

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, RAIPUR (CG) PIN-492004
Telephone No. 0771- 2582735
Email os.raipur@licindia.com

Life Insurance Corporation of India, Divisional Office, Pandri Raipur invites sealed Tenders from the reputed Firms / Organisations / Companies for Printing & Supply of various **PRINTED FORMS, PROPOSAL FORMS & REGISTERS** in the prescribed format under two bid system – Technical Bid and Financial Bid for a period of one year, which may be extendable for one more year under the same terms and conditions, subject to approval of Competent Authority at Divisional Office, LIC of India, Pandri Raipur.

IMPORTANT INFORMATION FOR TENDERERS:-

SI.No	Activity	Details
1	Item Details	Printing & Supply of Printed Forms, Proposal Forms & Registers (As per Annexure – G, H & I)
2	Tender Date	LIC/RDO/Tender No. 7/Printed Stationery 2023-2024. Date of Tender: 27.10.2023.
3	EMD	Rs.25000/-(Twenty Five Thousand only) (refundable without interest) by way of Demand Draft in favor of LIC OF INDIA drawn on any Scheduled Bank payable at RAIPUR. For exemption, refer the tender document.
4	Tender Fee	Fee 250/- + GST 45/-= 295/-(Two Hundred Ninety five only) (non-refundable) in Cash or by way of Demand Draft in favor of LIC of India payable at Raipur. For exemption, refer the tender document.
5	Tender Form	It can be collected from 27.10.2023 to 15.11.2023 from our OS Department, LIC of India, DO, Pandri, Raipur (CG) from 10.30 AM to 3.30 PM (Excluding all Saturdays, Sundays & Holidays)
6	Security Deposit	All Successful bidders will have to provide Security Deposit @ 10% of contractual value (If the contractual value will be more than one Lakh), irrespective of its registration status/ MSME / DSE/NSIC etc.
7	Address for submission of bid	Manager (OS), LIC OF INDIA, Divisional office, Pandri, Distt- RAIPUR (C.G) – 492004 Telephone No.0771-2582735, Email id–os.raipur@licindia.com
8	Submission of Bids Date And Time	Bidders fulfilling the complete information of the Technical Bid, details of EMD/Tender fee and Financial Bid for printing and supply of Printed Stationery should submit in three separate sealed covers super scribed as " Technical Bid" in Envelop-1 (as per Tender document, Annex A, B, C, D, E, F & sample papers of requisite GSM), Envelop-2 "Financial Bid" (as per ANNEXURE- G, H & I) and Envelope-3 with DD against EMD and Tender Fees, documents for exemption, if any. The above three envelopes must be put together in a large sealed cover super scribed as " Tender for Printing and supply of Printed Forms, Proposal Forms & Registers 2023-24 " with tender ref: LIC/RDO/Tender No. 7/Printed Stationery 2023-2024 should submit on or before Dated 16.11.2023 by 05.30 PM.
9.	Integrity Pact	It will be submitted along with Technical Bid Documents Envelop (Annex-F)
10	Technical Bid Opening Date / Venue	The sealed covers having Technical Bids will be opened by the Tender opening committee on 20th Nov. 2023 at 11.30 AM in the presence of bidders or one of their representatives with authorization letter who wishes to attend. Venue address as mentioned above at S.NO. 7.

11	Financial Bid	The Financial Bids of only Technically qualified bidders will be opened Separately. Date and time of opening financial bid will be intimated accordingly.
12	Official Website (URL)	The tender Document can be downloaded from our website www.licindia.in, go to "Tenders" and click on the link "TENDER FOR PRINTING & SUPPLY OF PRINTED FORMS, PROPOSAL FORMS & REGISTERS- RAIPUR DIVISION", { In such case Tender fee Rs. 295/- will be deposited in form of Demand Draft Favouring LIC of India, Payable at Raipur }
13	Date, timing and venue of Pre bid meeting	Pre bid meeting will be held on 03.11.2023 at 11 AM in Manager (OS) Cabin.

If a holiday is declared on the dates mentioned above, the activities shall be taken up on the immediate next workingday at the same time and venue specified above, unless communicated otherwise.

