



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

**"JEEVAN PRAKASH," GADKARI CHOWK, GOLF CLUB GROUND ROAD, NASHIK.
PHONE 0253 - 2225906**

NOTICE FOR EMPANELMENT

Empanelment of Vendors/Suppliers/Printers/Manufacturers/Service Providers

Applications are invited from reputed Vendors/Suppliers/Printers/Manufacturers/Service Providers for empanelment of following item categories for a period of three (03) years (From 01/04/2025 TO 31/03/2028):

Cat. No.	Name of Category	Minimum Average Turnover (in lac) during last 3 financial year
1	Table & all office stationery such as pens, files, photocopier paper, punching machines, staplers, dusters, etc.	5.00
2	Computer continuous stationery	25.00
3	All Computer consumables such as ink cartridges, CDs, pen drives, printer heads, toners etc.	15.00
4	Offset / screen printers for printing stationery of forms / ledgers, visiting cards etc. with or without paper, leaflets, magazines, certificates, stickers, brochures	15.00
5	Manufacturer / supplier of cloth / Kraft / ordinary envelopes, policy docket	15.00
6	Supply / maintenance (AMC)/ servicing of telecommunication equipments such as Fax, EPABX systems, intercom system, telephone instruments, etc.	5.00
7	Courier Services (Local vendors from nashik Dist. Only).	5.00
8	Supply / maintenance (AMC) / servicing of Note Counting Machines, Fake-note detecting machines	5.00
9	Supply / maintenance(AMC) / servicing of Cash box, safe etc.	5.00
10	A)Supply Installation fire alarm systems B)maintenance (AMC) testing & commissioning of fire alarm systems	5.00
11	(i) Hiring of DG Sets up to 30 KVA to 100 KVA (ii) Hiring of DG Sets over 100 KVA (The firm should have valid trade license, GST registration, PAN and experience of running of DG Sets of similar capacity in PSUs / Govt. organizations – copies must be enclosed)	10.00
12	A) Supply water coolers, refrigerators, Geysers, Electrical Kettles. B) Maintenance (AMC) / servicing of water coolers, refrigerators, Geysers, Electrical Kettles.	5.00
13	Supply Installation testing & commissioning of Air Conditioners (window / Split / Duct),	10.00
14	Comprehensive Annual maintenance contract for Air conditioners (window / Split / Duct),	5.0
15	Supply Installation of UPS & Batteries / Inverters / Voltage Stabilizers	5.0
16	Comprehensive Annual maintenance contract for UPS & Batteries	8.0
17	A) Supply water purifiers, R.O. systems, dispensers, aqua guard B) maintenance / servicing of water purifiers, R.O. systems, dispensers, aqua guard	5.00
18	Supply / repairs & maintenance / servicing of Wooden / Steel / Modular / Fiber furniture & fixtures / glass work.	5.00
19	Office upkeep / maintenance services such as cleaning / mopping, providing helpers and housekeeping staff etc.	15.00
20	Supply / maintenance / servicing of Glow sign, signage, hordings, banners, vinyl, flex, front / back lit boards, wall painting & advertising, Publicity	3.00
21	Hiring / maintenance / servicing of desert / air coolers	10.00

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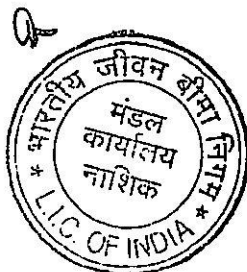




