

M.S.
Dear Sir,

Re: Tender / Quotation for supply of Uniform cloth for class iv employee for Silchar DO

Sealed quotations are hereby invited for supply of Uniform cloth for class iv employee for Silchar DO. Those who are interested in the matter in conformity with our terms and conditions may kindly quote the rates per piece of cloth (details in rate chart) inclusive of all costs listed in the annexure hereto and submit the same duly filled in and signed with your official seal in a sealed cover marked with "Quotation for supply of uniform cloth due on 14.12.2023, NOT TO BE OPENED BEFORE DUE DATE AND TIME OF OPENING" in our Tender Box on or before 14.12.2023 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 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 does 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 be deposited 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 31-45 days 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 other 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 from 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



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

Date:- 29/11/2023

Tender no. SDO/OS/STORES Date 29.11.2023

Last date & time Tender submission : 14.12.2023 at 3.00 pm

Re:- TENDER FOR SUPPLY OF UNIFROM CLOTH FOR CLASS IV EMPLOYEE FOR SILCHAR DO

Sir.

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

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

	No of Piece Required	RATE PER PIECE
1. Shirting (white)-Length 2.35 Mts	45	
2. Suiting (white)-Length-1.30 Mts	45	
3. Khakee shirting & suiting -Length-3.00 mts	6	

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.

Time Schedule : Tender to be floated on 29.11.2023.. Last date of submission of Tender on 14.12.2023 upto 3.00 pm and opening of tender on 15.12.2023 at 11.00 AM.

Yours faithfully,

Signature.....

Date.....

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

(Please put Company stamp below the signature)



Silchar Divisional Office
Meherpur. Silchar-788015

SDO/OS/STORE

Date-28.11.2023

Note to the Sr Divisional Manager

Re: Administrative Approval for Floating of Tender for supply of cloth - summer uniform for Class 1V empolyee of Silchar.

As per approval of Sr Divisional Manager dated 12.10.2023 for the above and we have searched the same in GeM Portal .But no such specific quantities, qualities and cut piece is availbale in GeM Portal .As such we propose to float a tender for purchase of Cloth for class IV employees for summer 2023-24 from empanement /other local vendors since we have only one empanelled vendor. .We shall also display formal notice in our Division & HQ BOs office notice board for invitation of tender.

Sl	Items	No of piece
1	Shirting (White) -Length 2.35 Mts	45
2	Suiting (White)- Length 1.30 Mts	45
3	Khakee shirting & suiting - Length 3.00 Mts	6

Time Schedule : Tender to be floated on 29.11.2023.. Last date of submission of Tender on 14.12.2023 upto 3.00 pm and opening of tender on 15.12.2023 at 11.00 AM.

Put up to the Sr Divisional Manager for Approval/ decession..

(Handwritten signature)
A.S. (OS)

May be approved
(Handwritten signature)

Approved
L. S. S. M.
20/29/11/2023