



Ref: SDO/OS/Stores

Date:-17.11.2023

M/S.....

Dear Sir,

**Re:Limited Tender for Printing and supply of NACH MANDATE FORM .**

Sealed tenders are hereby invited from empanelled vendors only for Printing and supply of Nach Mandate Form . If you are interested in the matter in conformity with our terms and conditions as noted below kindly quote your rates for the desired works listed in the annexure hereto and submit the same duly filled in and signed with your official seal in a sealed cover marked with “ tender no SDO/OS/STORE and date due on 01.12.2023 ,NOT TO BE OPENED BEFORE DUE DATE AND TIME OF TENDER OPENING” in our Tender Box on or before 01.12.2023 within 3.00 P.M.

**TERMS AND CONDITIONS OF THE TENDER**

1. The tender should be sent so as to reach this office ON OR BEFORE THE DATE & TIME SPECIFIED.
2. All samples must accompany the tender bearing clearly the specification ( make,quality etc ) without which the tender will not be considered.
3. Price quoted should be including of GST, general tax if any and all others charges, and the rate should be valid for one year
4. Quotations must be given for lot as required in the enquiry only and should be either TYPE WRITTEN or must be IN INK and should Not be with any hedging conditions.
5. The Corporation reserves the right to accept any quotation in full or part. This dose not necessarily mean that the lowest quotation will be accepted.
6. All deliveries must be made either at our office, or as per our instructions, FREE OF CHARGE.
7. If after the supply is delivered, it is discovered that the materials supplied are not according to the specification accepted, SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIERS COST and they will have to supply materials exactly according to the specification and in the event of non-compliance with the condition the Corporation will be at liberty to take such action as it deems fit.
8. In case of failure of the Firm to deliver the goods on or before the date specified, the Corporation will be at liberty to purchase the same item from any other firm and the firm, at default, shall make good any loss or damage that the Corporation may suffer or shall pay to the Corporation liquidated damages as provided under Clause No. 11 provided hereunder.
9. Successful bidder has to deposit an amount of 10% of the value of the contract as performance security in the form of Demand draft / Bankers cheque or Bank Guarantees through scheduled Banks after notification of the awards and it should remain valid for a period of 60days beyond the date of completion of all contractual obligations of the supplier.
10. NO ALTERATIONS IN QUANTITY OR QUALITY of the items indented or in the period of execution and no enhancement in the rate of articles shall be accepted unless previously ratified by the Corporation in writing.
11. If it is found that the firm is incompetent to complete the job even after submission of two consecutive proofs or is unable to carry out the instruction given, the order may be withdrawn by the Corporation without the Corporation being liable for payment of any damages or compensation. In such an event, the firm shall be liable to make good the extra charge the Corporation may have to incur to get job done by other firm as per Clause No. 8 above.
12. Any tender not in compliance with these terms and conditions will be liable for rejection.
13. If the firm fails to comply with the provisions of clause regarding delivery on or before the date mentioned or within such extended time as may be granted by the Corporation or in case it fails to comply with the provisions of OTHERS CLAUSES they shall pay to the Corporation a sum of money equivalent to: 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.
- 14.No advance payment will be made till the order is fully executed.
15. If a approved firm fails to take part in consecutive Three tender processes, The Corporation will be at liberty to remove such firms from the list of approved firms.
16. Any dispute arising out of or relating to this tender shall be deemed to have arisen in SILCHAR TOWN and shall be under adjudication by a Court in SILCHAR TOWN.
- 17..Payment will be made only after proper acknowledgement from the concerned Addressee.
- 18.All Goods /Documents is to be delivered to Addressee within three/four working day after receipt from us.

Yours faithfully

Sr Divisional Manager

To,  
The Manager ( OS )  
LIC of India, Silchar Division  
Jeevan Prakash Building  
Meherpur, Silchar-788015

Date:-

Sir,

Re: Undertaking to supply materials as per tender specification.

We hereby confirm that we shall supply the materials as per tender specification and shall abide by the terms and conditions mentioned in the tenders.

We are also giving the undertaking that besides imposing clause No. - 7, 8, 11, 12,13,17 & 18 mentioned in the tender the Corporation shall **“BLACKLIST”** our firm with information passed on to its Corporate office & other Zones/Divisions, if we fail to comply with the terms and conditions.

Your's faithfully

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( Please put Company stamp below the signature )