



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Jeevan Prakash, No.60D, PB.NO.423, Arcot Road, Vellore – 632 004

Ref: Sales Department

Date: 09.10.2024

Phone Number: (0416) 22062247

Email: sales.vellore@licindia.com

NOTICE FOR EMPANELMENT

Applications are invited from the Vendors/Firms/Manufacturers/Suppliers/Agencies/Dealers (Including existing Empanelled Vendors) for the Empanelment for various jobs for LIC of India, Divisional Office, Vellore for Two Years commencing from 24.12.2024 to 23.12.2026.

Applications are to reach below mentioned address on or before 3.00 pm on 29.10.2024

Manager (Sales)

LIC Of India, Divisional Office

No.60-D, PB.No.423, Arcot Road, Vellore – 632004

1. Each application must accompany with DD for Rs.118/- towards processing Fees. It is Non-Refundable Demand Draft, is to be drawn in favour of “**LIC OF INDIA**” payable at “Vellore”/ paid by Cash across the Counter.
2. Separate Application is to be submitted for each Category / Sub category along with processing Fees. However, Fees may be paid by one DD/Cash paid details on each Application.

(Applicants are to submit Annexure ‘A’, ‘B’, ‘C’)

Sl. No	Category No.	Item of Empanelment
1	D-1	Gift Articles/ Prize items/ Home Appliances/Electric & Electronic Items /Fabric items / Leather & Rexine items / Trophies / Mementos / Gold & Silver Coins
2	D-2	Flexi Banners/ Glow Sign Boards

* Applications received after the due date will not be considered

Eligibility Criteria and other Terms & Conditions

1. The Area of Operation is in the Vellore Division
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 Vellore Division.
5. The Vendor should be preferably an ISO Certified Company registered under Companies Act,1956 preferably with valid ISO9001:2008 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/ creditworthiness acceptable to LIC of India.
9. The Applicant must have minimum Annual Turnover mentioned in the Notice in front of each Category during once in the past 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 23.12.2026 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 Manager (Sales), LIC of India,

Divisional Office, Sales Department, 'Jeevan Prakash', Arcot Road, Vellore – 632 004
on or before 29.10.2024 before 03.00 PM.

20. Corrections, if any, in the application form should be duly authenticated with full signature.
21. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
22. The application form should be either typewritten or neatly and legibly hand written in dot-pen.
23. Application form should be placed in sealed cover super scribing as "Application for Empanelment to _____".
24. Any application form not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.
25. 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
26. The applicant should not be black listed / debarred by LIC or any PSU or any Government Departments. A declaration in Annexure – B is to be submitted to this effect.
27. The Applicant should Sign & affix Seal on all the pages.
28. 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).
31. 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. Vendors are advised to verify the same before submitting the applications.
32. The normal period of Empanelment shall be 02 years, commencing from 24.12.2024 which can be further extended for another 01 year at the sole discretion of LIC of India.
33. On site verification is exempted to LIC Empanelled Vendor.
34. Any dispute arising out of or relating to this empanelment shall be deemed to have arisen in Vellore and shall be subject to adjudication of a Competent Court in Vellore.
35. The Applicant must furnish an appropriate Declaration in respect of the Terms and Conditions mentioned herein along with the Application form.
36. 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.

Mandatory 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 the Application 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. 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 Annexures.
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 3 Years shall be treated as proven track record. Documentary proof in this regard is 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



Life Insurance Corporation of India
Divisional Office, No.60-D, Arcot Road, Vellore – 632 004.

ANNEXURE-A

Application for Empanelment for _____

(Last Date for Submission: 29.10.2024 on or before 03.00 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.& E-mail 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 Vellore Division 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 the last 3 financial years certified by CA firms	2021-22 2022-23 2023-24

18	State Audited financial statement (Profit & Loss and Balance Sheet)of last 3 Financial Years i.e.2020-22-,2022-23 & 2023-24	
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)	
22	Details of your Past Supply and Presently undertaken to supply in the field (enclose the Certificates from the relevant Institutions)	
23	Are you original Manufacturer/Dealer? If Dealer, please affix the authorization form of Manufacturer on their Letter Head wherever applicable	
24.	Are you agreeable to make deliveries to Vellore Divisional Office or any other Branch Office and Satellite Office under Vellore Divisional Office.	
25.	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, Vellore to consider our Application for Empanelment commencing from 24.12.2024 to 23.12.2026. I/We agree to abide by all the “**Eligibility Criteria and other Terms & 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



Life Insurance Corporation of India

Divisional Office, Arcot Road, vellore – 632 004. E-mail: sales.vellore@licindia.com
Phone Nos.0416 2206247

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)
Signature, Name, Address with Seal

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)
Signature, Name, Address with Seal



Life Insurance Corporation of India

**Divisional Office, Arcot Road, vellore – 632 004. E-mail: sales.vellore@licindia.com
Phone Nos.0416 2206247**

Annexure-C

Declaration by Manufacturer/ Supplier/ Authorised Dealers/ Vendors/Printers/ Service Provider

I/We have read the instructions appended to the Annexure-A/B and I/We understand that if any false information is revealed at a later date, any contract made between ourselves and the Life Insurance Corporation of India, on the basis of the information given by me/us can be created as invalid at the sole discretion of the Life Insurance Corporation of India and I/We will be solely responsible for the consequences.

I/We agree that the decision of the Life Insurance Corporation of India in selection Manufacturer/Supplier/Printer/Service Provider/Contractor/Dealer will be final and binding on me/us. All the information furnished by me/us here under is correct to the best of my/our knowledge and belief. I/We agree that I/We have no objection if inspection of my/our Premises/Workshop etc., is done by the Officials of the Life Insurance Corporation of India.

Date at _____ this _____ day of _____ 2024

Signature of the Vendor, Name, Address with Seal