

## Invitation of applications for empanelment for various services

Life Insurance Corporation of India, Divisional Office, Bikaner intends to invite applications for **Empanelment for various services as detailed below** in sealed envelopes from reputed Firms / Manufacturers / suppliers / Agencies/ Individuals or their dealers having sound financial capacity and proven track record of at least last 3 financial years i.e. **FY.2021-22, 2022-23 and 2023-24**) in the field to Government/PSU/Reputed organizations etc. **(Document consists of 10 Pages)**

Category Sl. No.	CATEGORY DESCRIPTION	Minimum Turnover (in lakhs) (ONCE DURING LAST THREE FINANCIAL YEARS)
1	Furniture and Fixtures, Iron Racks etc.	10
2	Supply and maintenance of telephonic equipment such as EPABX, Intercom etc.	05
3	Mobile Publicity Van Services	02
4	Computer Continuous Stationery –Printed/Blank/pre-printed, policy bond with booklet etc.	20
5	Flex/Banners/Hoardings/sign/glow Sign Boards, name plates etc.	05
6	Housekeeping, Caretaker Services at Guest house, Gardening services etc.	10
7	Security Guard services	20
8	Canteen /Catering services	02
9	Table Stationary	10
10	Courier Services	02
11	Transport Services	02
12	Wall painting services	02
13	Note counting cum fake note detecting machine- Supply & AMC/CAMC	05
14	Printed stationery, Offset screen printing/ Forms/Publicity brochures/ booklets/leaflets/Posters/Folders/ letter head etc;	05
15	Envelopes/Bituminised docketts	05
16	Leather/ regzine/ Cotton bags /Strolley & such other similar items	05
17	Air travel Booking Agencies	05
18	Tour & travel agencies	02
19	Repairs and Maintenance of Office Chairs Dry Cleaning of Chairs, Sofa & Curtains etc.	02
20	Supply of Trophy / canopy / standee/ and such other sales promotional items	10
21	Computer Consumables-supply & Refilling of Tonners/printers Ribbon/ink cartridges etc.	10
22	Suiting-Shirting	05
23	Khesh, bed sheets, quilts, woolen blankets and such other similar items	05
24	Supply of Gold/Silver coins and other such similar items.	20
25	Laundry Services	0.50

26	Supply of domestic Utensils, crockery items, plastic items & such other similar items	05
27	Book Binding services	0.5
28	Scrap dealers	0.5
29	Photocopier services	0.5
30	CCTV (Installation and AMC/CAMC)	10
31	Fire Extinguishers -Supply and AMC/CAMC	10
32	Water Suppliers ( Water Tanker and Water Campers)	02
33	Identity card, visiting cards, rubber stamps etc.	02
34	Supply of Electric & Electronics items	05

The applications meeting the **Minimum Turnover mentioned in front of each category and Criteria specified in the Application format** shall only be considered for further evaluation.

Application Format containing Terms & Conditions for Empanelment to various services is available on our website <[www.licindia.in](http://www.licindia.in)> from **26.09.2024 to 16.10.2024**. Last date for submission of duly filled Application in the given format along with DD of Rs. 100/- Plus GST ( Total Rs. 118/-) to our office addressed **Divisional Office LIC of India, 'Jeevan Prakash', Sector 6-7, J.N.V. Colony, Jaipur Road, Bikaner (Raj-334003)** will be **16.10.2024 on or before 01.30 p.m.**

The Sr. Divisional Manager, Divisional Office LIC of India, Bikaner Division, reserves the right to reject the application of any applicant at his sole discretion without assigning any reason whatsoever.

**Dated: 26.09.2024**

Sr. Divisional Manager



## **Re: APPLICATION FOR EMPANELMENT TO VARIOUS SERVICES**

Sealed applications are invited for Empanelment to Various Services as per the enclosed formats who have their head / operating office in **India preferably in Rajasthan state.**

\* The application forms can be downloaded from our Website: [www.licindia.in](http://www.licindia.in). The applicant needs to pay an amount of Rs.100/-Plus GST (Total Rs. 118/-) towards application fee for submission of application for Empanelment by way of **DD payable at Bikaner or across the counter cash deposit at LIC divisional office, Bikaner** and submit along with the application form and other documents

\* **For each type of categories separate application with application fee of Rs.100/- + GST (Total Rs. 118/-) needs to be submitted.**

