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Date: 14.12.2023

RE:TENDER NO.01/2023-24 PRINTED STATIONERY

The sealed tender is invited under two-bid system for purchasing of **PRINTED STATIONERY** as per enclosed **Annexure-A** in accordance with the following terms & conditions:

1. As Two-Bid System is to be followed, three covers duly sealed should be used for submission of tender as detailed below :-

i. **Cover 1** : **Technical Bid** duly completed and signed along with sample papers should be put in this cover. The cover should be sealed properly with sealing wax. The cover should be super-scribed as "**TENDER NO.1/2023-24 PRINTED STATIONERY**". Firm's name and address should be written below the superscription. The Demand Drafts for Tender fee & EMD should be enclosed with the **Technical Bid only**. This envelope should contain technical details such as paper mart, quality, name of mill, GSM along with specimen copy which the firm intends to supply as per our requirements.

ii. **Cover 2** : **Financial Bid**- The cover should be sealed properly with sealing wax. The cover should be super-scribed as "**Tender for PRINTED STATIONERY -Financial Bid**". Firm's name and address should be written below the superscription. This envelope should contain Annexure "B" duly filled & rates quoted.

iii. **Cover 3** : Both the Technical Bid Cover and Financial Bid Cover prepared as above, are to be put into this cover. The cover should be sealed properly with sealing wax . The cover should be super-scribed as "**Please place in Tender Box-To be opened by Tender Opening Committee- TENDER NO.1/2023-24 PRINTED STATIONERY last date- -21.12-2023**" Firm's name and address should be written on the superscription.

2. The Sealed tender should reach on or before 21.12.2023 (15.30 P.M.) addressed to **Chairman Stores Committee C/O Sr.Divisional Manager,LIC of India, Divisional Office, Jeevan Prakash Building,172A/40,M.G.Marg, Civil Lines,Allahabad-211001** in the Tender Box placed at the Fourth floor of the building. The tender received after the stipulated time & date will not be entertained.

3. Tenders will be opened on 21.12.2023 at 16.00PM..

4-Tenderers or their representative may be present at the time of opening of tenders

5- The tender must be accompanied by a **Demand Draft** for Rs.295/-(Rs. 250/-+18% gst Rs.45/-) issued in favour of "**LIC of India**" payable at Allahabad **OR** Rs.295/- in cash to be deposited at our cash counter during cash hours as Tender Fee A/C being 114018.The Tender Fee will not be refunded in any circumstances.

6-Demand Draft favouring LIC of India, payable at Allahabad amounting to Rs.8000/- towards Earnest Money Deposit should be enclosed alongwith the tender. No interest will be paid on EMD. EMD will be forfeited in case the supplier refuses the supply if placed at the quoted rates. EMD of tenders not getting the orders will be refunded after finalizing of the tender.

7. Whenever our contract value exceeds Rs. 1 lakhs, performance security for an amount of 3 % of the contract should be deposited by every successful bidder irrespective of its registration status etc. within 15 days of awarding the contract in the form of the DD/Bank guarantee. No interest is payable on this at the time of refund.

8. The rates inclusive of all taxes & transportation expenses excluding GST must be quoted. The tender should accompany sample of items where it is required. Tender without required sample will not be entertained under any circumstances. The quoted rates will be final & deemed valid for 12 months from the date of acceptance and may be extend for six month on mutual consent.

9. Tenderer should put full signature on all pages of the quotation & sample paper alongwith seal of firm.

10. Overwriting/white-inking of any word/figure in the quotation unless duly authenticated by the tenderers are liable to be rejected at the option of LIC.

11. The tender should be submitted by the firms themselves either by registered post/speed post or in person and not through any third party.

12. The job of supply of Printed Stationery should be completed within the time frame mentioned in the order.

13. No part/advance payment shall be ordinarily allowed. Payment shall be made on execution of the full order subject to deduction of taxes as per applicable rate.

14..In the event of delayed supply of items mentioned in the purchase order after the stipulated period, the vendor shall be liable to pay penalty at a percentage of the total order value subject to a maximum of 5% as detailed below :-

- a. @1% for the first week
- b. @2.5% for the second week
- c. @5% for the third week and above

For the purpose of this clause part of the week is considered as a full week.

15. Part delivery/supply of items shall be considered as non-delivery/non-supply. Delay in the performance of delivery obligations shall render the vendor liable to any or all of the following sanctions :-

- a. Forfeiture of EMD
- b. Imposition of penalty
- c. Termination of contract for default

16. In case variation in the make / other than sample submitted is observed on receipt of consignment, the entire lot will be rejected or and it will be treated as a breach of conditions of the contract and penalty will be imposed upon you including black-listing for future.

17. The Competent Authority reserves all rights to accept and/or reject any tender without assigning reasons thereof. In case of any dispute in the matter, jurisdiction will be at the Civil Court, Allahabad only.

Encl.: Tender Format as per Annexure-A

Sr. Divisional Manager