



Ref:.....
The Sr.Divisional Manager,
LIC of India
Silchar Divisional Office,
Meherpur, Silchar-788015.

Date:- 17.11.2023

Tender no. SDO/OS/STORES Dt 17.11.2023

Last date & time Tender submission : 01.12.2023 at 3.00 pm

Re:- LIMITED TENDER FOR PRINTING AND SUPPLY OF NACH MANDATE FORM

Sir,

In response to your letter no.....dated.....

We quote here under our rates for the desired articles, inclusive of GST, delivery charges etc, which will hold good for a period of one year from the date of consideration at your end.

Items Description	Requirements	TOTAL COST
85 gsm paper ,JK Mapilitho Paper,size 8 inch X 3.66 inch, contains 25 pages in each book with cover page strictly as per our specimen.	5000 Books	

TENDER FEE OF Rs.118.00 is to be deposited by Cheque/DD favoring Life Insurance Corporation of India payable at Silchar at the time of submission of tender. This tender fee is non-refundable...

EMD of Rs:- to be paid by DD/Cheque favouring Life Insurance Corporation of India payable at Silchar along with your tender, Which is refundable without interest.

The terms & conditions of this tender intimated to us vide your letter no.....dated..... are acceptable to us for supply of the above quoted printed stationery to your office.

Supply must be made within 30...days from the date of the order. Failure to supply within stipulated date, will be liable to minimum deductions @ a)For 1-30 days delay – 2% of amount of order b)For 31-45days delay – 3% c)For 46-60 days delay – 5% d)For 61-75 days delay – 7% and e) For more than 75 days delay- 10% of amount of the order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the othes for breach of the stipulations contained in the said Clauses and not as penalty, and the Corporation shall be at liberty to deduct such sums form any moneys due to the printer under these presents or may otherwise recover the same separately.	Sample of paper specified in the tender has to be submitted along with the tender. Each sample should bear the brand name weight with Seal & Signature of the firm. Tender without requirement of sample will not be entertained.
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Time Schedule: Tender to be floated on 17.11.2023, last date of submission of tender on 01.12.2023 upto 3.00pm and opening of tender on next working day ie 04.12.2023 at 11.00 am.

Yours faithfully,

Signature.....

Date.....