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22	Supply / maintenance / servicing of photocopiers / color & digital Photostat	5.00
23	Scrap dealers (Paper/metal like steel etc.) preferably with shredding machine for paper scrap	0.50
24	Book Binding services	Not Required
25	Supply of gift articles, trophies, mementos etc	3.00
26	Providing services for Pest control and Rodent Treatment etc.	3.0
27	Tour/Travel agencies/ operators / Cabs / Taxis / Package tours / Air – Rail Booking	5.00
28	Annual Maintenance contract / Repair & Maintenance of Electrical installations works – (The firms must have electrical license of class B & above)	5.00
29	Annual Maintenance contract / Repair & Maintenance of Civil works	5.00
30	Preparation of I. Cards / Rubber Stamps	Not Required
31	Supply / Maintenance (AMC) / servicing of fire extinguishers/ fire hydrant systems	3.00
32	Cleaning of water tanks.	Not Required
33	Providing of gardening services.	Not Required
34	Plumbing Services.	Not Required
35	Carpenter Services , repair and maintenance of office furniture	Not Required
36	Lodging & Boarding facility for STC , Canteen Services & Catering Contracts (Local vendors of Nashik Dist. Only)	5.00
37	News paper advertising agency.	Not Required
38	Water suppliers (Tanker)	Not Required
39	Transport services, fast moving consumer goods	Not Required
40	Supply of All Cloth, Readymade Garments, Suit Length Fabrics, Textiles, T-Shirt, Blazers, Jackets, Blankets, consumer fabrics, hoseries/ linens etc.	2.00
41	Supply of Electronic material (TV etc.)	2.00
42	Supply / maintenance / Servicing of Franking Machine.	Not Required
43	Supply / maintenance / Servicing of Weighing Machines.	Not Required
44	Fabrication works.	1.0
45	Security Services	10.00
46	Corrugated Boxes / packing material	5.00
47	Supply and maintenance of CCTV	5.00
48	Supply of Gold & Silver Coins (various weight), Gold/ Silver plated articles	10.00
49	House hold goods, kitchenware items, Novelties, Electrical & Electronics gadgets & gift items, consumer durable items, crockery, umbrellas, water bottles, plastic household items, stainless steel utensils etc.	5.00
50	All types of self luggage, backpack bag, pittu bag, duffle bag, trolley bag, laptop bag, shopping bag, wallets, all leather items.	3.00
51	Supplier for Cleaning materials such as Phenyl, Detergent powder, Soap, Colin, Acid, Room fresheners, Dusters, Brushes, Scotch brite etc	3.00
52	Lighting, Stage Decoration/ Tent house	Not Required





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(as per Annexure IV)

Conditions for empanelment:

1. The applicant firm / supplier should be in the profession for at least 3 years as described in application form. (Copy of proof must be enclosed)
2. The firm / supplier should have registration with state & local authorities for undertaking the profession. (Copy of proof must be enclosed)
3. Certificate of satisfactory completion of work / supply issued by concerned departments / authority / reputed firm must be attached as proof.
4. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
5. Firm willing to apply for computer consumables such as cartridge, ribbon, printer head must have manufacturer authorization for the same in the prescribed format and should not have been blacklisted by LIC/any govt. or semi govt. body /PSU/Banks.
6. Eligibility criteria for availing benefits under the **Public Procurement Policy**: Those who are willing to get benefit under the **Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012** , It is necessary for the enterprise to be registered with the **Director of Industries (DI)/District Industries Centre (DIC)** as manufacturing/Service enterprises and having acknowledgement of **Entrepreneurs memorandum (part-II)** Or are registered with **National Small Industries Corporation (NSIC)** under Single point vendor registration scheme." The relevant copy of the certificate must be enclosed.
7. The separate forms (Annexure I) are required to be filled up for each item category which may be downloaded from our website www.licindia.in (link tender) or collected from OS department of above mentioned divisional office. The application forms will be available from **29.01.2025 to 25.02.2025**. Application for empanelment duly completed along with the enclosures should be submitted to Manager (OS) LIC of India, Nashik Divisional Office, 'Jeevan Prakash' Building, Golf Club ground road, Gadkari Chowk, Nashik – 422002 (Maharashtra) in a closed envelope super scribed as **"Application for Empanelment of Vendors/Suppliers/Printers/Manufacturers/Service Providers, Item category Sl.No.name of category)"** along with non-refundable application fee of Rs. 295/- (Including GST) for each item category, in the form of demand draft in favor of **"Life Insurance Corporation of India"** payable at **"Nashik"** or can be deposited at our cash counter in cash during cash hours from 10.00 am to 4.30 pm on all **working days**. The last date for receipt of application forms duly completed is **25.02.2025 up to 05.00 pm**.





