

भारतीय जीवन बीमा निगम



मंडल कार्यालय : जीवन प्रकाश, जीरो माईल, भागलपुर-813210

टेली: 0641-2322012, 2322018,

ई-मेल: sales.bhagalpur@licindia.com

फर्मों को सूचीबद्ध (Empanelment) करने हेतु आमंत्रण

भारतीय जीवन बीमा निगम, मंडल कार्यालय, भागलपुर प्रतिष्ठित 'फर्मों / डीलरों / आपूर्तिकर्ताओं' (जिन्हें न्यूनतम 3 वर्ष का अनुभव हो एवं TIN/PAN/GST/INS रजिस्टर्ड हो) से निम्नांकित कोटि के लिए पैनल पंजीकरण हेतु आवेदन आमंत्रित करता है।

कोटि-1 गिफ्ट सामग्री, मेमेन्टो, ट्रॉफी, उपयोगी वस्तुएँ, घरेलू उपयोग की वस्तुएँ यथा प्लास्टिक सामग्री, क्रॉकरी, स्टील के बर्तन, पॉलिश किए गए बर्तन, मिक्सर/जूसर, चादर, टावेल, रेडिमेड कपड़े / टाई, कंबल / रजाई, कालिन, लेदर / रेक्सीन की सामग्री, शूटिंग / शर्टिंग / ऊनी कपड़े / लेडिज / जेन्ट्स शॉल, स्टेशनरी, इलेक्ट्रॉनिक्स सामान - मोबाइल / टेबलेट / लैपटॉप / कैमरा आदि, फोटो फ्रेम, हैंडीक्राफ्ट्स के सामान, ग्रीफकेस, बैग, मेटालिक सामान, सोने-चाँदी के सामान / सिक्के, शील्ड / मेडल, दिवाल घड़ी / टेबुल घड़ी / कलाई घड़ी, डेकोरेशन के सामान, छाता, रेनकोट, टॉर्च एवं आवश्यकतानुसार अन्य उपयोगी सामग्री।

कोटि-2 एडवरटाइजिंग एजेंसी (मोबाइल पब्लिसिटी बैन, बाल पेंटिग्स, साइनेज, होर्डिंग्स आदि। आवेदन फार्म-ए हमारी वेबसाइट www.licindia.in (Link Tenders) से डाउनलोड / अधोलिखित कार्यालय से प्राप्त किया जा सकता है। प्रत्येक श्रेणी के लिए पूर्ण रूप से गैर हूए आवेदन-पत्र एक बंद लिफाफे में निम्न पते पर प्रेषित करें - बंद लिफाफे पर अंकित करें -

"नये पैनल पंजीकरण हेतु आवेदन पत्र/कोटि-1 / कोटि-2 हेतु"।

प्रबंधक (विक्रय), भारतीय जीवन बीमा निगम, मंडल कार्यालय : जीवन प्रकाश,

जीरो माईल, भागलपुर, पिन - 813210, फोन - 2322012, 2322018

चयन हेतु सक्षम अधिकारी, भारतीय जीवन बीमा निगम, मंडल कार्यालय, भागलपुर का स्वविवेकाधिकार होगा। किसी अथवा सभी आवेदनों को स्वीकृत/अस्वीकृत/रद्द करने का अधिकार सक्षम अधिकारी के पास सुरक्षित रहेगा। इच्छुक फर्म/डीलर से आवेदन प्राप्ति की अंतिम तिथि 30.06.2025 सायं 5:30 बजे तक है।

दिनांक : 01.06.2025

वरीय मंडल प्रबंधक

Size: 9h x 8w Sqcm



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation of India Divisional Office, 2nd floor, "Jeevan Prakash", Zero Mile Bhagalpur 813210
Ph: 2322012, 2322004 Fax: 2322010 Email: sales.bhagalpur@licindia.com

ANNEXURE "A"

NOTICE

NOTICE FOR CALLING APPLICATION FOR EMPANELMENT OF VENDORS FOR PURCHASE OF COMPETITION PRIZES, GIFT ITEMS AND MEMENTOS UNDER CATEGORY – "D" & PRINTING MATERIAL (PUBLICITY) UNDER CATEGORY "E"

S.No.