In case there is any change in the schedule, the same will be displayed on our web site. 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

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INSTRUCTIONS TO BIDDERS

The sealed tender is invited for running contract under two bid system for the printing & supply of Printed Forms, Proposal Forms & Registers as per enclosed Annexure – G, H & I. The Bidders are advised to follow the following instructions:

As two bid system is to be followed, three envelopes sealed properly and super scribed as “Tender for Printing & Supply of Printed Forms, Proposal Forms & Registers (2023-2024)” with Firm’s name and address written on the envelope should be used for submission of tender as detailed below:-

- (i) Envelope No. 1: **Technical Bid** (Annexure – A, B, C, D, E & F duly completed and signed) **super scribed ‘Technical Bid’**. Envelope must contain sample papers of 57GSM, 70GSM and 80 GSM for items which the firm intends to supply as per our specification in Annexure G, H and I. Kindly put the stamp/seal of your firm in all the sample papers and put signature on it by mentioning the paper mill and GSM also.
- (ii) Please enclose Integrity Pact (Annexure-F) duly signed in Envelope -1 also.
- (iii) Envelope No. 2: **Financial Bid (Annexure – G, H & I)** completed, duly signed and sealed) **super scribed as ‘Financial Bid’**.
- (iv) Envelope No.3: **EMD AND TENDER FEES** – The DD for tender fee & EMD put in this envelope only **super scribed as “EMD AND TENDER FEE”**. Proof of exemption from EMD/Tender fees, if any.
- (v) Envelope No. 4:- All the Envelope No. 1, 2 and 3, are to be put into this envelope. The envelope should be sealed properly and **super-scribed as “Tender for Printing & Supply of Printed Forms, Proposal Forms & Registers 2023-2024”** The name of firm should be mentioned on the envelope. Each page of all the Annexure – A, B, C, D, E & F should be duly signed and sealed. **The sealed tender envelope should reach us on or before 16/11/2023 by 17:30 hrs.**

Please ensure that all Pages of the Tender are duly signed and seal is affixed thereon and should be sent so as to reach to below Address on or before the time specified to,

“The Manager (OS)
LIC of India,
Divisional office, Pandri,
RAIPUR (C.G) – 492004

The tender received after the stipulated time and date will not be entertained.

Sr. Divisional Manager

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ELIGIBILITY CRITERIA FOR BIDDERS

1. The firm supplier should be in the profession for at least 3 years (copy of proof such as copy of delivery of order/ empanelment with any office of LIC etc. must be enclosed)
2. Minimum average annual turnover of the company should be Rs. 50 Lakh and above during last three years.
3. The firm should have experience of executing an order of one PSU/Govt. client or reputed firm or with any Divisional offices of LIC of India worth Rs. 5 Lacs and above for any one of the last three years.
4. The company should have a valid PAN Card No. issued by Income Tax Department.(copy must be enclosed)
5. Certificate of satisfactory completion of work/supply issued by concerned Department/authority/reputed firm must be attached as proof.
6. The firm/suppliers who have been black listed/removed earlier by any office of LIC of India should not apply.
7. The Printer should have his own printing press with all required machines which will be required for the above mentioned work.
8. Copy of GST Registration no.(Copy must enclose)
9. Turnover CA's certificate /Audited Final Account. (self attested copy/ original must be enclosed)
10. Certificate of Shop & Establishment Act / Factory Act (copy must be enclosed)

Declaration:

I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all loses caused to LIC of India in the process. I/we agree that the decision of the Corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief. I/we have no objection if inspection of my/our premises/workshop, shop etc. is done by the Official of the Corporation including inspection of the quality of any or all items of the tender.

Place

Signature

Date

With seal of firm/company

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APPLICATION FORM-TECHNICAL BID

ANNEXURE – A

Sl.No	Information Sought	Information Provided
1	Name of the Firm(In Block Letters)	
2	Date of Establishment /Incorporation	
3	Registration No. for registration under Companies Act,1956 (Please enclose photocopy of certificate), if any	
4	Correspondence address and telephone no. with email ID	
5	Address of Head Office (If separate) And telephone No.	
6	Status Proprietary/Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/Directors	
8	Name of Chief Executive with his present address and Telephone Nos.	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs and his Contact Number.	
10	Name of Bankers with address & Telephone nos. IFSC Code & A/c No (Please enclose one Cancelled Cheque)	
11	PAN No. of the Firm(Please enclose Photocopy)	
12	In case of Partnership/ Private Limited Company/ Public Limited Company, letter of authorization to sign the tender document to be attached.	
13	GST Registration No. (Please enclose photocopy of certificate)	
14	Details if registered with any other Government Authority	