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8. The Corporation bears no responsibility for applications received after due date and time and are liable to be rejected.
09. Firms / suppliers who have been black listed / removed earlier by any office of the Corporation should not apply. If they apply, their applications will not be considered.
10. Mere submission of application for empanelment does not mean the right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
11. Applications incomplete in any respect will not be entertained and are liable to be rejected.
12. All the pages of the application form along with annexure and supporting documents must be signed by the vendor with the seal.



[Handwritten Signature]
Sr. Divisional Manager



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APPLICATION FORM FOR EMPANELMENT OF FIRM
(Date 01/04/2025 TO 31/03/2028)

Annexure-I

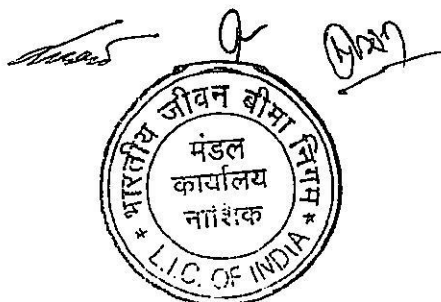
Sl. of Item Category: _____

Name of Item _____

Category: _____

(Separate application is to be filled up for each category)

Sl. No.	PARTICULARS	INFORMATION PROVIDED
1	Name of the Firm/Supplier/Service provider	
2	Address for correspondence with telephone number & email ID	
3	Status of the Company/Firm: Proprietary/Partnership firm/Pvt. Limited Company/Public Limited Company	
4	Name of the proprietor / partners / Directors	
5	Date of establishment of the firm	
6	PAN (enclose self attested copy)	
7	TAN No.	
8	G.S.T Registration No. (Photocopy of GST registration to be enclosed)	
9	Name of the Chief Executive with his present address and telephone no.	
10	Name of the contact person with Designation, mobile no. & email id	
11	Trade license/certificate under shops & establishment act? (Duly renewed/registration with state & local authorities for undertaking the profession(copies of proof to be enclosed)	





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12	Name of bankers with address and Telephone nos. (Please fill up annexure-III)	
13	Is the firm registered under the Factories Act ? If so, state) Labor License No and validity under various section of Labor Laws(enclose photocopy) b) EPF registration No. if any c) ESI No(enclose copy)	
14	Average turn over of the firm for last three years. (Submit copies of I.T returns, Balance sheets & P/L A/C for last three years).	F.Y 2023/24 _____ F.Y 2022/23 _____ F.Y 2021/22 _____
15.	* Bank solvency (attached copy)	
16	Has your Firm been blacklisted /removed earlier by LIC or any of the PSUs/Govt/Semi Govt/ Quasi Govt Depts in India. If yes, give details.	
17	Are you agreeable to make deliveries/providing service to LIC's offices under the jurisdiction of nashik division.	
18	Are you agreeable to abide by the terms and conditions for the empanelment as laid down.	
19	Is your firm empanelled with any office of LIC of India or any other PSU. If yes, attach self attested copies of empanelment	
20	Name, address and telephone nos of some of your most valued clients (separate list may be attached)	
21	Are you registered with NSIC/Dir. Of Industries/Dist Ind. centre as Micro, Small and Medium(MSME) Enterprise ? (If yes attach self attested copy of certificate)	

[Handwritten signature]





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22	Are you agreeable to enter into a rate contract or running contract or fixed quantity contract with us for a period of one year or more.	
23	Area occupied by the firm's business premises	
24	Total No. of employees	
25	No. of shifts you work normally	
26	Weekly holidays	
27	Name of the office of LIFE INSURANCE CORPORATION whose work you have done during last 3 years. Mention only those offices for whom you may have done any large or constant work.	
28	Mention any other specialties of your Establishment	
29	Is the firm owned by SC/ST entrepreneurs? If so please enclose Valid documents	

Note: Please type this form and fill it legibly in ink. If space provided is insufficient use separate sheet giving appropriate question number and attach it to the form. All the pages of application form & documents submitted must be signed by the applicant with seal.

Date:-

Place:-

Signature & Seal
of the applicant





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Annexure-II

General Terms & Conditions for supply of material/services, if considered for empanelment.

- 1) The firm/company should have a PAN of Income Tax Department & GST registration. If GST is not applicable, then declaration of letter head regarding non applicability of GST.
- 2) The duration of the empanelment will be for a period of 03 (THREE) years i.e. **01/04/2025 TO 31/03/2028.**
- 3) The applications with enclosures should be signed by the authorized person & his/her name & status should be indicated below his/her signature along with official seal/stamping of the firm.
- 4) The application submitted with enclosures will be evaluated/scrutinized by the competent committee/authority & short listing will be done after visit to the establishment of the vendor and recommendations made by the said committee/authority. The Empanelment would be done only on the favorable recommendation of the Committee constituted that may visit and inspect the premises, workshop etc. of the applicant.
- 5) If after empanelment, if any documents furnished by the vendors/ distributors/suppliers/service provider are found to be false/incorrect, it would be deemed to be breach of terms & conditions making the firm concerned liable for termination of empanelment.
- 6) If the order value exceeds Rs-1,00,000/- Earnest Money Deposits @ 2% of the approximate tender value is to be deposited by DD in favor of "LIFE INSURANCE CORPORATION OF INDIA" payable at Nashik which is refundable without interest.
- 7) After this empanelment process, the successful bidder of any quotation has to pay security deposit in the nature of performance guarantee @10% of the approximate tender value. Security deposit will be refundable without interest after completion of the job to our satisfaction.
- 8) Limited tender may be called for purchase of up to Rs 25,00,000/-. Limited tender shall be invited only from among the firm/dealers in the approved list.
- 9) The tender should be sent so as to reach this office ON OR BEFORE THE DATE SPECIFIED. Tender received after last date will be rejected.
- 10) All papers/items samples must accompany with the tender as per requirement bearing clearly the specifications (make, quality, size & weight), without which the tender will not be considered.
- 11) Price quoted should be inclusive of all mandatory/statutory charges if applicable, but excluding GST & the same is mentioned separately. TDS shall be deducted as per IT rules.





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- 12) Quotations must be given, as per prescribed format on the letterhead of the firm duly sealed and signed by proprietor/director/manager of the firm and should be either
- TYPE WRITTEN or must be IN INK and should NOT be with any hedging conditions.
- 13) The corporation reserves the right to accept any quotation in full or part. This does not necessarily mean the lowest quotations will be accepted. The corporation may within in its right award tendered job in part to one of the tenderer and remaining job to another tenderer.
- 14) All deliveries must be made either at our office (door delivery), or as per our instructions, **AT NO EXTRA COST.**
- 15) If after the supply is delivered, it is discovered that the materials supplied are not according to the specification accepted, **SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST** and they will have to supply materials exactly according to the specifications and in the event of non-compliance with the condition the corporation will be at liberty to take such action as it deems fit.
- 16) In case of failure of the supply / vendor / printer / service provider to deliver the goods on or before the date specified, the corporation will be at liberty to purchase the same from any other supplier / vendor / printer / service provider and the supplier / vendor / printer / service provider, at default, shall make good any loss or damage that the corporation may suffer thereby or shall pay to the corporation liquidated damages besides being removal from the panel of suppliers/vendor/printer/service providers.
- 17) **NO ALTERATION IN QUANTITY OR QUALITY** of the items indented or in the period of execution and no enhancement in the rate of articles shall be accepted unless previously ratified by the corporation in writing during the period of contract.
- 18) If it is found that supplier/vendor/printer/service provider is incompetent to complete the job or is unable to carry out the instructions as given, the order may be withdrawn by the corporation without the corporation being liable for payment of any damages or compensation. In such an event, the supplier/vendor/printer/service provider shall be liable to make good the extra charge the corporation may have to incur to get job done by other supplier/vendor/printer/service provider.
- 19) Any tender not in compliance with these terms & conditions will be liable for rejection. If the supplier/vendor/printer/service provider fails to comply with the provisions of clause regarding delivery on or before the date mentioned or within such extended time as may be granted by the corporation or in case it fails to comply with the provisions of **OTHER CLAUSES**, they shall pay to the corporation a sum of money equivalent to 0.1% of amount of order for each day's delay/loss which shall not in any case exceed 1/10th of amount of the order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the other for breach of stipulated contained in the said clauses and not as penalty, and the corporation shall be at liberty to deduct such sums from any moneys due to the supplier/vendor/printer/service provider under these presents or may otherwise recover the same separately.
- 20) That it has been mutually agreed between the corporation and the supplier/vendor/printer/service provider that any dispute arising out of this acceptance shall be referred to for **"ARBITRATION"** to the Sr.Divisional Manager, L.I.C. OF