**The above mentioned application fees shall not be charged to the Micro and Small Enterprises as per rules.**

\* Applications should be submitted in the form provided in the website in sealed cover super scribed as '**Application for Empanelment to (Name of category & Category No.)**' (specify the type of service seeking empanelment without which, it will not be considered) along with enclosures -

Last Date to reach us the Application is **16.10.2024 on or Before 01.30 P.M.**

\* The sealed application form should be accompanied with a non-refundable application fee of Rs.100 Plus GST( Total Rs. 118/-) in in the form of DD drawn favoring "LIC of India" on any scheduled bank payable at Bikaner or **across the counter cash deposit at LIC divisional office, Bikaner** , without which the Application will not be considered. For each type of supply / service, separate application and application fee have to be sent. **If only one application with different DDs/ cash counter receipt separate application with separate DDs in single cover is submitted, such applications are liable to be rejected.**

\* If only one application is sent enclosing different DDs for various services/categories will also be rejected.

\* The Empanelment will be valid from **01.03.2025 to 29.02.2028** and after empanelment, if found unsuitable / not Complying with the terms & conditions of tenders floated during the period of empanelment / not Executing the orders during the period of empanelment if awarded any tenders, shall be liable to be deleted / blacklisted from empanelment.

\* The Terms and Conditions governing the empanelment are given herewith. All pages of the application form and Terms & Conditions will have to be signed by the applicant as proof of its acceptance.

The sealed envelopes should be super scribed as "**Application for Empanelment to \_\_\_\_\_**" (specify the type of service seeking empanelment without which, it will not be considered) addressed to **CHAIRMAN STORE COMIITTEE** and submitted to **The Sr. Divisional Manager, LIC of India, Divisional Office, Sector 6-7, J.N.V. Colony, Jaipur Road, Bikaner-334003**

The applications should reach the above addressee or be dropped in the Tender box provided in the said Office on or before **01.30 p.m. on 16.10.2024**. The applications received after the due date and time will not be considered.

The schedule for processing is as under:

**1. Availability of application forms in Website: From 26.09.2024 to 16.10.2024**

**2. Last Date for Submission of application forms: 16.10.2024 up to 01.30 p.m.**

**3. Opening of the sealed covers: 16.10.2024 at 02.00 pm**

The Sealed Covers containing the Application forms will be opened on the date and time specified above.

The Applicant or his authorized representative duly authorized by a letter of authority may be present at the time of opening the sealed covers. After preliminary scrutiny of Application Forms, verification of credentials, onsite verification (**Exempted to LIC empaneled vendor**), the Empanelment to Various Services will be done in respect of only that applicant who's Application Forms are found eligible.

Sr. Divisional Manager

**Application for Empanelment for \_\_\_\_\_**  
**(Last Date for Submission: 16.10.2024 on or before 01.30 p.m.)**

Sl.No.	INFORMATION SOUGHT	Information Provided
1	Name of the Firm ( in Block Letters)	
2	Date of Establishment /Incorporation	
3	Registration No. for registration under Companies Act,1956 (Please enclose photo copy of the certificate)	
4	Whether registered under Shops & Establishments Act and its renewal	
5	Correspondence address and Telephone No. & e-mail id	
6	Address of Head Office (if separate) and Telephone No. & email id	
7	Status : Proprietary / Partnership / Private Limited Company / Public Limited Company	
8	Name(s) of the proprietor/Partners / Directors	
9	Name of the Chief Executive with his present address, Mobile / Telephone No.	
10	Name(s) of Representative(s) with Designation who would be calling on us and attending to our jobs & e-mail id	
11	Address of Local Office in Rajasthan with name of the contact person/s and his/their contact number/s & e-mail id, if it is different from the above	
12	Name of Bankers with addresses &Telephone Nos., IFSC Code, Bank A/c No. &Type of A/c	
13	PAN No. allotted by Income Tax Dept. (Please enclose attested photocopy)	
14	ESI Registration No.	
15	EPF Registration No.	
16	Goods & Services Tax Registration No. (Please enclose attested photocopy of certificate)	
17	Valid Turnover details for last 3 financial years <b>certified by CA firms</b>	2020-21 2021-22 2022-23
18	<b>State Audited financial statement(profit &amp; loss and Balance sheet) of last 03 financial years i.e. 2020-21-, 2021-22 &amp; 2022-23</b>	
19	Details if registered with any other Government Authorities/PSU	
20	Date of obtaining ISO 9001:2008 or 14001:2004 certificate and its validity period (Please enclose an attested copy of certificate), if any	
21	Details of empanelment with any office of LIC of India and/or PSUs/any other Corporate Offices/customers. (Please enclose list giving full details and name	