15	Proof of being in profession for last three years such as copy of work order/ completion certificate / empanelment letter by LIC etc.	
16	Turnover for the last three Financial Years (PLEASE ENCLOSE COPY OF PROOF such as audited financial statements/documents) or CA's Certificate of the same.	<p style="text-align: right;">Rs.</p> <p>2022-23 </p> <p>2021-22 </p> <p>2020-21 </p> <p>Average Turnover :-</p>
17	Details of stationery supplied to any office of LIC of India and /or prestigious P.S.U./CENTRAL/STATE GOVT/ PUBLIC LISTED COMPANY/ REPUTED FIRM, WROTH Rs 5 Lakhs and above in any one of the last three financial years. (Please enclose photocopy)	<p>Name of the firm :-</p> <p>Order details such as Order no/ items supplied:-</p> <p>Date of order :-</p> <p>Amount :-</p>
18	Mention any other specialties of your Establishment	
19	Certificate under shops and establishment act	
20	Firm is registered under the Factories act, if any, Details of License	
21	Have you ever been blacklisted by LIC of India or PSU / BFSI Organization / Govt. / Semi Govt. / Quasi Govt. Departments in India as on date of submission of Bid	
22	If Firm is Registered on GeM Portal, Registration No.	

Place

Date

Sign

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Annexure – B

I/Werequest Life Insurance Corporation of India, Divisional Office, Pandri, Distt – RAIPUR (C.G) to consider our bid. We agree to abide by all the ELIGIBILITYCRITETRIA AND OTHER TERMS AND CONDITIONS AND DUTIES of Supplier and assure to render the services to the fullest satisfaction of The Corporation.

I/ We have also provided my / our Bank Details as under,

Sno	Description	Remarks
1	Name of the beneficiary (agency / service provider) as in bank records.	
2	Beneficiary's Account Number	
3	Account Type (Savings Account / Current Account)	
4	Beneficiary's Bank Branch	
5	Bank's MICR Code	
6	Beneficiary's Bank IFSC Code	
7	Beneficiary's contact number	
8	Beneficiary's e-mail id	
9	PAN NO	

Note: No payment will be made by cash / cheque. Payment will be made only through NEFT / RTGS.

Place

DATE

Sign.

With seal of firm/company

Note: The Corporation reserves the rights to accept or cancel tender/bids of any of the Agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

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Annexure – C

(This undertaking duly notarized has to be executed on non judicial Stamp Paper of Rs 100/-)

UNDERTAKING

Ref: LIC/RDO/Tender No. 7/ Printed Stationery 2023-24

We hereby confirm that we have not been blacklisted by LIC or any PSU / BFSI Organization/Government /Semi Government/Quasi Govt. Department in India as on date of submission of bid in response to the above.

We also confirm that we are having own printing press with all required machines for processing the mentioned work.

We also agree with your terms and conditions quoted in tender.

Dated - _____ 2023.

Place -.....

Authorized Signatory

Seal and Signature

NAME:

DESIGNATION:

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(Separate page must be submitted for each client)

Details of Existing Clients

Annexure – D

Name of existing client		
Address of the existing client		
Name of the contact person of existing client		
Designation		
Landline No.		
Mobile No.		
E-mail ID		
Details of Services provided to client in last 2 years (Copies to be attached)	2022-23 (Order No./Date)	
	2021-22 (Order No./Date)	

Details of services provided in last 2 years to the above mentioned company
(Ref. no., date of work order etc. with photocopies of same)

Place

Date

Sign

With seal of firm/company

Note - (SHOULD BE SUBMITTED REGARDING AT LEAST THREE (3) EXISTING CLIENTS).

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TERMS & CONDITIONS

Annexure - E

1. **The rates to be quoted in Annexure – (G, H & I) shall be on F.O.R. basis, i.e. inclusive of all other Taxes, transportation expenses, packaging charges, loading and unloading charges etc but excluding GST** and it has to be for paper quality Century/ Ballarpur/ TNPL/ Maplitho / A Grade Mill (white) with good brightness. The supplier has to ensure the delivery of material in good condition, duly packed at Corporation store at First floor between 11.00 AM to 4.00 PM from Monday to Friday.(except Saturdays, Sundays and holidays declared Under Negotiable Instrument Act 1881 by Chhattisgarh Govt.)
2. **The rates shall be valid for one year from the date of approval, which can be extended by 1 year on mutual understanding between both two parties with same rates and terms and conditions**
3. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
4. After engaging the services of the firms, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and Corporation shall have the right to engage the services of any of other firms as it may deem fit. In this course if any financially loss/damage to reputation of Corporation is caused, the firms shall be legally bound to make good the same in monetary term to be decided by LIC.
5. **EMD will be forfeited in case the Bidder refuses to execute the Order either full or part, if placed at the quoted Rates. In that event LIC may decide/debar/Blacklist the concerned supplier and the decision will be final and binding on all concerned. EMD of unsuccessful bidders will be refunded without interest within one month from the date of finalization of tender.**
6. Mere submission of the application for tender does not confer the right of Selection.
7. The selection on tender would be without any liabilities from our side.
8. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
9. Any dispute arising out of or relating to this tender shall be deemed to have arisen in RAIPUR and be subject to adjudication of competent Court in RAIPUR only.
10. Any tender not complying wholly with these terms and conditions shall be liable for rejection.
11. The quality, quantity and punctuality in supplying Printed Stationery are the essence of the contract and the printer undertakes to abide by them at all times.
12. In the event of any loss/damage being caused to LIC of India on account of the negligence of the printer or its employees, the printer shall make good the loss sustained by LIC of India either by replacement of the material or payment of compensation.
13. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.