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INDIA, NASHIK DIVISION of the corporation and his decision shall be binding on the supplier/vendor/printer/service provider. The supplier/vendor/printer/service Provider shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.

- 21) Any dispute arising out of or relation to this tender shall be deemed to have arisen in NASHIK and shall be under the jurisdiction a court in NASHIK.
- 22) In case of the rates are accepted as Annual Rate Contract, The Annual Rate Contract shall remain valid for as period of one year from the date of Acceptance.
- 23) The corporation reserves the right to cancel the contract/ annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/annual rate contract but in case of breach of the terms of the contract/annual rate contract, the same contract may be terminated forthwith.
- 24) The corporation reserves the right to remove/black list any supplier/vendor/printer/service provider from the list of empanelled agencies for any deviation from the agreed Terms & Conditions if any activity is observed which is detrimental to the interest of the corporation.
- 25) The letter of undertaking to supply materials as per the tender specifications forms part of the tender and the same shall be submitted along with the rates quoted which is given in separate annexure and this forms part of Terms & Conditions.
- 26) No advance payment will be made for the order.
- 27) Apart from all the above conditions if a firm does not participate in two (02) Tenders continuously, the name of the firm may be removed from the panel of enlisted agencies.
- 28) The corporation reserves the right for inclusion/exclusion in the Terms & Conditions as per the requirement during or after floating the Tender for Rate Contract.
- 29) The firm / supplier should keep sufficient stock in hand so as to comply with the Urgent need without delay.
- 30) Vendor should furnish the specific brand or make in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed).
- 31) Sr. Divisional Manager reserves the right to waive some conditions in case of sundry service providers such as laundry chair cushion cleaners, waste papers (raddi) , scrap and garbage disposal etc.
- 32) The Vendor /Suppliers/Contractors/Manufacturers/Printers/Service Providers should be in profession for preferable at least 3 years. (Copy of Registration Certificate must be enclosed).
- 33) Application incomplete in any respect will not be entertained and are liable to be rejected.
- 34) Empanelment will be valid for three years.

35) Please submit sealed envelopes super scribed as

"APPLICATION FOR CATEGORY SR.NO. _____

NAME OF THE CATEGORY _____

With Name/Address/Mobile No. of the vendor on or before 25/02/2025 till 5.00 pm.

[Handwritten Signature]



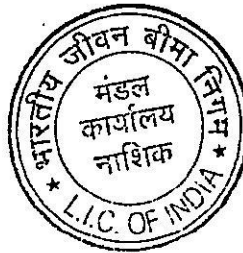


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THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1. In terms of provisions under Section 33(3) of the Insurance Laws (Amendment) Act, 2015 Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, Registers, 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 within such time as may be specified by IRDAI.
2. In terms of provisions under Section 33(4) of the Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer" to make an investigation as specified under Section 33(1) OR carry out an inspection as specified under Section 33(2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director OR Other Officer of the Service provider OR contractor where the services are outsourced by LIC OF India.



[Signature]
Sr. Divisional Manager

If considered for empanelment, I/WE, agree for all conditions for empanelment & all the above General terms & conditions. And request Life Insurance Corporation of India, Nashik Divisional Office, Nashik to consider inclusion of my/our name in the list of approved firms/suppliers/service providers. I/We agree to abide by all the rules & instructions given by the corporation from time to time & render our services to the full satisfaction to the Corporation.