	and telephone no. of person/s who may be contacted for confirmation)	
<b>22</b>	Details of your Past Supply and Presently undertaken to supply in the field (enclose the certificates from the relevant institutions)	
<b>23</b>	Are you original manufacturer /dealer? If Dealer, please affix the authorization form of Manufacturer on their letter head wherever applicable	
<b>24.</b>	Are you agreeable to make deliveries to Bikaner Divisional Office or any other Branch Office and Satellite Office under Bikaner Divisional Office.	
<b>25.</b>	Mention any other specialties of your establishment	

**NOTE: Please type out this form or fill it up legibly in ink. If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.**

I / We \_\_\_\_\_ request Life Insurance Corporation of India, Divisional Office, Bikaner consider our application for empanelment. I / We agree to abide by all the "ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS" prescribed in your formats and assure to render the services to the fullest satisfaction of the Corporation. Dated at \_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Signature of the Vendor Name & Address with Seal**

### **Eligibility Criteria & Other Terms & Conditions**

**NOTE: The Corporation reserves the right to accept or cancel any of the Vendors application at their absolute discretion without assigning any reason.**

**Applications received with incomplete information or not in our format or alterations without attestation will not be considered.**

Note: Documentary evidence wherever applicable should be enclosed.  
(Copies of the credentials & Certificates issued by any other institution may be enclosed)

#### **Documents to be enclosed along with Technical Bid in Annexure “A”:**

1. DD for Rs. 100- + GST ( Total Rs. 118/-) or **cash counter receipt** towards application fees which is non-refundable
2. **Self-attested photo copies of the following documents wherever applicable have to be attached along with application:**
3. **Certificate of Registration under Companies Act, 1956/Partnership Firms/Sole proprietorship/GST Certificate.**
4. **Certificate of registration for Goods & Services Tax.**
5. **Copies of any valid Authorized Dealership Certificates, **if any.****
6. **Audited financial statements (Profit and Loss and Balance Sheet) or **turn over details** for the last three financial years (FY\Y. 2020-21, 2021-22 & 2022-23).**
7. **Certificate of Income Tax PAN Number.**
8. **Copy of the Bank Pass Book / cancelled cheque.**
9. **Copy of Certificate of Registration with ESIC (if required as per statutory obligation)**
10. **Copy of Certificate of Registration with EPF (if required as per statutory obligation)**
11. **Statutory requirement of ESI & EPF Registration No. (If required) is a must without which the application will not be considered.**
12. **Application form should also accompany with photocopy of proof, filled in details as per Annexure’.**
13. **Goods & Services Tax registration No. along with proof has to be furnished.**
14. **Documentary proof of experience regarding proven track record of minimum last 3 financial years i.e FY 2021-22, 2022-23 & 2023-24. Executed orders to any one PSU/Govt./Quasi Govt./Reputed private organizations / private registered firms etc. should be submitted.**
15. **Any LIC empanelled firm in last 03 years shall be treated as proven track record. Documentary proof in this regard to be submitted.**
16. **Valid License under PASRA act-2005- required for only Security guard services**
17. **Valid License under FSSAI act 2006 (only for canteen services)**
18. **License under Contract labour (Regulation & Abolition) Act 1970 for manpower services**

## **Eligibility Criteria & Other Terms & Conditions**

1. The Area of Operation is in the **Rajasthan**
2. The application in the Prescribed Format (Hard Copy) only should be dropped in the tender box /submitted to us as per Rules on or before the stipulated date and time. No corrections are to be made in the terms quoted.
3. The applicant must be a Registered / Authorized Organization / Partnership firm / Sole proprietorship.
4. **The vendor should have a registered office / Centre / operating office in India preferably in Rajasthan.**
5. The Bidder should be preferably an ISO certified company registered under Companies Act, 1956 preferably with valid ISO 9001:2008 or 14001:2004, if any
6. The company / vendor should have experience in Services/supply of such similar goods to PSU/Govt. Clients Reputed companies.
7. The applicant must have a proven track record of minimum last 3 financial years i.e **2021-22, 2022-23 & 2023-24 with reputed clients in the field.**
8. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
9. The applicant must have **annual turnover mentioned in the Notice in front of each Category** during once in the last three financial years and experience of having Executed orders to any one PSU/Govt./Quasi-Govt./Reputed organization.
10. For each type of supply / service, separate application and application fee have to be sent. If only one Application with different DDs/separate application with separate DDs in single cover are submitted, Such applications in Toto will be rejected.
11. The applicant must produce relevant documentary evidence along with the application form.
12. Non-disclosure of relevant information or furnishing of incorrect information / documents will suffer Disqualification.
13. The applicant must not have been at any time declared as insolvent or convicted for any offence.
14. The applicant must not have been prosecuted or suffered any penalty for violation of any labor laws by Any Authority.
15. The applicant should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract.
16. The applicant should not be a party to any cartel at any time for processing any contract including the present Tender.
17. LIC of India is not responsible in any manner for the postal delay / loss / non receipt of the application form.
18. The validity of the empanelment shall be till 29.02.2028 and after empanelment, if found unsuitable /not complying with the terms & conditions of tenders floated during the period of empanelment / not executing the orders during the period of empanelment if awarded any tenders shall be liable to be deleted / blacklisted from empanelment.
19. **The application form should be submitted so as to reach LIC Divisional office, Office Service Deptt. 'Jeevan Prakash' Sector 6-7, J.N.V. Colony, Jaipur Road, Bikaner-334003 on or before the date 16.10.2024 and 01.30 PM**



20. Corrections, if any, in the application form should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
21. The application form should be either typewritten or neatly and legibly hand written in dot-pen.
22. Application form should be placed in sealed cover super scribing as "**Application for Empanelment to \_\_\_\_\_**".
23. Any application form not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.
24. The Competent Authority reserves the right to change the relevant dates; to accept or reject all or any of the applications; or cancel all applications without assigning any reasons whatsoever. In case there is any change in schedule or any correction the same will be displayed on the website WWW.LICINDIA.IN
25. The applicant should not be black listed / debarred by LIC or any PSU or any Government Departments. An **declaration** in Annexure – B is to be submitted to this effect.
26. The applicant should sign & seal on all the pages.
27. Applicants registered as MSE/NSIC are exempted from depositing application fee as per rules provided they attach self-attested copy of the relevant certificate from the concerned Department of Govt. of India to this effect with technical bid).
28. **Any change/Corrigendum** in the terms and conditions of the tender will be published only on our website www.licindia.in and no advertisements will be published for the same in Newspapers. Tenderers are advised to verify the same before submitting the applications.
29. **The normal period of empanelment shall be 03 years commencing from 01.03.2025 which can be further extended for another 01 year at the sole discretion of LIC of India.**
30. **On site verification is exempted to LIC empanelled vendor.**

Any dispute arising out of or relating to this empanelment shall be deemed to have arisen in Bikaner and shall be subject to adjudication of a competent court in Bikaner.

The applicant must furnish an appropriate declaration in respect of the terms and conditions Mentioned herein along with the application form.

The Competent Authority reserves the right to relax any of the above conditions.

#### **The Insurance Laws (Amendments) Act 2015**

In terms or provisions of section 33(3) of the insurance Laws (Amendments) Act 2015, Insurance Regulatory and Development Authority of India (IRDAI ) is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI with in such time as may be specified by IRDAI.



**ANNEXURE 'B'**

**DECLARATION OF NON-BLACKLISTING / PROSECUTION)**

Date: \_\_\_\_\_

I hereby depose that neither me nor our Organization \_\_\_\_\_ including our Partners/ Shareholders/Directors were ever blacklisted/prosecuted by any Organization/ departments/statutory body(ies) in any State or by any Courts of Law.

Witness:

Deponent  
(Tenderer)  
Seal & signature of firm

Verification:

Verified at \_\_\_\_\_ on \_\_\_\_\_ and the contents mentioned/stated above in this declaration is true to the best of my knowledge based on firm records and no information is hidden there from.

(Tenderer)  
Seal & signature of firm