



Ref : OS / P&S / Flags

16th July, 2008.

**Re: Supply of Corporate Flags to Corporate Communication Department  
(Enquiry No. Stores/CC/259/07/2008).**

We invite tenders from Indian Agents / Suppliers **(Except those who have been blacklisted / debarred)** for supply of Corporate Flags as detailed below:

**1. OUTDOOR FLAGS : Size – 5'.6" x 3'.8"**

**Specifications:-**

- a) FABRIC
  - 100% polyester Roto x Roto
  - Warp : 84 Tex
  - Weft : 84 Roto
  - Reed : 120
  - Picks : 68/70
  - GSM : 70
- b) COLOURS
  - Yellow : Pantone No.DS 5 –IC
  - Blue : Pantone No.DS 197 – IC
- c) Printing : Disperse colours to be use for full penetration
- d) Shiner process to be use for Shine and Glaze.
- e) Two flag stitched together to read from both sides. Double stitching on three sides.
- f) On left side of flag ABS Tog to be fitted with Nylon Rope and stitched in thick 100% Polyester patta 4 cms width both sides.
- g) Length of Rope : 3 meters.

**2. INDOOR FLAGS : Size – 2 ft. x 3 ft.**

**Specifications :**

- a) Fabric, Colours, Printing & Shiner Process : as above .
- b) Stitching : Double stitching on all four sides.

### 3. TABLE FLAGS : Size – 6” x 4”

#### **Specifications :**

- a) Fabric, Colour & Printing : As above
- b) Two flags sealed together with ULTRASONIC PROCESS
- c) Accessories :
  1. 6.30mm Diameter Stainless Steel pole with 1mm x 4” slit to insert flag.
  2. Stainlex steel plated ABS Top on the pole.
  3. 75 mm Dia x 6mm Thick Stainless Steel Base.
  4. Flanel to be glued at the bottom of stainless steel base.
  5. Height of Steel Rod to be 12 inches

**Actual size Art Work C.D. will be supplied by our C.C. Department**

#### **PACKING :**

**1. For Table flags** - Each flag has to be individually packed in 4 ply corrugated box of 13 inch X 4 inch and inside thermocole packing material with polythene sheet wrapping. Such 50 Table Flags to be packed in new Corrugated Box of 7 ply.

**2. Outdoor & Indoor flags** : Each flag to be packed individually in a good quality plastic cover of A3 size. The flags packed in polythene covers are then to be packed in corrugated box of 4 ply (Maximum 30 flags to be packed in each box). Zone wise quantity to be packed in separate corrugated box.

#### **DELIVERY :**

Delivery to be made at the following centres **within 30 days** from the date of placing firm order :-

- a) Central Office at Mumbai
- b) 8 Zonal Offices

Exact details regarding distribution of flags is as per table given in Annexure ‘A’

**The sample of all three sizes should be submitted alongwith your quotation. The specimen samples are available with Mr. Sagar Palwe and Mr Sanjay Dhawale of C.C. Department, Central Office (Contact No. (022) 6659 8479 / 8480). A separate Committee will evaluate the quality of sample flags submitted by you. Commercial bids of only those tenderers whose technical bid along with samples are approved, will be opened.**

**The tenderer must sign each page of terms and conditions as per Annexure ‘C’ enclosed herewith as confirmation of acceptance of our terms and conditions and enclose the same along with the Technical Bid.**

The offer shall be in two separate parts for the above items, containing technical and commercial bids (as per Annexure 'A' for Technical bid and Annexure 'B' for Commercial bid). The supplier who is in a position to supply all three items only should apply. Two separate sealed envelopes containing Technical and Commercial Bids for all items should be enclosed together in large envelope, sealed and superscribed as "**Tender Ref. No. and Name of the Tenderer.**"

Both the inside envelopes i.e. Technical bid and Commercial (price) bid should be separately and securely sealed and stamped. Both these sealed envelopes must be superscribed with the following information :-

- Type of bid (Technical or Commercial)
- Tender reference No.
- Name of the Tenderer

a) The envelope No. 1 containing Technical Bid should not contain any price information and should indicate whether the respective item is as per the specifications as asked in the tender enquiry and other requirements as asked with reference to Annexure 'A' for respective item, along with Demand Draft favouring L.I.C. of India for **Rs. 2,50,000/-** drawn on a Nationalized Bank payable at Mumbai towards **Earnest Money Deposit (E.M.D.)**. This envelope should also contain another Demand Draft favouring L.I.C. of India for **Rs.100/-** drawn on a Nationalized Bank payable at Mumbai being the application fee which is non-refundable.