Dated at.....this.....day of.....202 .

Signature of the applicant with seal

Name: _____

Designation: _____



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Annexure – IV

LIST OF SIMILAR NATURE WORKS COMPLETED DURING LAST THREE YEARS

Sr. No	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lac).	Commencement of work month Year	Completion of work month Year	Penalty levied for delay of completion, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was carried	Ref. No. & Date	Contract Amount (Rs. in Lac)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

SIGNATURE OF CONTRACTOR





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Ref :- OS / Empanelment

Annexure-A

**GENERAL TERMS & CONDITIONS
&
INSTRUCTIONS FOR FILLING & SUBMISSION OF EMPANELMENT FORM**

1. Filled in empanelment forms shall be submitted to :-

The Manager (O.S)
L.I.C of India
"Jeevan Prakash",
Gadkari Chowk, Golf Club Road,
Nashik – 422001

2. The **Empanelment form** shall be completely filled in all respects with Annexure-A, Annexure-B and other enclosures are to be submitted to the above address in a close envelope superscribed as "Application for empanelment of suppliers/vendors/ category no. _____ (Name of the category) along with non-refundable **application fee of Rs.295/- (Including GST)** in the form of demand draft in favor of LIFE INSURANCE CORPORATION OF INDIA payable at Nashik by depositing at our cash counter in cash during working hours i.e. from 10.00 am to 4.30 pm on all working days (Except all Saturday, Sundays & Bank Holiday).

3. INSTRUCTIONS FOR FILLING & SUBMISSION OF EMPANELMENT FORM shall also be signed on each page & submitted with the above.

4. No consideration will be given for postal delays. The Corporation bears no responsibility for applications received after due date and are liable to be rejected.

5. Empanelment will be valid for three years w.e.f. **01/04/2025 to 31/03/2028**. Tenders will be called for subsequently as & when required from amongst empanelled vendors.

6. The firms/suppliers who are on our panel are also required to apply for fresh empanelment if interested.

7. Please note that all particulars are to be filled in completely in the enrollment form in the relevant blanks strictly as per the format given.

8. Vendors selected for empanelment shall be intimated in due time.

9. Please note that the submission of the enrollment form for empanelment does not confer any right on the applicant for empanelment. LIFE INSURANCE CORPORATION OF INDIA reserves the right to accept or reject any/all applications or cancel the process of empanelment without assigning any reason thereof. Life Insurance Corporation of India shall neither be held liable nor obligatory on its part to inform the applicant the grounds of any such action.

10. The last date for receipt of application forms duly completed is **25.02.2025 up to 05.00 pm.**





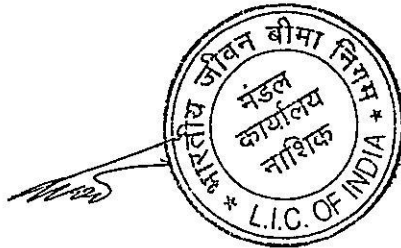
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8. Eligibility criteria for empanelment are as given below :-

- 1) The applicant firm/company should be in the same profession for at least 3 year(Copy of proof must be enclosed).
- 2) The firm should submit copy of their order of empanelment of other public sector/private sector firms etc. if any.
- 3) The firm/supplier should have Trade license/certificate under shops & establishment act (Duly renewed/registration with state & local authorities for undertaking the profession (copies of proof to be enclosed)
- 4) The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
- 5) Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of valid authorized dealership certificate must be enclosed).
- 6) The empanelment would be done only on the favorable recommendations of the duly constituted committee that would visit and inspect the premises, workshop, shop etc. of the applicants.
- 7) For suppliers of IT/ computer consumables submission of authorization letter from original equipment manufacturer (OEM) is **mandatory**.
- 8) All applicants are required to affix the signature and seal of the Authorized Official of the Company/firm on each page of Annexure-A in acceptance of terms and conditions laid therein.

