSHINE 80GSM	BIRTHDAY CARD + ENVELOPE	BIRTHDAY CARD -BOTH SIDE PRINTING IN MULTI COLOUR ENVELOPE- SINGLE SIDE PRINTING IN MULTI COLOUR			

Signature with seal of the bidder Firm/Company

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110058

दूरभाष : 28855107, 28855108



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LIFE INSURANCE CORPORATION OF INDIA

S.No	SIZE OF FORM	QUALITY & GSM	TYPE	PRINTING	RATE PER SPIRAL PAD EXCLUSIVE OF GST		
					UPTO 1000	1001 TO 1500	ABOVE 1500
52	SPIRAL PAD (SIZE 8.5 x 5.5 INCHES) 25 SHEETS	FRONT & BACK COVER - 300GSM ONE SIDE LAMINATED ART CARD + 80 GSM BALARPUR SUNSHINE PAPER	SPIRAL PAD OF 25 SHEETS (50 PAGES)	FRONT & BACK COVER-300GSM ONE SIDE LAMINATED ART CARD (EACH COVER WITH SINGLE SIDE PRINTING IN MULTICOLOR) + BOTH SIDE RULED SHEET IN SINGLE COLOR (25 SHEETS)			
53	SPIRAL PAD (SIZE 8.46 x 6.69 INCHES) 25 SHEETS	FRONT & BACK COVER - 300GSM ONE SIDE LAMINATED ART CARD + 80 GSM BALARPUR SUNSHINE PAPER	SPIRAL PAD OF 25 SHEETS (50 PAGES)	FRONT & BACK COVER-300GSM ONE SIDE LAMINATED ART CARD (EACH COVER WITH SINGLE SIDE PRINTING IN MULTICOLOR) + BOTH SIDE RULED SHEET IN SINGLE COLOR (25 SHEETS)			

Note : The rates to be quoted in the Financial Bid shall be inclusive of Packaging, Labour, Transportation and any other expenses etc. but excluding GST as applicable.

TO AVOID WEAR & TEAR AND SMOOTH HANDLING SUPPLY SHOULD BE STRICTLY IN BUNCHES AS MENTIONED IN COLUMN (PACKAGING REQUIRED) AND NEATLY WRAPPED FOR PROPER CARRYING AND TRANSPORTATION.

Place:- _____

Signature of the bidder firm/company

Date:- _____

(Seal of the bidder firm/company)



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LIFE INSURANCE CORPORATION OF INDIA

DECLARATION FROM CONSTITUENTS / CUSTOMER / VENDOR DETAILS	
Name	
Address (As per registration with GST)	
City	
Postal Code / PIN No.	
Region / State (Complete State Name)	
PAN NO.	
Turnover Details for following years:- 2019-20 2020-21 2021-22	
Whether Registered under GST Yes / No	
GSTIN NO.(Attach copy of Registration Certificate)	
Date of Registration	
Type of Business (As per registration with GST)	
Type of Registration (Regular / Composite)	
Contact Person	
Phone No.	
Mobile No.	
Email ID	
Service Accounting Code / HSN Code	

Signature of Vendor
(With seal of company)

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110058
दूरभाष : 28855107, 28855108

PRE CONTRACT INTEGRITY PACT

General:

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____, between, on one hand, **the Life Insurance Corporation of India** (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its corporate office at "Yogakshema" Jeevan Bima Marg Mumbai 400021. (here in after called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And _____ .(Hereinafter called the "BIDDER /SELLER/SERVICE PROVIDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure _____(Name of the Stores/ Equipment/Item/Service) and the BIDDER/Seller/Service Provider is willing to offer/has offered the stores/services and

WHEREAS the BIDDER/Seller/Service Provider is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/ equipment/ item/service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS/Sellers/Service Providers to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

1.Commitments of the BUYER

The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.

Signature with seal of the bidder Firm/Company

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- 1.1** The BUYER will, during the pre-contract stage/evaluation stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.2** All the officials of the BUYER will report to the **“Chief Vigilance Officer”** of the Buyer any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 2.** In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

- 3.** The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-
 - 3.1** The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
 - 3.2** The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.
 - 3.3** Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.
 - 3.4** BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this bid/contract.

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- 3.5** The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/authorized agent of the stores/equipment/items and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6** The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries, including officials of the BUYER or their family members, if any, in connection with the contract and the details of services agreed upon for such payments.
- 3.7** The Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
- 3.8** The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9** The BIDDER/Contractor will not commit any offence under the relevant India Penal Code (IPC) /Prevention of corruption (PC) act. Further, the bidder will not use improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10** The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11** The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12** If the Bidder or any of the key personnel of the bidder, actively involved in the project is a relative of any of the actively involved personnel of the Buyer, the same should be disclosed. The term 'relative' for this purpose would be as defined in section 2(77) of the Companies Act, 2013.
- 3.13** The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.
- 3.14** The Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

4. Previous Transgression

- 4.1** The BIDDER declares that no previous transgression occurred in the last three years

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immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes an incorrect statement on this subject, or committed a transgression through a violation of any of the clauses of the commitments of bidder, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations:

5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (v) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vi) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which any be further extended at the discretion of the BUYER.
- (vii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (viii) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (viii) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

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5.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

6. Independent Monitors:

6.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name, address, email of the Monitor(s):

1) **Shri Rajni Kant Mishra, IPS (Retd)**
Ex Director General in BSF
P-23, Sector-11, NOIDA
Distt. Gautam Buddh Nagar (Uttar Pradesh), PIN - 201301
email address : rk Mishra84@gmail.com

2) **Shri Arun Chandra Verma, IPS (Retd)**
Flat No.C-1204,C Tower, Amrapali Platinum Complex,
Sector-119,Noida (U.P)
Email address: acverma1@gmail.com

6.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

6.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder as confidential.

6.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

6.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the **Executive Director (E&OS), LIC**.

6.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, LIC and recues himself / herself from that case.

6.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

6.8 The Monitor will submit a written report to the **Chairman, LIC** within 8 to 10 weeks from the

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date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

6.9 If the Monitor has reported to the Chairman, LIC, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman LIC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

7. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

8. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

9. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Changes and supplements as well as termination notices need to be made in writing.

10. Validity:

10.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 12 months after the last payment under the contract. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

10.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

11. The parties hereby sign this Integrity Pact at _____ on _____

BUYER	BIDDER	Name of the Officer:
CEO:	Designation	
Deptt./		
Witness		
1.....	1.....	
2.....	2.....	

(Note: Bidder/Seller/Service Provider
Stores/equipment/item/service
Bidding process/ bid evaluation/process of availing services
Appropriate word may be used where ever applicable without altering the purpose /desired intention of the clause).

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