b) The envelope No. 2 should contain only Commercial bid as per the Annexure 'B' for respective item. It must give all the relevant price information, i.e. rate per item (**both in figures and words**) at the destinations mentioned in Annexure B. **Please note that the Rates should be inclusive of Taxes, Packing and Delivery charges. However, any Entry Tax and Octroi, will be reimbursed at actuals, against the receipt.** The Commercial offer should not contradict the technical offer in any manner. **The price schedule must be filled in completely without any error, erasures or alterations with rate in both, figures & words.**

c) The Tenderer/s whose tender/s have been approved will have to submit a Bank Guarantee of a Nationalized Bank for an amount to the extent of 10% of the total order value immediately. Bank Guarantee should be valid upto 31<sup>st</sup> March 2009. **Please note that the Bank guarantee in the format given by us should be sent to Secretary (O.S.), L.I.C. of India, Central Office directly by the issuing bank under Registered Post (A.D.) and not through the Tenderer himself.** The Bank Guarantee will be released along with the final payment without any interest.

d) Earnest Money Deposit (E.M.D.) will be forfeited in case the tenderer refuses the order, either full or in part, if placed at the quoted rates. In that event L.I.C may decide / debar / blacklist the concern supplier and the decision will be final and binding on all concerned.

e) EMD of the tenderer/s getting the orders will be refunded without any interest, on submission of the Bank Guarantee of the requisite amount.

f) EMD of the tenderers not getting the orders will be refunded without any interest within 60 days from the due date or within 21 days from the date of finalizing the orders, whichever is earlier, without any interest thereon.

g) Once the tender is submitted, no tenderer will be allowed to withdraw the tender. Even if, any tenderer withdraws the tender, EMD of that tenderer will be forfeited.

h) Any error on the part of the tenderer while quoting their rates will not be accepted as an excuse for refusal to execute the order for any or all items, if the order is placed on the basis of the quoted rates. For refusal of the order, the EMD of the tenderer will be forfeited by us.

**PAYMENTS** :

- 80% of the Bill Amount will be paid on first confirmation from the Office where the supply has been made, provided such payment due is more than Rs. 1 lac.
- Balance 20% payment will be made on final confirmation from the Offices regarding shortages / damages, etc..

Tenders in full conformity with (i) the aforesaid conditions and (ii) the Terms and Conditions attached hereto and forming part of the tender in a sealed envelope super scribed “**Tender for supply of Corporate Flags. Tender Ref No. and Name of the Tenderer**” and addressed to :-

**THE CHAIRMAN, STORES COMMITTEE,  
LIFE INSURANCE CORPORATION OF INDIA  
CENTRAL OFFICE, YOGAKSHEMA, WEST WING  
6<sup>TH</sup> FLR., JEEVAN BIMA MARG,  
MUMBAI ---- 400 0021.**

should reach us latest by **11.00 a.m. on 6<sup>th</sup> August, 2008.**

**It may be noted that the submission of the tender itself shall be construed as acceptance of all the Terms and Conditions of this tender by this tenderer. The technical bids will be opened on 6<sup>th</sup> August, 2008 at 12.30 pm at the above address. One representative of the tenderer may remain present on the stipulated date and time, if they so desire.**

**L.I.C. of India reserves its right to cancel this tender and/or re-tender without assigning any reasons, whatsoever.**

**EXECUTIVE DIRECTOR  
(OS / SBU – ESTATES)**

Encl : 1) Terms and Conditions of the Tender  
2) Annexure 'A' for Technical bid.  
3) Annexure 'B' for Commercial bid.  
4) Specimen for Bank Guarantee



कार्यालय सेवा विभाग, केंद्रीय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, पो. बा.न. 19953, मुम्बई- 400 021.  
Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai- 400 021.