DETAILS

- | | | |
|----|---|---|
| 1 | Application Ref. & Date | Sales/BGP/Empanelment of vendors Category "D" & "E". Dated 29.05.2022 01.06.2025 |
| 2. | Applications required for Empanelment of vendors | For Purchase of Gift Items & articles/Mementos/ Promotional Items & Printing of material related to Publicity & ID Cards.
As per the Annexure – C under Category D & E
Rs. 118/- (One Hundred Eighteen Only) (Rs 100 + GST @ 18%)
by way of Demand Draft /Pay Order in favour of "LIC of India"
payable at BHAGALPUR.
The Manager (Sales)
Life Insurance Corporation of India,
2 nd floor, Jeevan Prakash, Zero Mile, Bhagalpur, (Bihar) PIN- 813210. |
| 3. | Application Fee
(Non-Refundable) | |
| 4. | Address for submission
of application (To be dropped in
Tender Box) | |
| 5. | Papers / Documents to be submitted
by the applicant | <p>The Vendors have to put the following documents inside a sealed cover envelope super scribed as "Application for Empanelment of vendors "Bhagalpur Division " under Category "D" & "E"</p> <p>1. Annexure B - Application Form, alongwith all Photocopies of documents mentioned in Application Form-</p> <p>2. Annexure – C – Category wise (Turnover conditions) "D" & "E"- mention the category or sub category selected on the top of the Application Form.</p> <p>3. Annexure – D - Terms & Conditions duly signed by the applicant along with the official seal</p> <p>4. Annexure – E- Declaration by the Applicant duly signed by the applicant along with the official seal</p> <p>5. Demand Draft /Pay Order in favour of "LIC of India" payable at BHAGALPUR towards Application fee amounting to Rs 118/- (as mentioned at Sr. No.3)</p> <p>NOTE : A vendor may apply for one or more Category/ Sub category as per Annexure – C and mentioned clearly on the top of Application form</p> |
| 6. | Submission of Application (Date and Time) | Acceptance on the basis of Terms & Conditions – Annexure-D
Last Date 30.06.2025 upto 5:30 P.M. |
| 7 | Contact Details | Telephone No. 0641-2322012, 0641-2322004
E mail id –sales.bhagalpur@licindia.com |
| 8. | Official Website (URL) | www.licindia.in/Tenders |



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Annexure- B

All the pages of application form and all attached documents must be signed with seal of the firm.

APPLICATION FORM FOR EMPANELMENT OF FIRM

Category / Sub Category Applying for
Specify the Name of the Selected Category / Sub Category
.....

S.N.	Information Sought	Information Provided
1	Name of the Firm(In Block Letters)	
2	Date of Establishment / Incorporation of the Firm	
3	Correspondence address , Telephone No. and E-mail ID	
4	Address of Head Office (If Separate) Telephone No. and E-mail ID	
5	Status: Proprietary/ Partnership/ Private Limited Company / Public Limited Company	
6	Names of the Partners /Directors	
7	Name of Proprietor with his present address, Telephone 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 A/c No.Type of Account IFSC Code Addresses & Telephone Nos. (Photo Copy required)	

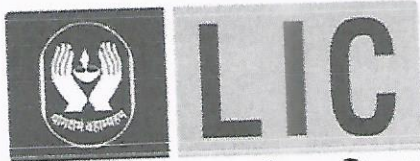


LIC

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- 10 a) PAN NO. of Income Tax Deptt. (Enclose Copy)
Whether holding certificate under Shops & Establishment Act, duly Renewed
(Photo Copy required)
- 11 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
- 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 to be enclosed)
(Photo Copy required)
- 13 Turn over for last three Financial Years
FY 2024-22 2024-25
FY 2020-24 2023-24
FY 2019-20 2022-23
(Photo Copy required)
- 14 Have your firm/company been Black Listed Yes / NO
earlier by LIC or any of PSU/BFSI/Govt. Deptt. (If Yes than give details)
/ Public Sector Company/ Semi Govt Quasi
Govt departments in India.
- 15 GST NO. / Copy of Certificate
(Photo Copy required)
- 16 Are you agreeable to make deliveries to LIC's offices at BHAGALPUR 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.
(Photo Copy required)
- 19 Name, Addresses and Telephone Nos. of some of your most valued clients.
(Separate list may be enclosed)
(Photo copy Required)
- 20 Mention any other specialties of your Establishment.