14. The printer shall provide the Printed Stationery during the period of contract as per the LIC's requirements.
15. If the printer commits breach of any of the terms and conditions hereof and/or fails/neglects to carry out any instructions issued to him by the 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 and LIC of India can get the work done by any person(s) or through any other printer at the risk and cost of the printer and the printer shall have no right to make any representation in this regard.
16. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIC of India, Divisional Office, RAIPUR whose decision shall be final and binding on both the parties. The venue of arbitration shall be at RAIPUR. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration
17. The employees/agents of the supplier shall never be considered to enjoy any right to enter the premises of LIC of India by virtue of this agreement or otherwise at any time except with the prior permission of the LIC of India
18. It is clearly understood by the supplier that the persons employed by the supplier for providing Printed stationery as mentioned herein, shall be the employees of the supplier and not of LIC of India. The supplier shall be liable to make payments to its said employees.
19. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangements for the benefits of creditors, the other party shall have the right to immediately terminate this agreement.
20. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
21. Income Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
22. TDS on GST will be deducted from the payment as per the GST Rules applicable from time to time.
23. As per central Government implementation of public procurement policy for Micro and Small Enterprises under 2012, the Tenderer registered under DGS&D/ NSIC registered vendor / dealer / printer will be exempted for Tender fee/EMD on production/submission of certificate / documents. This exemption is valid only up to validity period of certificate as per Government regulations. In absence of any such document, tenderer shall be considered as not Registered under DGS&D/ NSIC.
24. **Security Deposit- All Successful bidders will have to provide Security Deposit @ 10% of contractual value, irrespective of its registration status/MSME/DSE/NSIC etc.,** within 07 days from the date of allotment of order, where the total quantum of the orders placed under this tender for specific vendor exceeds Rs.1 lac in form of Demand Draft favoring LIC of India, payable at Raipur. The said deposit will be refunded after expiry of the tender period. No interest is payable on this at the time of refund.
25. No advance payment shall be made for purchasing items.
26. After the approval of Printed Stationery and proof of art work, the order may be placed in parts depending upon the requirements during the year or within validity of tender period.

27. The material will be delivered on FOR basis at the OS Department (1st Floor) LIC of India, Divisional Office Distt – RAIPUR (C.G) 492004 or any other place that may be specified by the Corporation if so needed within the stipulated period as per our order. If the delivery is not made to the place mentioned above, then shifting charges will be deducted @Rs. 20/- per box from Bill.
28. The Vendor should ensure that the laborers are arranged by the Transporter for unloading and delivering the material at the address mentioned in Sl.no 27. In case laborers are not arranged by the Transporter at the time of unloading the material. The unloading charges borne by the Corporation will be deducted from the bill of the vendor.
29. Supply of the items should be within 30 days from the date of approval of art proof or date of Order (Order can be informed through mail/ WhatsApp or Speed Post).
30. Expected Grams per square meter of the stationery is indicated in the chart enclosed for each items. GSM quality should be necessarily accordingly to the tender. Deviation of 3% +/- may be ignored, but penalty as mentioned below shall be imposed in case of variation of GSM.
31. If the printer fails to supply the pre printed materials as per our specification and within stipulated time the **penalty clause** may be imposed as below: **In GSM variation above 6 %, order may be cancelled by competent authority.**

%Variation in GSM	Period within supply is Received	% of penalty on order Value
Up to 3%	Up to 30 days from the Date of Order	Nil
Above 3% Up to 4%	31 to 45 Days	2%
Above 4% Up to 5%	46 to 60 Days	4%
Above 5 % Up to 6%	61 to 90 Days	8%
Above 6%	91 days and onward	Order may be cancelled