## ANNEXURE 'A'

### TECHNICAL BID FOR SUPPLY OF CORPORATE FLAGS

#### D) GENERAL REQUIREMENTS :

<b>SR. NO.</b>	<b>GENERAL REQUIREMENT</b>	<b>TENDERERS RESPONSE</b>
1.	Name of the Firm / Tenderer	
2.	Certified copy of Registration showing that the Tenderer is in similar business for at least 2 years to be enclosed	
3.	Order copies of having executed orders of at least Rs.3 lacs in any one of the preceeding 2 financial years to be enclosed	
4.	List of clients of the Tenderer to be enclosed	
5.	Tenderer to give an undertaking to replace any damaged quantity and / or make good any short supply within 15 days from the date of intimation.	
6.	Actual size and specification of the samples of each item quoted by the Tenderer to be enclosed	

II) **DELIVERY** : Delivery to be made at :-

- a) Central Office at Mumbai
- b) 8 Zonal Offices as per list below.

<b>Name of the Zone/Office</b>	<b>Destination</b>	<b>Table Flags</b>	<b>Outdoor Flags</b>	<b>Indoor Flags</b>
Central Office	Mumbai	840	140	140
Central Zone	Bhopal	250	25	25
North-Central Zone	Kanpur	380	30	30
Eastern Zone	Kolkata	350	30	30
East- Central	Patna	250	20	20
Northern Zone	Delhi	500	40	40
South-Central Zone	Hyderabad	480	40	40
Southern Zone	Chennai	400	30	30
Western Zone	Mumbai	550	45	45
<b>TOTAL</b>		<b>4000</b>	<b>400</b>	<b>400</b>



कार्यालय सेवा विभाग, केंद्रीय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, पो. बा.न. 19953, मुम्बई- 400 021.  
Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai- 400 021.

**ANNEXURE 'B'**

**COMMERCIAL BID FOR SUPPLY OF CORPORATE FLAGS**

To be submitted on Tenderers Letter-Head

**Tender Ref.No. Stores/CC/259/07/2008 dated 16.7.2008 due on 6<sup>th</sup> August, 2008.**

Name of the destination where supplies to be made	Rate per Flag inclusive of all taxes, packing and delivery charges		
	Outdoor Flags (5'6" X 3'8") Quantity – 400	Indoor Flags (2' X 3') Quantity – 400	Table Flags (6" X 4") Quantity – 4000
Mumbai			
New Delhi			
Kanpur			
Bhopal			
Kolkata			
Patna			
Chennai			
Hyderabad			



कार्यालय सेवा विभाग, केंद्रीय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, पो. बा.न. 19953, मुम्बई- 400 021.  
 Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai- 400 021.  
 दुरभाष/Tel.: 22810689, 22028486 फैक्स/ Fax: 22045607

## ANNEXURE 'C'

### **TERMS AND CONDITIONS OF THE TENDER**

1. The tender should be dispatched so as to reach this Office on or before the due date & time specified. The Tender received after the specified date and time will not be accepted.
2. Each page of the offer should be signed by the Tenderer. Also any correction to be duly signed by the tenderer.
3. The description and specifications of the Stores to be manufactured and supplied be noted carefully and your offer should be in accordance with the same.
4. Wherever detailed specifications are not given by the tenderer, it will be presumed that the material / item is as per our specifications and the tenderer will be bound to supply the material / item as per our specifications only.
5. Tenderer shall submit along with the tender, exact samples of all three items quoted by them along with signature of the official and affixing his office seal.
6. No enhancement in the rate of article for the actual quantity specified in our tender shall be allowed unless previously ratified by the Corporation in writing.
7. All deliveries must be made as per our instructions.
8. Failure to deliver the goods on or before the specified dates of a particular lot of supply will attract penalty as per clause No. 15 and the Corporation shall be at liberty to purchase the goods or such part thereof as it may decide from any other supplier and the supplier at default shall be liable to make good any loss or damage that the Corporation may suffer due to such purchases / transportation of material or shall be called upon to pay to the Corporation the liquidated damages as provided in clause No.15 herein under.

9. If after the supply is done, it is discovered that the material supplied do not conform to the specifications, such supply shall be rejected at the suppliers cost, who will have to supply the material exactly according to the specifications, within the scheduled time of delivery and in the event of non compliance with this condition, the Corporation shall be at liberty to take such action as it may deem fit in addition to reimbursing the Corporation of such additional cost as may be incurred by it in replenishing it with supplies from other sources.
10. Supplies rejected after receipt will have to be taken back by the supplier at their own risk and cost.
11. PENALTY CLAUSE : For delayed supply - If the supplier fails to comply with the provisions of the Clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion, it shall pay to Corporation, liquidity damages at the rate of  $1\frac{1}{2}\%$  of the outstanding order value for every week or part thereof delay. These liquidated damages will go on increasing by  $1\frac{1}{2}\%$  for every delayed week, (subject to a maximum of  $7\frac{1}{2}\%$  of the total order value). Such sum will be construed as, and taken as liquidated damages and not as penalty and the Corporation shall be at liberty to deduct such sums from any monies due to the suppliers or otherwise recover the same separately.
12. No advance payment will be made till the order is fully executed.
13. Any conditional offers will not be accepted.
14. The offer should be kept open for minimum period of **45** days from the due date of opening of the tender.
15. Any tender not in compliance with the above terms and conditions and the specifications shall be liable to be rejected.
16. Suppliers/ Agents which have already been blacklisted /debarred by the Corporation are not eligible to participate in this tender. Their tenders, if received will not be considered by us.
17. The Corporation reserves the right to reject any or all offer in part or full without assigning any any reason. In the event of our accepting a part of any item of your offer, traded rate for the full quantity shall be considered as valid unless specifically stated to the contrary in your offer.
18. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the headquarters of the Corporations office, placing the order and shall be subject to adjudication by the Court in Mumbai.

**Instruction to the Bankers : This Bank Guarantee to be executed on Rs.100/- stamp paper and directly sent to LIC by Registered A.D. Post.**

**SPECIMEN OF BANK GUARANTEE**

To,  
Life Insurance Corporation of India,  
Central Office,  
"Yogakshema",  
MUMBAI.

Dear Sirs,

**BANK GUARANTEE**

M/s. \_\_\_\_\_ (Name of the Supplier with address), (hereinafter called as "Supplier") have taken up the work of supplying Corporate Flags entrusted to them by Life Insurance Corporation of India, (constituted under Insurance Act, 1938 and 1956) having its Head Office at "Yogakshema", Jeevan Bima Marg, Mumbai-400021, as per Order dated \_\_\_\_\_ for supply of Corporate Flags.

As per the tender conditions for supply of Corporate Flags, the Supplier is required to deposit Bank Guarantee of Nationalized Bank to the extent of 10% of the order value of the Contract. \_\_\_\_\_ Bank is executing the guarantee on behalf of the Supplier and undertakes full responsibility to indemnify Life Insurance Corporation of India, for Rs. \_\_\_\_\_ in case of default in performing any of the terms and conditions of the tender and the order dated \_\_\_\_\_.

The Supplier has approached us and at their request and in consideration of the promise, we \_\_\_\_\_ Bank, a body incorporated, constituted under \_\_\_\_\_ Act, 19..... having its Head Office at \_\_\_\_\_ and a branch at \_\_\_\_\_ (hereinafter called the "Bank") have agreed to give such guarantee as hereinafter mentioned in your favour.

We, \_\_\_\_\_ Bank, do hereby undertake to indemnify Life Insurance Corporation of India to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) against any loss caused to or suffered by Life Insurance Corporation of India by reasons of non-performance, poor performance, etc. in terms and conditions of the tender of contract and against any loss caused to or suffered by Life Insurance Corporation of India towards the cost of supplying Corporate Flags and agree with you that in the event of Life Insurance Corporation of India being satisfied that the default has been made by the Supplier in performing any of the terms and conditions of the tender and/or in payment of any money payable to Life Insurance Corporation of India, we \_\_\_\_\_ Bank shall on demand pay to you without any demur in such manner as you may direct the said amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) or such portion thereof not exceeding the said sum as you may require or is payable to you by the Supplier for all or any such default and you can look to us as the Principal Debtor.

The guarantee herein contained shall not be determined or affected by any dissolution or change of constitution or insolvency of the Supplier \_\_\_\_\_ (Name) but shall in all respects and for all purposes be binding and operative until full payment of all monies due to you in respect of such liabilities is received by you to secure your ultimate dues in the promises.

We further agree that we shall not be discharged or relieved from this guarantee herein contained by any arrangement made between the Supplier and Life Insurance Corporation of India with or without our consent or by any forbearance / indulgence and/or any act or omission/commission on your part, will not vitiate our liability under this guarantee.

We, \_\_\_\_\_ Bank lastly undertake not to revoke the guarantee during its currency except with the previous consent of Life Insurance Corporation of India in writing.

Notwithstanding anything contained hereinabove, our liability under the guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) and will remain in force till 31.03.2009. Unless a demand or claim is made on us in writing on or before 31.03.2009, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all our liability under the guarantee thereafter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2008 at \_\_\_\_\_.