



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA  
JODHPUR DIVISION

DIVISIONAL OFFICE , "JEEVAN PRAKASH" , 1 WEST PATEL NAGAR,  
CIRCUIT HOUSE ROAD, JODHPUR – 342011

Fax No. 0291-2657801, Telephone No. 0291-2657851, E-mail : os.jodhpur@licindia.com

**APPLICATION FORM**

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**TECHNICAL BID**

**Annexure-A**

SNO	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 photocopy of certificate)	
4	Correspondence address and telephone no. with email id	
5	Address of Head Office (If separate) and Telephone no.	
6	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/ Directors	
8	Name of Chief Executive with his present address and Telephone nos	
9	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers	
10	Details of <b>Tender fee &amp; EMD</b> MR number Date of deposit Amount (Rs)  OR Demand draft number and date (Tender fee Rs 236/- & EMD Rs. 8400/-) in favor of "LIC of India" payable at Jodhpur.	1) M.R. /DD NO..... Date..... Of Rs. 236/- for Tender Fee  2) M.R./DD NO..... Date..... Of Rs. 8400/- for EMD.
11	Name of Bankers with address & telephone nos. IFSC Code & A/C No.(Please attach Photo copy of bank pass book or Cancelled cheque of the Firm)	



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12	PAN No. of the Firm AND GST Registration (Please enclose photocopy)	
13	State the latest Income tax assessed year and the amount of tax assessed (Copies of last 03 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
14	Turnover for the last three financial years 2024-25 ..... 2023-24 ..... 2022-23 .....	
15	Details of experience of running contract in any office of LIC of India and /or prestigious P.S.U.s. (Central), (Please fill Annexure-B)	
16	Mention any other specialties of your Establishment	
17	Whether holding certificate under shops and establishment act,( If yes duly renewed copy should be Enclosed.)	
18	Have your firm ever been blacklisted by LIC of India or PSU/BFSI organization/ Govt. / Semi Govt./ Quasi Govt. departments in India as on date of submission of bid or any order has been terminated or cancelled any time give details.	

(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 duly authenticating the same with seal and signature and attach it to the form)



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I/We \_\_\_\_\_ request Life Insurance Corporation of India, Jodhpur Divisional Office to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS of the tender and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable render services to LIC of India, Divisional Office Jodhpur – 342011 within the stipulated time as desired by LIC of India.

Date at .....this.....day.....2025

Signature with seal

Name:

Designation:

**Note:** The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



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**Annexure-B**

**Work Experience for the last three years**  
**(Separate page must be submitted for each Client)**

<b>Name of the Organization / Institute / Company / Firm / Office.</b>	
<b>Address of the Organization / Institute / Company / Firm / Office.</b>	
<b>Name, designation of contact person with telephone no. and e-mail ID</b>	
<b>Name:</b>	
<b>Designation:</b>	
<b>Landline No.:</b>	
<b>Cell No. :</b>	
<b>Email ID:</b>	
<b>Details of services rendered in last 3 years</b> <b>(Ref. No, date of work order with photo copy of same)</b>  <b>( Please attach attested copies of Experience certificate from customer)</b>	

**Authorized Signatory Signature**

**NAME:**

**DESIGNATION:**

**Name and Address and Seal of the Organization / Institute / Company / Firm / Office.**

**Date.....**





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**Annexure-C**

**UNDERTAKING**

We hereby confirm that we have not been blacklisted by LIC or PSU/BFSI Organization/government/Semi government/Quasi Govt. Department in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

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

Authorized signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM/COMPANY:



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Annexure-D

1. The vendor/firm should have a valid PAN Card number issued by Income Tax department and GST registration number.  
**(Copy of PAN & GSTN must be enclosed)**
2. The vendor / firm should have bank account.  
(copy of Bank's passbook/ cancelled cheque must be enclosed)
3. The vendor / firm should be having the experience in same field of fire extinguisher repairing, maintenance and refilling as mentioned in annexure-B for at least 3 years. Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm must be attached as proof.  
(copy of proof must be enclosed)
4. The Firm/Agency/Company/supplier should have registration with state and local authorities for undertaking the profession (copies of proof to be enclosed)
5. The Firm/Agency/Company/Supplier should have certificate under shops and establishment act. ( copies of proof to enclosed)
6. Minimum average annual turnover of the company should be Rs. 4 Lakh during the last three years certified by chartered accountant/income tax return to be submitted.
7. If the contracted amount exceeds Rs. 1 lakh for a period of contract (01 year) the tenderer (including MSME/NSIC registered vendors) have to deposit 3% performance security deposit on the basis of order value. Security deposit will not carry any interest and same will be refunded to the concern vender only after completion of contract.



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8. As per central implementation of public procurement policy for Micro and small Enterprises under 2012, the Tenderer is registered under DGS&D/NSIC registered vendor/dealer will be exempted from EMD/tender fee on production/submission of certificate documents. This exemption is valid only upto validity period of certificate as per Government regulations. In absence of any such document, tender shall be considered as not Registered under DGS&D/NSIC.

**Declaration:**

I/We have read the instructions appended to the form and I/We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all losses caused to LIC of India in the process. I/We agree that the decision of the corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/We have no objection if inspection of my/our premises/workshops, shop, etc is done by the official of the corporation including inspection of the quality of any or all items of the tender.

Sign.....

With seal of the firm/company

Name & designation.....

Place.....date.....





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Annexure-E

**The various terms and conditions of comprehensive AMC**

- 1] Mode of servicing quarterly for DO & all Branch offices, SO's , RMF and various offices, premises/buildings under the Jodhpur D.O. jurisdiction. Break down calls should be attended free & immediately Local branches and within 24 hours for mofussil branches.
- 2] Fire fighting training and mock drill to be imparted to all employees atleast once in a year.
- 3] Payment will be made after servicing and on submission of service report duly signed by office authorities name and seal with Inventory No.
- 4] **Selection of the vendor for AMC and refilling will be based on the grand total of rate of refilling and AMC charges taken together of financial bid (which is lowest) out of the technically qualified vendors (other than purchase of new unit).**
- 5] The tender in the prescribed format **(Hard Copy only)** to be submitted in Inward section of OS department, LIC of India Jodhpur DO on or before the last date / time specified.
- 6] **The rates shall be valid for one year only. The Contract can be extended up to further one or two year on mutual understanding of both the parties with same rates and terms & conditions if the performance of the service provider is found satisfactory to LIC.**
- 7] The Corporation reserves the right to accept any quotation; this does not necessarily mean that the lowest quotation will be accepted.
- 8] After engaging the services of the firm, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and Corporation shall have the right to engage the services of any of other firm as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firm shall be legally bound to make good the same in monetary term to be decided by LIC. LIC reserves right to cancel order at any time and need not assign any reason for that action.
- 9] Mere submission of the application for tender does not confer the right of selection.
- 10] Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender Selection without assigning any reason thereof for which Life Insurance





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Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.

11] Any dispute arising out of or relating to this tender shall be deemed to have arisen in Jodhpur and be subject to adjudication of competent Court in Jodhpur only.

12] Any tender not complying wholly with these terms and conditions shall be liable for rejection.

13] In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its Employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.

14] The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.

15] If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and 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.

16] 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 Sr. DIVISIONAL MANAGER, Life Insurance Corporation of India, Divisional Office Jodhpur. Whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Jodhpur. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

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

18] In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.



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19] AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the service provider must be located in the state of consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

20] Bidders shall quote only those products in the bid which are not obsolete in the market and has at least 5 years residual market life i.e. the offered product shall not declared end-of-life by the OEM before this period.]

21] Bidder's offer is liable to be rejected if they don't attach any of the certificates / documents sought in the bid document. ATC and Corrigendum if any.

22] Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actual or as per applicable rates ( whichever is lower), subject to the maximum of quoted GST%.

23] Dedicated / toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service support.

**24] OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25% of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of contracted rates. Bidders are bound to accept the orders accordingly.**

25] It is 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 "The LIC". The vendor shall be liable to make payments to its said employees.

26] If vendor commits breach of any covenant or any clause of this agreement, the LIC 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 Corporation reserve the right to forfeit the outstanding Bills/EMD/ performance security deposit, further agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.

27] 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 benefit of creditors, the other party shall have the right to immediately terminate this agreement.



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28] Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.

29] Tax at source will be deducted from the payment as per the Income Tax Rules applicable.

30] No advance payment shall be made.

31] The Vendor will have to deposit 3% of Contract Value as Performance Security Deposit within 15 days from the date of rate agreement.

32] No extra Terms and Conditions of the vendor will be accepted at any time. If any vendor gives his own Terms and Conditions his tender will be rejected without informing him.

33] The approved Vendor shall have to enter in to an agreement on a Non-judicial stamp paper of requisite value.

34] The Vendor shall be responsible for the payment of wages of his workers and shall abide by various laws enacted for welfare of the workers and he shall be personally liable for any damages etc which may be caused due to his failure to comply with various provisions of the law.

35] The Vendor and his workers will have no right to stay in our office premises beyond working hours as specified above.

36] If the vendor terminates this contract in the event of failure to carry out the duties entrusted to him or in the event of breach of any of the terms of the agreement the Vendor shall be liable for forfeiture of the Bid security Deposit (if any) deposited by way of EMD without prejudice to any other remedy available to Sr. Divisional Manager, LIC, Jodhpur.

37] Successful Vendor (including MSME/NSIC registered vendors) have to deposit 3% Performance security i.e Rs 6000/- (3% of Estimated Value of Tender Rs 2 Lakh ) within 15 days from date of work order. Performance Security deposit will not carry any interest and same will be refunded to the concern vender only after completion of contract.

38] In case more than one bidder quoting the lowest identical price then decision will be taken on the basis of the agency having work experience and maximum average annual turnover during the last three years.





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39] If the services are not satisfactory the comprehensive annual maintenance contract will be terminated even in the middle of the term.

40] **Penalty** of 10% of AMC will be charged for Non servicing of equipment's calculated for the period from expiry of previous preventive maintenance period to date of servicing.

41] **Geographic presence of office in state: RAJASTHAN**

42] **Average annual Turnover Required = 4,00,000/- ( RS. FOUR LACS)**

**Tenderer's sign/name and seal**