**Signature of applicant
with seal & date**



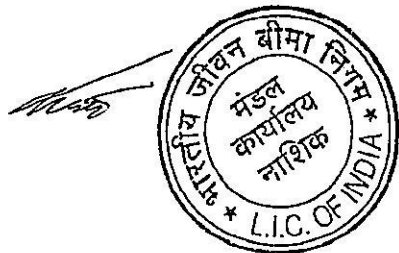


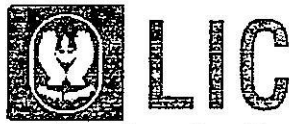
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Annexure C (Technical Information- For Printers only)

Sr. No.	Information Sought	Information Provided
1	Particulars of composing facilities a) DTP Systems (Make Packages, Languages other features, if any) b) Other composing facilities such as hand composing	
2	Particulars of Scanning machines being used	
3	Printing Machines : a) Offset Machines (Make, size, colors, speed and other features, if any) b) Letter Press Machines (Make Size, Speed and other features, if any) c) Screen Printing facility d) Pre-printed continuous stationery machine (make, size, colors, speed and other features, if any)	
4	Particulars of positives and plate making facility	
5	Binding and finishing a) Cutting Machines (Make, Size of Blade Hand/Power Driver) b) Particulars of Punching machine c) Particulars of perforating machine d) Particulars of gilding department	
6	Have you got photo-type setting machine, if so please furnish full details of type faces	
7	If any of the equipments mentioned above is under lease, loan or hire purchase agreement should be furnished	





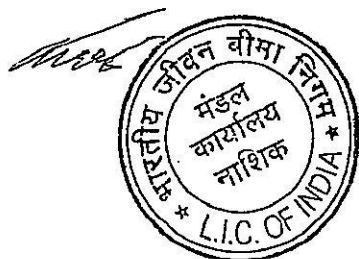
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8	Please furnish detailed particulars of any other agreements you may have entered into which subsisting and are likely to have a bearing on the jobs which may be entrusted to you	
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Annexure C – PART I – GENERAL INFORMATION

1	Name of the Press (in block letters)	
2	Nature of Ownership	
3	Date of Establishment/Incorporation of the Firm/Enterprise	
4	Address & Telephone no. : Nashik Fax No.: Mobile No.: Email ID :	
5	Address of Head Office (If separate) and Telephone No., Fax No., Email ID	
6	State whether Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7	Names of the Proprietors/ Partners / Directors	
8	Name of Chief Executive with his present address and contact details	
9	Name of Representative(s) indicating designation who would be calling on us and attending to our jobs	
10	Name of Bankers with addresses & Telephone Nos.	
11	Whether registered under the Central Sales Tax Registration and Turnover Rules, 1957 (if yes, submit Xerox copy of Certificate of Registration)	

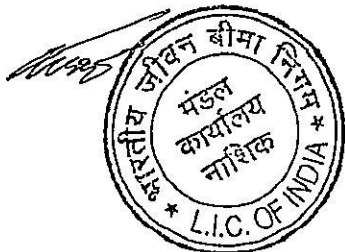




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12	Whether registered under A) Small Scale Industrial Unit under NSIC single point registration scheme B) MSME Act If yes, submit Xerox copy of Certificate of Registration. (Please specify whether belong to Reserved Category- SC/ST	
13	Is the Press registered under the Factories Act (if yes please state) a) License No. b) Date of last renewal of license (copy of license to be enclosed) c) PAN No. d) EPF Registration no (if any)	
14	Whether holding certificate under shops & Establishments Act, duly renewed (Copy should be enclosed)	
15	State the latest Income Tax Assessment Year and the amount of tax assessed. (Copies of last 3 years Income Tax Returns, Balance Sheets and Revenue Account to be enclosed)	
16	Turnover of last 3 years F.Y.2023-24 F.Y. 2022-23 F.Y. 2021-22	
17	Are you agreeable to make deliveries to Corporation Offices within and out of Nashik District when so directed	
18	Are you agreeable to abide by the Terms and Conditions of the Tenders and Contracts (specified from time to time with the Tenders/ Contracts	
19	Area occupied by the Press	





