



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

Nagpur Divisional Office

0712-2873229/230

**OFFICE NOTE**

From: OS Department Divisional Office, Nagpur	To: The Sr. Divisional Manager Divisional Office, Nagpur
Ref: OS/Nagpur/2025-25	Date: 10.03.2025

**Re: Empanelment of Tours and Travels/Advertising Agencies**

At present we have not valid Empanelment for

1. Vehicle for travel-Tours & Travels
2. Tour & Travel- Air/train ticket booking
3. Advertising Agencies

In order to standardize the procurement of essential services it is proposed to invite tenders for the empanelment of:

1. **Tours & Travel Agencies:** for facilitating official travel/LTC, Air/Train ticket Bookings, and related services.
2. **Advertising Agencies:** for handling Corporate communication, advertisement, Tender notices etc.

Upon approval, the OS department will proceed with the tendering process as per the prescribed procurement guidelines:

We also recommend approval of draft Notice for Empanelment, application form to be called from Vendors and also Terms and conditions of empanelment enclosed herewith.

The proposed time schedule is as below

1. Advertisement in news papers - 11<sup>th</sup> March 2025
2. Date of issue of blank Tender Forms : 11<sup>th</sup> March 2025 to 21<sup>st</sup> March 2025
3. Last date for receipt of application forms: 21<sup>st</sup> March 2025 up to 1600 hours.
4. Payment of non refundable application cost of Rs 236/- including (GST) by demand draft in favour of Life Insurance Corporation of India Payable at Nagpur or by depositing at our cash counter during working days from 10.00 am to 4.00 pm up to 21.03.2025.
5. The Competent Authority has already approved publishing of tender for hiring of Air coolers on 4<sup>th</sup> March 2025 through m/s Siddesh Communication who emerged L-1. Hence it is proposed to publish this Empanelment notice through m/s Siddesh Communication.

AO (OS)

Manager (OS) DM

Sr. Divisional Manager for decision:

"A" approved as Proposed.  
em:k.  
SD on  
10/03/2025

**Life Insurance Corporation of India**

**DIVISIONAL OFFICE, NATIONAL INSURANCE BUILDING, S.V.PATEL MARG,NAGPUR 440001**

**Application for empanelment of Firms/Supplier/Vendor/Service Providers**

Sl No Of Category	Name of the Category

(Separate Application is to be filled-up for each category)

Sl. No	Information Sought	Information provided
1	Name of the Firm(in Block letters)	
2	Date of Establishment/Incorporation of the Firm	
3	Registration No. (Please enclose photocopy of Certificate)	
4	Correspondence address, Telephone No, Mobile No. e-mail id.	
5	Address Of head Office(if Separate) and telephone No	
6	Status: Proprietary/Partnership/Private Limited company/ Public Limited Company/Names of the Partners Directors	
7	Names of the Partners/Directors	
8	Name of Chief Executive with his present addresses and Telephone Nos.	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs	
10	Name of bankers with Addresses and Telephone nos.	
11	Bank Account Details: Please enclose Cancelled Cheque or copy of Bank Statement)	Bank: Branch: IFSC: A/C No Type of Account:

12	Is the Firm registered under the Shop & Establishment Act? If so state <ul style="list-style-type: none"> <li>• License no</li> <li>• Date of last renewal of license (copy of license to be enclosed) <ul style="list-style-type: none"> <li>• GST No.</li> <li>• Pan No.</li> <li>• TAN No.</li> </ul> </li> <li>• ESIS No if any</li> <li>• EPF Registration no if any</li> </ul>	
13	State the latest Income Tax Assessed year and the amount of tax assessed (copies of last 3 yrs, IT Returns, balance sheets & Revenue A/C to be enclosed)	
14	Turn over for last 3 years FY- 2023-2024 FY- 2022-2023 FY- 2021-2022 (Certificate Issued by Charter Accountant to be attached)	
15	Are you agreeable to make deliveries to corporation's offices within and out of Nagpur when so directed?	
16	Are you agreeable to abide strictly by the Terms and Conditions of the Tender and Contracts? (copy annexure B)	
17	If your Firm is empanelled with any of office of LIC of India or any other PSU (Central) ,please give name and address	
18	Name, Telephone Nos. of some of your most valued clients (Separate list may be attached )	
19	Approximate value of your output per year	
20	Mention any other specialties of your Establishment	
21	Details of Application Fee of Rs 118/- Mention DD no./Date/Bank OR LIC Misc receipt No. /Date	

**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.

I/We \_\_\_\_\_ request Life Insurance Corporation of India, Nagpur Divisional Office, to consider inclusion of my/our name in the list of their approved firms/suppliers/Service Providers. We agree to give full satisfaction to the Corporation in the event of their doing so.

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

**Signature with Seal of the Supplier/Shop/Company**

**Name:**

**Designation:**

**Check List of documents to be submitted –**

- 1) Copy of PAN NO/GSTIN /TAN No
- 2) Last 3 Yrs ITR
- 2) Certificate by Chartered Accountant for Turn Over
- 3) Copy of Registration certificate, Shop Act Certificate
- 4) Work experience, Client List (Enclose work order of leading companies)
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company
- 6) Residence proof, Photo identity.

ANNEXURE-B


TERMS AND CONDITIONS FOR EMPANELMENT


1. The Firms/Vendors/Suppliers/Service Provider should have experience of **atleast 3 (three) years.**
2. The Firm/Vendor/Supplier/Service Provider can apply for maximum of **any TWO (2) Category**
3. The Firms/Vendors/Suppliers/Service Provider should have executed work with reputed Private/Private Limited Companies and Government Institution
4. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that 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. All deliveries must be made either at our office, or as per our instructions, FREE OF CHARGE.
5. 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.
6. In case of failure of the Supplier /Vendor /Service Providers 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 /
7. Service Providers, at default, shall make good any loss or damage that the Corporation may suffer thereby or shall pay to the Corporation liquidated damaged as provided under Clause No.13 provided hereunder besides removal from the panel of Supplier / Vendor / Service Providers.
8. NO ALTERATIONS 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.
9. If it is found that the supplier/vendor/Service Provider is incompetent to complete the job even after submission of two consecutive proofs 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/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 /Service Providers.
10. Any tender not in compliance with these terms and conditions will be liable for rejection. If the supplier/vendor/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 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 stipulations 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/service providers under these circumstances or may otherwise recover the same separately.

11. That it has been mutually agreed between the Corporation and the supplier / vendor / Service Provider that any dispute arising out of this acceptance shall be Referred to for "Arbitration" to the Sr Divisional Manager, LIC of India, DIVISIONAL OFFICE, NATIONAL INSURANCE BUILDING , S.V.PATEL MARG, NAGPUR of the Corporation and his decision shall be binding on the supplier/vendor/Service Provider.
11. The Supplier / Vendor / Service Providers shall not raise any question of competence of the Sr Divisional Manager to act as sole arbitrator.
12. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Nagpur and shall be under adjudication a court in Nagpur.
13. 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.
14. 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 may be terminated forthwith.
15. The corporation reserves the right to Remove/ Black list any supplier /vendor/Service Provider from the list of empanel agencies for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the corporation.
16. 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 and Conditions.
17. No advance payment will be made for the order.
18. Apart from all the above conditions if a Firm does not participate in any five (05) Tenders the name of the Firm may be removed from our panel of enlisted agencies.
19. Application Form (Annexure A ) and Terms and Conditions for empanelment (Annexure B) and other document should be submitted in sealed envelope and should be super scribed as "Application for Empanelment. Applications received after the last date and time will not be considered and therefore deemed to be rejected.
20. The Corporation reserves the right to accept or reject any /all applications without assigning any reason thereof.

**All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation.**

  
AD

  
SR. DIVISIONAL MANAGER



I / We \_\_\_\_\_ have read and understand all the Terms & Condition of the Empanelment and undertake to abide by and comply with all of them. I / We understand that non-compliance of any or all of the condition specified above will attract disqualification as therein stipulated.

**Signature & Seal of the Vendor/Firm/Company**

**ANNEXURE-C**

**UNDERTAKING**

Ref: LIC Empanelment No \_\_\_\_\_

We hereby confirm that we have not been black-listed by LIC or PSU/BFSI Organization/Government/Semi- Govt./Quasi-Govt. Departments in India, as on date of submission of document for empanelment in response to the above notice for Empanelment.

I also agree with your terms and conditions quoted in notice of empanelment.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

Authorized Signatory

Signature

Name

Designation

Name & Address of the company/Firm

Seal of the Company