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

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.

1. All the pages of the application form and all documents must be signed and sealed affixed.
2. Refer Annexure – D for Terms & Conditions.
3. Submit Annexure B to Annexure E duly signed and sealed along with Application form and all the photocopies required as mentioned in the Application Form – Annexure –B.

I/We request Life Insurance Corporation of India, Bhagalpur Division, PIN-813210 to consider inclusion of my/our firm/company in the list of approved firms/ vendors/suppliers/dealers/ service providers. I/We hereby assure to extend full co-operation to the satisfaction of LIC of India upon being considered/ selected for empanelment. I/We agree to abide by the rules and instructions of LIC of India given from time to time and render our services to the full satisfaction of the Corporation if considered/ selected for empanelment. I/We agree to the Terms & Conditions for empanelment listed by LIC of India in Annexure E and any revision thereof. I/We understand that the application for empanelment or selection in empanelled list doesn't confer on me/us/our firm any right whatsoever in any aspect pertaining to the process of empanelment or initiation of purchases/purchase/calling for purchase/selection for purchase or any other decision as may be taken by LIC of India or its officials. I/We understand that my/our application and declarations and documents submitted will form the basis of any decision of LIC of India regarding empanelment/selection for purchase/ purchases etc and in case of any doubt/clarification/dispute etc. the decision of LIC of India or its officials will be binding on me/us/our firm.

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

Signature with Seal of the authorized person Firm/Company

Name :

Designation :



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Annexure C (Minimum Turnover Conditions required for each Category) CATEGORY -D

(SUPPLIER OF COMPETITION PRIZES/BRANDED ITEMS/GIFT ARTICLES/MEMENTOS ETC.)

SUB CATEGORY	ITEMS	Minimum Turnover Required (in last 3 years)
D1	House hold Articles/Kitchen Ware / Plastic Home Ware Products/Ceramic Items/Utensils/Crockery Items/ Seasonal Products / Festival Related Products	5 Lacs
D2	Trophies /Medals /Badges/Shields/Mementos/ Watches & Clocks	5 Lacs
D3	Gold and silver Coins / Articles	5 Lacs
D4	Electronic /Electrical Appliances/ Mobile phones/Laptops /I-Pads	4 Lacs
D5	Suiting / Shirting Materials/ Bed Sheets, Blankets, Shawls & Towels	4 Lacs
D6	Travel Bags / Trolley Bags/Travel items -leather or otherwise	4 Lacs
D07	Misc. Items that can be given as gift from Rs.50/- onwards	1 Lac

CATEGORY -E (PRINTING OF PUBLICITY MATERIAL)

SUB CATEGORY	ITEMS	Minimum Turnover Required (in last 3 years)
E1	Supply / Installation / Replacement of Flex, 3M Pan graphics Flex (P IV) and 3M 2330 series Boards / Banners / Sign Boards / Hoardings / Back Drop/ Front & Back lit/ LED Boards etc.	20 Lacs
E2	Supply / Installation /Replacement of Glow Sign Board /Neon board	10 Lacs
E3	Supply of Canopies / Standees	10 Lacs
E4	Wall Painting	10 Lacs
E5	Publicity on Auto / Bus Panel / Bus Stop /Mobile Van etc.	10 Lacs
E6	Printing of Leaflets / Publicity Brouchers / Club member ship Stationery (Comprises of - Letter Heads/ Visiting Cards/ Envelopes of agents with Club logo)/ Supply / printing of Badges /Preparation of I-Cards/Printing on Caps / Printing on T-Shirt & other Printing products	10 Lacs



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Annexure-D

Terms & Conditions - YEAR: 2025-26 (2025-26)