32. If at any time, material supplied falls below the contractual specifications with regard to the quantity and quality of paper, penalty clause (which will be decided by the competent authority on the merit of each case) may be invoked which is part and parcel of the conditions of the tender.
33. In case of any deviation from the specification in paper size/quality/brand/printing/binding/GSM/weight etc the order shall be liable for rejection at the sole discretion of competent authority.
34. If defects of any kind in printing or deviation from specification etc are detected and reported to supplier then suitable replacement is to be made or defect to be removed by supplier free of charge unless additional job is assigned which was not expected of him at the time of placing the orders. The quantity of orders may be increased or decreased at corporation's discretion.
35. If variation in the GSM/Specification of paper is observed on receipt of consignment, the entire lot may be rejected besides imposition of penalty as stated in above table at the discretion of competent authority.
36. Rates must be given as per our prescribed format in **Annexure- G, H & I** duly sealed & signed by the Proprietor /Partner / Director or Manger of the firm. It should be either typed or written in Ink and should not be with any hedging conditions or Overwriting /

white-inking of any word/figure in the quotation unless duly authenticated by the tenderer is liable to be rejected at the discretion of LIC.

37. In Financial Bid, the Bid prices shall be indicated in Indian Rupees (INR) only upto 2 decimal places. Overwriting or cutting in Financial Bid may lead to the rejection of the bid. In case of L1 prices are same for any item, then equal opportunity will be given to L1 vendors.
38. No alteration in quantity or quality of the items indented will be accepted and the period of execution and no enhancement in the rate of articles shall be accepted unless previously ratified by the Corporation in writing.
39. Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted. The corporation may within in its right award tendered job in part to one of the Bidder and remaining job to another Bidder.
40. The corporation reserves the right to cancel the contract/order without assigning any reason at any time by giving 30 days prior notice.
41. **In case of short /partial supply of any placed orders, Payment will be made after supply of all items for which orders will be placed by us on any specific date / order number during the Tender period.**
42. Pre-Contract Pact: This Tender is issued on the condition that only those Tenderers who submit a signed PreContract Integrity Pact with LIC would be eligible to participate in the bidding as per Annexure- F .Each page of Integrity Pact (Annexure F) would be duly signed and all pages of the Integrity Pact are to be submitted by the Tenderer (along with the technical bid). Any bid not accompanied by Integrity Pact duly signed by the Tenderer shall be considered to be a non-responsive bid and shall be rejected. Please note that Annexure is deemed to have been signed by the competent authority of LIC. (Refer Annexure-F). Successful bidder will have to submit the integrity pact (Annexure F) on Rs 100.00 stamp paper duly notarized and signed.
43. FORCE MAJEURE:
 - a. The Contractor shall not be liable for forfeiture of its security deposits, penalty or termination for default, if and to the extent that delays in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of god or of public enemy, acts of Government of India in their sovereign capacity, acts of war, pandemic, epidemics, fires, floods, strikes, lock-outs and freight embargoes.
 - b. If a Force Majeure situation arises, the Contractor shall promptly notify LIC of India in writing of such conditions and the cause thereof within seven (07) calendar days. Unless otherwise directed by LIC of India in writing, the Contractor shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the FORCE MAJEURE event.

The Force majeure condition may also be applicable to LIC in unforeseen, extra ordinary situations such as a pandemic, requiring certain actions (including cancellation of the tender/Contract) to be taken by the Competent Authority which are not covered by the Contract and such actions taken due to these unforeseen, extra ordinary situations will have to be accepted by the contractor.

44. The tender notice is also available at our official website: www.licindia.in.
45. The vendor/firm to whom the tender is awarded has to submit the final soft copy of the forms/proposal after finalization of proof reading.
46. Conditional tenders will be rejected.
47. LIC may seek any clarification/further information/documents/original copies etc, if required, during the process of technical bid evaluation. The query will be sent on the email ID of the Tenderer who will be asked to respond within a specified period. Failure to do so within the specified period and/or non-fulfillment of eligibility criteria will lead to disqualification.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

In term of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act,2015, Insurance Regulatory and Development Authority of India (IRDA), is authorized to verify all such books of account, register, other documents and data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be duty of the contractor to provide such documents/statements/information as may be required by IRDA within such time as may be specified by IRDA.

We agree with all terms and conditions of the tender.

Bidder's Signature

Name and Seal