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20	Total number of employees- Permanent- Temporary- Skilled- Unskilled-	
21	Number of shifts you work normally	
22	Timing of shifts	
23	Weekly holidays	
24	Names of the Offices of the LIC whose printing work you may have done during the last 3 years. Mention only those Offices for whom you have done sizable jobs or have done constant work. (Details of the job done to be given)	
25	Name, Addresses and Telephone Nos. of some of your most valued clients	
26	Approximate value of your output per year in lakhs.	
27	Do you carry stocks of papers and any other material. If so what stocks do you generally hold and approx. average quantity	
28	State the nature of printing jobs undertaken by you (full details to be given)	
29	Mention any other specialities of your establishment	
30	GSTIN No (Regular/ Composite)	
31	Are you agreeable to enter into a Rate Contract / Running Contract / Fixed Quantity Contract with us	

Date:

Signature with office seal

Place:

Name :

Signature and seal of the Authorized Person





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Annexure C

PART II – TECHNICAL INFORMATION (IN CASE OF PRINTERS)

1) Particulars of composing facilities :

a) DTP Systems

Make	Packages	Languages	Other Features if any

b) Other composing facilities such as hand composing etc.: _____

2) Particulars of Scanning Machines being used : _____

3) Printing Machines :

a) Offset Machine

Make	Size	Color	Speed	Other Features if any

b) Letter Press Machines

Make	Size	Speed	Other Features if any

c) Screen Printing facility

d) Pre-printed continuous stationery machine:

Make	Size	Color	Speed	Other Features if any

4) Particulars of Positives and Plate making facility : _____





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5) Binding & finishing

a) Cutting Machines:

Make	Size of Blade	Hand/Power Driven

b) Particulars of Punching Machines : _____

c) Particulars of Perforating Machines: _____

d) Particulars of Gilding Department: _____

6) Do you have photo-type setting machine : _____

(if so please furnish full details) : _____

7) If any of the equipments mentioned above is under lease/ loan/ hire purchase, copy of agreement should be furnished.

8) Please furnish details of particulars of any other agreements, if any, you may have entered into which are subsisting and are connected with the jobs, which may be entrusted to you.

I/We _____
request Life Insurance of India, Nashik DO to consider inclusion of my/our name in the list of their approved panel of Printers and agree to give our best services to the full satisfaction of the Corporation in the event of their doing so.

Dated:

Place :

Signature & Seal/Stamp of Vendor





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ANNEXURE-B

For, Empanelment of manufacturers/Suppliers and service providers required by LIC of India, Division Office, Nashik

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

(Apart from duly filled & signed tender documents)

1. Certificate of registration with Registrar of Companies/Firms in India.
2. Documentary proof that the Company/Firm has been in business for the last 5 years in India.
3. Contract copies of similar orders executed in the last 3 years
4. Latest issued Factory License no & certificate.
5. Latest Certificate issued under Shops & Establishment Act, 1953.
6. NSIC/MSME certificates, if applicable.
7. Audited Balance Sheet and Profit & Loss statement for the last 3 financial years: 2023-24, 2022-23, 2021-22 [If income is more than 2.5 Lakh]
8. Manufacturer's/ Dealer's authorization form.
9. Copy of PAN of the Company/ Firm.
10. ESI & EPF registration certificates [if applicable]
11. GST registration certificate if applicable
12. Cancelled Cheque for NEFT details.
13. Annexure-I,II,III,IV,A,C
14. Declaration form
15. Application form for empanelment of firm

NOTE: All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the tender document submitted in acceptance of terms & conditions therein.

All the supporting documents, like certificates, proofs, samples etc. which are being submitted along with the tender forms, should necessarily be attested by the authorized signatories of the firm. Without proper attestation, the document shall not be considered.

I/We have read and understood all the terms & conditions and the eligibility conditions and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I /We have no objection if enquiries are made about the work listed by me/ us in the forms submitted.

Signature of Tenderer / Vendor with seal