1. The Applicant Vendors has to put the following documents duly completed with signature and seal of the Firm/Company inside a sealed cover envelope super scribed as "Application for Empanelment of vendors of Bhagalpur Division- Category "D"& E")
 - (i) Application Form- Annexure B
 - (ii) Photocopies of all documents mentioned in - Annexure B to be submitted along with Application Form
 - (iii) Terms & Conditions --Annexure-D duly signed and stamped
 - (vi) Application Fee of Rs 118/- (Rs 100+ Rs 18 GST) by way of Demand Draft /Pay Order in favour of "LIC of India" payable at BHAGALPUR.
 - (v) Annexure C & Annexure D- duly signed and stamped
2. The Application fee (non-refundable) for Rs 118/- (Including GST @ 18%) will be a part of the application for empanelment.
- 3.. Envelope mentioning "Application for Empanelment of Vendors for Category D & E" in BHAGALPUR DIVISION (mention the each category/ Categories (if more than one) on the top of the Application Form as per Annexure - C) to be dropped in the Box kept in the chamber of the Manager (Sales), LIC of India, Divisional Office, 2nd floor, "Jeevan Prakash", Zero Mile, Bhagalpur-813210 on or before the due date and time mentioned in the Notice – Point No. 6 (Annexure - Empanelment of vendors- Category "D"& E") .
4. The firm/supplier/Service Provider should be in profession for at least 3 years. (Copy of registration certificate must be enclosed).
- 5.. For Category (D & E) the firm should be on the approved panel of at least 3 Reputed Firms or any Public Sector/ Govt Institution.
6. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent need without delay.
7. Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of valid authorized dealership certificate must be enclosed.)
8. Minimum Annual turnover required for empanelment is indicated against its category.
9. 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.

Signature with Seal of the authorized person Firm/Company

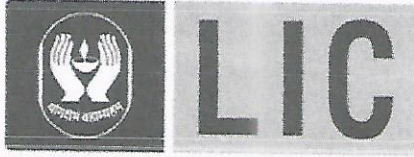


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10. The firm/Company/business establishment should have all statutory permissions as necessary and applicable by relevant laws/rules in this regard to carry out the activity/business it is engaged in.
11. Last date for submission of Application form duly completed with all specified requirements is 30.06.2024 upto 5:30 P.M.
12. Applications received after the last date and time mentioned at SL.No. 11, will not be considered and therefore deemed to be rejected.
13. Mere submission of application for empanelment doesn't confer the right to empanelment.
14. The Application form and all enclosures and documents submitted should be signed by the authorized person and his/her name and status should be indicated below his/her signature along with official seal of the firm.
15. Firms who have been Black listed / removed from panel by any of offices of LIC of India, will not be considered for empanelment. Black listing by any of offices of LIC of India at any subsequent date will attract removal from panel.
16. The applications and relevant documents / enclosures submitted by the firm will be evaluated, scrutinized by the Competent Authority of LIC of India and short listing will be done after recommendations are made by the Competent Authority.
17. At any point of time, if it is found that the application form/any document submitted by the vendor/firm/distributor/supplier is false /incorrect, it will be deemed to be breach of Terms & Conditions of empanelment making the firm concerned liable for legal action besides termination of empanelment.
18. Incomplete and/or conditional application will be rejected.
19. LIC of India reserves its right to reject, accept or cancel the process of empanelment selection without assigning any reason thereof for which LIC of India shall neither be liable nor will it be obligatory to inform the applicant the grounds of any such action.
20. If order is not executed by the vendor as per our requirement and within stipulated duration of time, LIC reserves the right to blacklist/delist your firm from its approved panel.

Signature with Seal of the authorized person Firm/Company



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21. If the empanelled vendors/distributors / suppliers/firms to whom the order has been placed, fails to supply the entire order or part of the order within stipulated time without sending any written communication to Divisional Office regarding delay or its inability to supply the ordered items and getting approval thereof, LIC of India reserves the right to impose penalty of 1% of the purchase order amount per week of delayed delivery, subject to maximum of 5%.
22. The vendor must provide the photo copy of details of the Bankers with address & Telephone No.
23. A Copy of the PAN Card duly signed and seal should be the part of the application (duly signed and seal).
24. The Vendor must submit copies of latest last three years (3 Years) Income Tax Assessed and the amount of Tax assessed IT returns, Balance sheets & Revenue A/C to be enclosed (duly signed and seal).
25. Vendor must submit the copies of Last three years turnover duly signed by the authorized signatory and seal.
26. A Copy certificate of GST No. duly signed and seal should be the part of the application.
27. **The vendor must enclose a copy of the letter (proof) mentioning the empanelment of the vendor in their company/firm.**
28. Overwriting /Alterations/ White-inking of any word or figure in the Application Forms unless duly authenticated by the bidder is liable to be rejected at the sole discretion of LIC of India.
29. Income Tax & TDS on GST (wherever applicable) at source will be deducted from the payment made to the vendors as per the Income Tax Rules & GST Rules applicable from time to time.
30. The vendors shall be empanelled for the period of two years. However, it may be renewed further upto 1 year on mutual consent and keeping other terms & conditions unchanged, depending upon satisfactory services rendered by the printer/supplier and requirement of the office and at the sole discretion of the Competent Authority.
31. If at any time, material supplied falls below the contractual specifications with regard to the quality Specifications and printing quality, penalty (which will be decided by the Divisional Manager (I/C), LIC of India, Bhagalpur Division office, Bhagalpur (Bihar) on the merit of each case) will be invoked or the entire lot may be rejected besides imposition of penalty which is part and parcel of the terms and conditions of the tender.

