



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

“Jeevan Prakash”, 25, K.G. Marg, New Delhi – 110001

## Annexure-‘B’

Ref: Delhi DO-1/Sales/Empanel/2025-27

Dated: 25<sup>th</sup> June, 2024

### **TERMS AND CONDITIONS FOR EMPANELMENT**

Life Insurance Corporation of India (LIC), Delhi Division-I, Jeevan Prakash Building, 25 KG Marg, New Delhi invites application for empanelment of Firms / Agencies / Dealers for Competition Prize Articles / Gift Articles / Mementos on or before **12<sup>th</sup> July 2024 up to 3 p.m.** in a closed envelope super scribing **“Application for Empanelment for Competition Prize Articles /Trophies/Gift Articles / Mementos”** addressed to Manager (Sales), Sales Department, Life Insurance Corporation of India, Delhi Division-I, Jeevan Prakash Bldg., 25 KG Marg , 5<sup>th</sup> Floor, New Delhi-110001.

1. The Firms/ Agencies/ Dealers must have valid registration for supply of the said items & shall have at least 3 year standing in the field and having GST registration (copy of proof must be enclosed).
2. The form (Annexure-A) is required to be filled up for each category which may be downloaded from our website [www.licindia.in](http://www.licindia.in) or can be collected from our Sales Department, Jeevan Prakash Building, 25 KG Marg, New Delhi-110001. A non-refundable amount of Rs.118/- in the form of demand draft in favour of “ LIC of India” payable at New Delhi or can be deposited in cash at our cash counter during cash working hours (Cash Hours from Monday To Friday 10.00am to 4.15 pm with Lunch break of 1.30pm to 2.00pm ).
3. The Firms/ Agencies/ Dealers desirous to be empanelled with us for supplying Competition Prize Articles / Gift Articles / Mementos and fulfilling conditions as mentioned hereby, may apply for empanelment to Delhi Division-I, New Delhi. **The application in questionnaire form (Annexure ‘A’) along with the enclosures i.e. necessary certificates in evidence of the facts** mentioned in the forms are to be sent at the address mentioned above **on or before 12.07.2024 by 3.00 p.m.**
4. The applications with enclosures should be signed by the authorized person and his / her name and status / designation should be indicated below with his/ her signature along with official seal / stamping of the Firm / Agency / Dealer.
5. The applications submitted with enclosures will be evaluated / scrutinised by the competent authority / committee and short listing will be done after the recommendations made by the said authority / committee.
6. The applications received after due date and time will not be entertained and therefore deemed to be rejected.
7. Applications incomplete in any respect will not be entertained and are liable to be rejected.
8. At any point of time, if any of the documents furnished by the Firm/ Agency/ Dealer are found to be false / incorrect, it would be deemed to be breach of terms of contract making the firm liable for legal action besides termination of empanelment.
9. Mere submission of Application for empanelment does not confer any right of empanelment. LIC reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. LIC shall neither be held liable nor obligatory on its part to inform the applicant the grounds on any such action. The corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.
10. Firms/ Agencies/ Dealers who have been black listed / removed earlier by any office of the corporation, should not apply. If applied, their applications will not be considered.
11. The members of the committee may visit the premises of the applicant or may call for interview with the proprietor / head of the Firm/ Agency/ Dealer.



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**On empanelment and entry into a contract with the Corporation:**

- (a.) Empanelled Firms/ Agencies/ Dealers shall display the articles with the division office on the appointed day for selection of articles.
- (b.) Sales Department, Division Office will place purchase orders with the selected empanelled Firms/ Agencies/ Dealers as per requirements and specifications.
- (c.) Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order is mandatory, preferably by E-mail and subsequently by hard copy.
- (d.) The supply of articles should be delivered as per the time frame agreed upon while taking the purchase order.
- (e.) In case of delay in supply of orders, the concerned empanelled Firm/ Agency/ Dealer should send a communication to the concerned office at least 7 days before the due date for seeking required time to supply the same for which approval shall be at the discretion of the competent authority.
- (f.) NO ALTERATIONS IN QUALITY OR QUANTITY of the items indented or in the period of execution and no enhancement in the rate of the article shall be accepted unless previously ratified by the competent authority in writing.
- (g.) Each and every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- (h.) If after supply is delivered, it is discovered that material / items supplied are not according to the specification accepted, SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST or may be accepted with deduction in cost. So, supply of materials / items should be exactly according to the specifications and in the event of noncompliance with the conditions the Corporation will be at liberty to take such action as it deem fit.
- (i.) If the reason for delay is justified with adequate proof, competent authority may consider extending the time limit to supply as may deem fit.
- (j.) All deliveries must be made as per our instructions FREE OF CHARGES. That means NO CARRIAGE & FREIGHT, COOLIE, LOADING /UNLOADING CHARGES, or any other related taxes etc. will be paid by the Corporation.
- (k.) Price quoted should be excluding taxes. Taxes should be quoted / reflected separately (eg. GST) if any. TDS shall be deducted as per rules. Appropriate Certificate from the concerned office should be submitted along with the bill / invoice if TDS is not required to be deducted at source.
- (l.) That it has been mutually agreed between the Corporation and the Firms/Agencies/Dealers that any dispute arising out of this acceptance shall be referred to for “Arbitration” to the Sr. Divisional Manager of the Corporation and whose address is Life Insurance Corporation of India, Delhi Division-I, Jeevan Prakash Bldg., 25 KG Marg, 5<sup>th</sup> Floor, New Delhi-110001 and his/her decision shall be final and binding on the Firms/ Agencies/ Dealers. The Firms/ Agencies/ Dealers shall not raise any question of competence of the Zonal Manager to act as sole arbitrator.
- (m.) The decision of accepting supply of cancelled orders is at the sole discretion of Sr. Divisional Manager and the decision of the competent authority shall be final in this regard.
- (n.) A Firm/ Agency/ Dealer empanelment may be terminated/ dropped/ blacklisted from the panel of suppliers on non-fulfilment of any of the conditions cited above.

LIC of India shall be at liberty to terminate the empanelment of the Firms/ Agencies/ Dealers without any prior notice and also reserves the right to claim the amount of loss incurred by the corporation, based on the available invoices submitted by the empanelled Firms/ Agencies/ Dealers due to breach of any terms of agreement or unsatisfactory / inefficient working on the part of the Firm/ Agency/



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Dealer. If at any time, it is found that the information provided by the empanelled Firm / Agency/ Dealer in any form, service and related matters are incorrect and result in losses in any form to LIC of India.

All matters and disputes related to supply are subject to the legal jurisdiction of Hon'ble Courts situated in New Delhi.

**Sr. Divisional Manager**

Terms & Conditions from Sl. No. 1 on page 1 to Sl. No. 11 on page 2 and Point (a.) on page 2 to Point (n.) on page 3 are accepted.

Signature of Tenderer / Authorized Official:

Seal of the firm:

Name:

Designation:

Date:

Place: