



**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, DEHRADUN**

TENDER NOTICE

Printing of Club Stationery for Membership Year 2011-12

Quotations are invited for the printing of stationery for club member agents of branch offices situated at Dehradun, Haridwar, Roorkee, Saharanpur, Deoband, Gangoh, Kotdwar, Rishikesh, Mussoorie, Srinagar, New Tehri, Uttarkashi, Gopeshwar & Vikasnagar for the Membership Year 2011-12 as per Corporate Identity Programme regarding size, colour, quality and GSM of paper. Details of club stationery to be given to club members are as under :

Club	Colour	Visiting Cards	Letter Heads	Letter Heads	Envelopes 9" x 4"	Envelopes 6" x 3.5"
			210 mm x 297 mm	145 mm x 227 mm		
CM	Red	250	250	750	250	750
ZM	Blue	200	250	500	250	500
DM	Green	150	250	250	250	250
BM	Orange	100	150	150	150	150
Dist.Club	Yellow	100	100	100	100	100

The provisional strength of the club members for MY 2011-12 is as under –

Club	Nos.
CM	259
ZM	201
DM	353
BM	565
Dist.Club	108

TERMS & CONDITIONS -

1. The vendor has to collect the list of club member agents with their addresses, recent mobile/phone no.s and other relevant information from concerned branch offices and supply the printed stationery to the concerned branch office.
2. No deviation from Corporate Identity Programme at any count will be entertained and in case of deviation, action against firm, including forfeiting of security money and action of black listing will be taken and payment will also be withheld.
3. Delivery has to be made within one month from the date of order.
4. All the rules and regulations of Corporation are to be complied with.
5. The competent authority reserves the right to reject the tender without assigning any reason.
6. All the expenses incurred in taking the details, checking of proof and delivery of stationery to the branch offices will be borne by the vendor.
7. After the confirmation of quantity and quality of supplied stationery by the branch office, payment will be made by the concerned branch.
8. Clubwise specifications and Corporate Identity Programme can be obtained from our Divisional Office, Dehradun.
9. On orders exceeding Rs Ten lacs, security deposit @ 10% of the amount will have to be deposited.

The last date for the receipt of quotations/tenders is 20-12-2011 by 5 pm in sealed envelopes alongwith a DD/Banker's Cheque of Rs 100.00 in favour of LIC of India . The envelope should be addressed to Chairman, Stores Committee ,LIC of India,Divisional office,Jeevan Prakash,Haridwar Road,Nehru Colony,Dehradun-248001, Ph.No.-0135-266849, 2668236.

The envelope containing quotation should be superscribed as “ Quotation for CM /ZM / DM / BM/Dist. Club Member Stationery, last date and vendor's name and seal below the superscription.

Divisional Manager