Signature with Seal of the authorized person Firm/Company



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32. After purchasing the item or Printing of any publicity material of the bidder Firm/Company if it is found that the services are not rendered to the satisfaction of LIC of India, the services will be terminated immediately and LIC of India shall have the right to engage the services of any other Firm/Company as it may deem fit. If any financial loss/damage to the reputation of LIC of India is caused during the contract period, the bidder Firm/Company shall be legally bound to make good the same in monetary terms to be decided by LIC of India

33. If the vendor commits breach of any of the terms and conditions hereof and/or fails/neglects to carry out any instructions issued to him by LIC of India from time to time, it shall be open and lawful for LIC of India to terminate this agreement forthwith without assigning any reason thereof and LIC of India can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.

34. If the vendor commits breach of any covenant or any clause of this agreement, LIC of India may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the vendor shall be liable to LIC of India for losses or damages on account of such breach.

35. It should be clearly understood by the vendor that the persons employed by the vendor for providing services as mentioned herein, shall be the employees of the vendor and not of LIC of India. The vendor shall be liable to make payments to its said employees.

36. The vendor only shall be responsible for all injuries and accidents to persons employed by him.

37. The vendor shall at all time indemnify and keep indemnified LIC of India against any/all claims of/by its employees in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by the act of any worker or other personnel of the vendor or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of the vendor or not, who provided the said services under this agreement.

38. The vendor shall ensure that all persons employed by him dealing with LIC of India shall be efficient, skilled, honest and conversant with the nature of work.

39. The vendor only shall be responsible for the conduct and behavior of his employees. If any employee of the vendor is found misbehaving with the employees of LIC of India, the vendor shall take necessary and appropriate action immediately to the satisfaction of LIC of India.

40. In the event of any loss/damage caused to LIC of India on account of the negligence of the employees of the vendor, the vendor shall make good the loss sustained by LIC of India either by replacement of the material/equipment or payment of compensation.

41. The employees of the vendor shall never be considered to enjoy any right to enter the premises of LIC of India by virtue of this agreement or otherwise at any time except with the prior permission of LIC of India.

Signature with Seal of the authorized person Firm/Company



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42.. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Divisional Manager (I/C) LIC of India, Divisional Office, 2nd floor, "Jeevan Prakash", Zero Mile Bhagalpur- 813210 whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Bhagalpur. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

43. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefits of creditors, the other party shall have the right to immediately terminate this agreement.

44. Annexure A to E all are the part of Application form. All the applicants are required to affix the signature and seal of the Authorised official of the Company/ Firm on each page of Annexure A to E and on the photocopies submitted with the application form.

45. Any dispute arising out of or relating to this empanelment shall be deemed to have arisen in Bhagalpur and be subject to adjudication of competent Court in Bhagalpur only.

I/We agree to abide by all terms and conditions of the tender.

Signature with Seal of the bidder Firm/Company

Name :

Designation :



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Ph: 2322012, 2322004 Fax: 2322010 Email: sales.bhagalpur@licindia.com

Annexure "E"

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 manufacturer/supplier/printer/service provider/contractor will be final and binding on me / us.
3. I/We assure that my firm has not ever been Black listed / removed from panel by any of offices of LIC of India. Or attract for removal from panel at any subsequent date.
4. 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.
5. All the information furnished by me/us here under are correct to the best of my / our knowledge and belief.

SIGNATURE

NAME & DESIGNATION:

SEAL OF THE FIRM/ COMPANY:

PLACE:

DATE: