

NOTICE

FOR EMPANELMENT OF Manufacturers /Suppliers /Authorized Dealers/Vendors/Printers/Service Providers/Contractors

Life Insurance Corporation of India Divisional Office -III, Jeevan Pravah Tower, District Centre, Janak Puri, New Delhi-110058 intends to invite applications from Manufacturers /Suppliers /Authorized Dealers/Vendors/Printers/Service Providers/Contractors having their offices preferably in Delhi/NCR for the empanelment to provide the following services:-

CATEGORY-A (OFFICE STATIONERY)		
SUB CATEGORY	ITEMS	Minimum Average Turnover Required (in last 3 F.Y-2021-22,2022-23, & 2023-24)
A1	Supply of Computer Continuous Stationery such as Policy Bonds/Premium Receipts/Plain Computer Stationery etc.	40 Lacs
A2	Supply of Forms/Ledgers/Visiting Cards/Booklets etc Offset / Screen printed work	15 Lacs
A3	Supply of Cloth/Kraft Envelopes/Ordinary Envelopes/ Backing Sheets/Policy Dockets	15 Lacs
A4	Supply of PVC Folders	5 Lacs
A5	Supply of Table & Office stationery such as Pens, Files, Photocopier paper, Punching machines, Staplers etc.	5 Lacs
CATEGORY-B (SUPPLY AND MAINTENANCE OF OFFICE EQUIPMENTS)		
SUB CATEGORY	ITEMS	Minimum Average Turnover Required (in last 3 F.Y-2021-22,2022-23, & 2023-24)
B1	Supplier/Manufacturer /Servicing of CCTV System	20 Lacs
B2	Supply of I.T. Consumables such as Ink/Toner cartridges/Ribbon cartridges, Refilling, CDs, DVDs, Pen Drives, Maintenance Box, Printer Head etc	15 Lacs

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

B3	Supply / Maintenance/ Servicing of Fire Safety Equipments & Fire Extinguishers	10 Lacs
B4	Supply / Maintenance/ Servicing of Bundle / Loose Note Counting Machine and Fake Note Detector Machine	10 Lacs
B5	AMC of Air Conditioners (VOLTAS, BLUE STAR, HITACHI, CARRIER)	10 Lacs
B6	Hiring of DG Sets ranging from 7.5 KVA onwards	10 Lacs
B7	Supply and Maintenance of Fire Alarm System	5 Lacs
B8	Supply / Maintenance/ Servicing of Water Cooler, Hot/Cold Storage Water Dispenser, Water Purifiers & R.O. Systems for domestic & commercial use	7 Lacs
B9	AMC of UPS (Accenta/ Numeric/ Infiniti/ Uniline etc.)	7 Lacs
B10	Supplier of UPS Batteries (Exide / Amaron) etc.	7 Lacs
B11	Supply / Maintenance/ Servicing of Telecommunication Equipments such as Fax, EPABX Systems, Telephone Instruments etc.	3 Lacs
B12	Supply/ Maintenance of Electrical items viz. LED lights, Tubes, Chokes, CFL, Fans, Starters, Holders, Hot Case, Heaters etc.	3 Lacs
B13	Manufacturer/ Suppliers/ Repair of Wooden/ Iron Furniture & Fixture such as Table, Chair, Cabinets & Storage Units etc.	3 Lacs
CATRGORY - C (SERVICE PROVIDERS)		
SUB CATEGORY	ITEMS	Minimum Average Turnover Required (in last 3 F.Y-2021-22, 2022-23, & 2023-24)
C1	Courier Service all over India/ Within Division, Internal Mailing Services within Delhi/ Division's jurisdiction	7 Lacs
C2	Catering Services for various events	5 Lacs
C3	Vendors carrying out repair and maintenance of Wood / Civil and Electrical works	7 Lacs

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

C4	Travel Agency for Hiring of Taxi/Publicity Van/ Mobile Van etc	3 Lacs
C5	Travel Agency for purchase of Train/Air Tickets	3 Lacs
C6	Maintenance of Sanitary Fittings (Plumbing Services)	3 Lacs
C7	Dry cleaning of Carpets/Sofa Sets/ Vertical Blinds /Chairs including repair etc	3 Lacs
C8	Pest Control Services	2 Lacs
C9	Waste Paper / Scrap items purchase (Scrap Dealers- Paper/Metal etc.)with lifting services	1 Lac
C10	Services of Binding Work	1 Lac
C11	Identity Card of Employees/ Retirees etc.	1 Lac
C12	Name Plates(Vinyl board/plastic/metal etc.)/Different size board printing(Vinyl board/plastic/metal etc.) /office stamps(Rubber/nylon)	1 Lac

1. The Separate forms (Annexure-A to C) are required to be filled up for each category which may be downloaded from our website <https://licindia.in/web/guest/tenders> Application for empanelment duly completed should be addressed to **Manager (OS), Life Insurance Corporation of India Divisional Office - III, Jeevan Pravah Tower, District Centre, Janak Puri, New Delhi-110058** in a closed envelope super scribed as "Application for empanelment of Manufacturers/Suppliers/Authorized Dealers/Vendors/ Printers/Service Providers/Contractors along with non refundable application fee of **Rs. 118/-** in the form of demand draft in favour of Life Insurance Corporation of India & payable at Delhi or can be deposited at our cash counter in cash during cash working hours on or before **07.03.2025 by 15:00 hrs.**

The vendors/firms desirous to be empanelled with us for above said jobs (Category A to C) and fulfilling conditions as per Annexure "A to C" (enclosed), may apply for empanelment for jobs undertaken at Divisional Office-III, Delhi. The applications in questionnaire form (Annexure 'A to C') 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 **07.03.2025 by 15:00 hrs.** The Corporation bears no responsibility for applications received after due date & time and are liable to be rejected.

2.The Vendors/Firms seeking exemption of tender/application fee will be required to submit necessary proof for the relevant MSE category like valid Udyam/NSIC Certificate etc.

3. The Manufacturers /Suppliers /Authorized Dealers/Vendors/Printers/Service Providers/Contractors who are on our panel are required to apply for fresh empanelment, if interested.

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

4. Manufacturers /Suppliers /Authorized Dealers/Vendors/Printers/Service Providers/Contractors who have been **black listed / removed earlier by any office of the Corporation, should not apply**. If applied, their applications will not be considered.

5. Mere submission of Application for empanelment does not confer any 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. 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. The Corporation reserves the right to raise/modify the minimum eligibility criteria for empanelment depending on the response.

6. Applications incomplete in any respect will not be entertained and are liable to be rejected.

7. Any corrigendum with regard to terms & conditions, last date extension for submission of application form, if any will be published only on our website <https://licindia.in/web/guest/tenders>

8. Application of Empanelment may be obtained from 10 am to 1.30 pm on or before the last date of submission of application on all working days from Monday to Friday from our office at the following address :

LIC of India,
Divisional Office-3
3rd Floor, OS Deptt.
Jeevan Pravah Tower,
Distt.Centre,Janak puri
New Delhi-110058
Ph No.-28855107/28855108

The Application can be downloaded from our website-
<https://licindia.in/web/guest/tenders>



The website can also be reached by scanning the above QR code

Sr.Divisional Manager

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

YEAR: 2025

APPLICATION FORM FOR EMPANELMENT OF FIRM

S.No.of Category:

Name of Category:

(Separate application is to be submitted for each Category)

TERMS & CONDITIONS FOR EMPANELMENT

- 1 The firm/supplier/Service Provider should be in profession for at least 3 years. (Copy of registration certificate must be enclosed).
2. The firm should be on the approved panel of at least 3 Reputed Firms. (One of which should be of public sector/Govt.undertaking)
3. The firm / supplier should have 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 need 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. Minimum average Annual turnover required for empanelment is indicated against its category.
7. The empanelment will be done only on the favorable recommendation of the duly constituted committee that will visit & inspect the premises, workshop etc of the applicants. Vendors/firms submitting empanelment letter/proof of empanelment with any LIC offices may be exempted from Inspection as decided by the Competent Authority.
8. Firms/Vendors applying for more than one category should fill up separate application form, Annex. "A to C" alongwith separate Demand Draft/Banker's cheque of Rs.118/- fvg. LIC of India payable at Delhi or in cash which may be deposited at our Cash counter during cash working hours on or before the last date & time of submission of application for each of the category applied for.
9. Annexure "A to C" all are part of Application Form. All applicants are required to affix the signature and seal of the Authorized Official of the Firm/Company on application form and each page of Annexure "A to C" in acceptance of terms & conditions therein.

Signature with Seal of the firm/company

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

**GENERAL INFORMATION ABOUT THE MANUFACTURERS/SUPPLIERS/
AUTHORISED DEALERS/VENDORS/PRINTERS/SERVICE PROVIDERS/CONTRACTORS**

S.NO	Information Sought	Information Provided
1	Name of the Firm(In Block Letters)	
2	Date of Establishment / Incorporation of the Firm.	
3	Correspondence address , Contact No. and E-mail ID	
4	Address of Head Office/Regd. address (If Separate) Contact No. and E-mail ID	
5	Status: Proprietary/Partnership/Private Limited Company / Public Limited Company	
6	Names of the Partners /Directors	
7	Name of Chief Executive with his present address, Contact No. and E-mail ID	
8	Name of Representative (s) with Designation who would be calling on us and attending to our jobs	
9	Name of Bankers with Addresses & Contact Nos.	
10	Is the Firm registered under the Factory Act? If so, state a) License Number: b) Date of last renewal of license (Copy of license to be enclosed) c) ESI No. if any d) EPF Registration No. if any	
Signature with Seal of the firm/company		

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

11	a) PAN NO. of Income Tax Deptt. (Enclose Copy) b) GST No (Enclose Copy) c) Labour License No. (Enclose Copy) d) EPF Regn. No. (Enclose Copy) e) ESI No. (Enclose Copy) f) FSSAI License for catering services (Enclose Copy) Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy should be enclosed)	
12	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years IT Returns, Balance Sheets & Revenue A/c duly certified by CA to be enclosed)	
13	Turn over for last three Financial Years FY 2021-22 F Y 2022-23 F Y 2023-24	FY 2021-22 F Y 2022-23 F Y 2023-24
14	Whether Black Listed by any Govt. Deptt. / Public Sector Company.	
15	CST No. / VAT No./ TAN No./ GST No.	
16	Are you agreeable to make deliveries to LIC's offices at Delhi, Gurgaon, Manesar, Sohna, Rewari, Nuh, Daruhara & Pataudi (Haryana) under its jurisdiction?	
17	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts?	
18	Is your firm empanelled with any office of Life Insurance Corporation of India or any other PSU(Central) ? Please enclose proof.	
19	Name, Addresses and Contact Nos. of some of your most valued clients. (Separate list may be enclosed)	
20	Mention any other specialties of your Establishment	
21	Mention, if registered as an MSE (Enclose copy of Udyam Certificate/NSIC and also mention category-Gen/ SC,ST)	Yes/No Udyam/NSIC Cert.No. Category-Gen/Sc/ST
22	Mention, if registered on GeM portal	

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

Signature with Seal of the firm/company

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

I/We _____

request Life Insurance Corporation of India Divisional Office - III, Jeevan Pravah Tower,
District Centre, Janak Puri, New Delhi-110058 to consider inclusion of my /our name in the list
of their approved manufacturer/supplier/printer/service provider/contractor. We agree to give full
satisfaction to the Life Insurance Corporation of India in the event of their doing so.

Dated at.....this.....day of.....2025.

Signature with Seal of the firm/company

Name:

Designation:

All the pages of application form and documents must be signed with seal of the firm/company.

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

Special Questionnaire for Printing/Computer Continuous Stationery Printers/Vendors

TECHNICAL INFORMATION:

1. Particulars of composing facilities

a) **D.T.P. 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 Machine**

Make	Size	Color	Speed	Other Features if any
------	------	-------	-------	-----------------------

b) **Letter Press Machines**

Make	Size	Color	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

5. Binding and Finishing

a) **Cutting Machine**

Make	Size	Color	Speed	Other Features if any
------	------	-------	-------	-----------------------

Signature with Seal of the firm/company

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

b) Particulars of punching machines -

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.

8. Please furnish details particulars of any other agreements you may have entered into which are subsisting and are likely have a bearing on the jobs, which may be entrusted to you.

I/We _____ request Life Insurance Corporation of India, Delhi Divisional Office-III, Jeevan Pravah Tower, District Centre, Janak Puri, New Delhi-110058 to consider inclusion of my/our name in the list of their approved printers and agree to give full satisfaction to the Life Insurance Corporation of India in the event of their doing so.

Dated:

Signature with Seal of the firm/company

Name:

Designation:

Note: The Corporation reserves the right to cancel the name of the Printer from its approved lists at this absolute discretion without assigning any reason.

दिल्ली मण्डल कार्यालय -3, "जीवन प्रवाह टावर", डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108

Annexure “C”

**Declaration by Manufacturers /Suppliers /Authorized
Dealers/Vendors/Printers/Service Providers/Contractors**

1. I/ We have read the instructions appended to the Annexure “A” 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 treated as invalid at the sole discretion of the Life Insurance Corporation of India and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of the Life Insurance Corporation of India in selection of manufacturer/supplier/printer/service provider/contractor will be final and binding on me / us.
3. All the information furnished by me/us here under is correct to the best of my / our knowledge and belief.
4. I/we assure that my/our firm has not ever been blacklisted/removed from panel by any of the offices of LIC of India.
5. I / we agree that I / We have no objection if inspection of my / our premises / workshop, shop etc is done by the officials of the Life Insurance Corporation of India.

SIGNATURE:

NAME & DESIGNATION:

SEAL OF THE FIRM/ COMPANY:

PLACE:

DATE:

दिल्ली मण्डल कार्यालय -3, “जीवन प्रवाह टावर”, डिस्ट्रिक्ट सेंटर, जनकपुरी, नई दिल्ली -110 058 दूरभाष : 28855107, 28855108