



Notice for Empanelment for LIC Of India, Divisional Office-II, Jaipur

Date: 10.07.2023

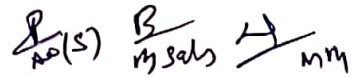
Applications are invited from Reputed Firms for Empanelment of Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Agencies for LIC of India, Divisional Office-II, Jaipur for supply of Printed material like pamphlets, leaflets, flex boards/banners and other items related to publicity, electrical & electronic items, dealers of gold & silver coins, household articles, gift items, linen items, trophies & photocopier services for a period of 2 years.

For complete details and Empanelment documents please contact the Sales Department at the below mentioned address OR log on to www.licindia.in under the link "Tenders".

Sales Department,
LIC of India, Jaipur Divisional Office-II,
Plot no. 1, Sector 5, Pratap Nagar, Sanganeer, Jaipur- 302033
Email: sales.jaipur2@licindia.com

The prescribed application form is available at our above web link. The same is also available at our office at the above mentioned address on payment of Rs. 200/- + GST Rs. 36/- Total Rs 236/- in Cash OR by Demand Draft favoring LIC Of India (Non-refundable) during working hours except on Sunday and Saturday and holidays. Last date for submission of documents for Empanelment is 07.08.2023 till 04.00 PM. The opening date of tenders will be 08.08.2023. LIC of India reserves the right to accept OR reject any or all applications in full/part without assigning any reason whatsoever. The Firms/Agencies that are already on our Panel are also required to apply a fresh, if interested.


Sr. Divisional Manager


Sd/- (S) B H mm

14/7/2023

मण्डल कार्यालय - II, प्लॉट नं. 01, सैक्टर 5, प्रताप नगर, सांगानेर, जयपुर-302033 (राज.)
दूरभाष : 0141-2795851, 2795901 • ई-मेल : os.jaipur2@licindia.com

Divisional Office - II, Plot No. 01, Sector 5, Pratap Nagar, Sanganeer, Jaipur-302033 (Raj.)
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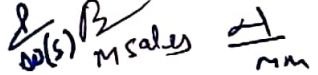
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA

Applications are invited from reputed Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers for Empanelment on our approved list as per following Sr. no., name of category and minimum turn over.

Sr.no	Name of Category	Minimum Turn over required per Annum in any of the last 3 Years	Work Experience
1	Printing	25 Lac	3 Yrs.
2	Advertising Agencies	10 Lac	3 Yrs.
3	Electrical Equipment	25 Lac	3 Yrs.
4	Photocopier Services	Not Required	-
5	Household articles, gift items, linen items etc.	Not required	-
6	Electronic Items	50 lac	3 Yrs.
7	Vendors for Trophies	Not required	-
8	Dealers of gold & silver coins	50Lac	3 Yrs.


Sr. Divisional Manager


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14/3/2023

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General Terms and Conditions for Empanelment of Vendors/Suppliers/Printers

1. Application is to be submitted along with a non-refundable application Fees of 200/- + 36 GST (Two hundred thirty Six only) by Demand Draft favoring LIC Of India payable at Jaipur, for each category of Empanelment separately.
2. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be in profession preferably for minimum period of 3 years.
3. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be on the approved panel of at least 1 reputed Firm/Company where minimum Turnover required is more than 5 Lakh. (Copy of Empanelment to be enclosed).
4. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should have registration with State and local authorities for undertaking the profession, where minimum turnover required is more than 5 Lakh. (Copies of proof to be enclosed)
5. Firms blacklisted either by any Office of the Corporation/any Govt. Institution/body or by the Company itself in which the Vendor/Supplier deals in, need not apply.
6. The Minimum Annual Turn Over of the Vendors/ Suppliers/ Contractor/ Printer/Manufacturer should not be less than as mentioned against each category in the Notice for Empanelment wherever required. (Please attach copy of latest balance sheet + Profit & loss Account).
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.
8. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be GST compliant where minimum turnover is required.
9. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers who are already on our Panel are also required to apply afresh for Empanelment with all required documents.
10. The Empanelment will be valid for a period of 2 years, and can be extended for a further period of one year on approval of the Competent Authority.
11. Any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Senior Divisional Manager I/C, LIC of India, JAIPUR-II Division, who shall act as "Arbitrator" and his decision shall be final and binding to all.
12. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers shall not raise any question on the Competence of the Senior Divisional Manager I/C to act as the sole "Arbitrator".
13. Any dispute arising out of OR relating to any Tender shall be deemed to have arisen at Jaipur and shall be under the jurisdiction of a Court at Jaipur.

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[Signature]

13. The Corporation reserves the right to remove/ Black list any Vendor/ Supplier/ Printer/ Service provider/ manufacturer from the list of Empanelled Agencies for any deviation from the agreed Terms and Conditions OR if any activity is noticed which is detrimental to the interest of the Corporation.
14. Submission of performance security is not necessary upto contract value of Rs One Lakh.
15. If the contract amount is in excess of One Lakh (One lakh only), Earnest Money Deposit @ 2% of the approximate Tender value will be required to be deposited by Demand Draft favoring LIC Of India payable at Jaipur. The EMD is refundable without interest. EMD will be required to be deposited by Demand Draft favoring LIC of India payable at Jaipur, which is also refundable without interest.
16. If the Contract value exceeds 1,00,000/- (One lakh only), security deposit in the nature of performance guarantee @10% of the approximate Contract value, in addition to Tender Fee and EMD will be required to be deposited by Demand Draft favoring LIC Of India payable at Jaipur, which is also refundable without interest.
17. Limited Tenders may be called for purchases upto 25 Lacs or as decided by the Competent Authority. Limited Tenders shall be invited only from amongst the Firms/Vendors on the empanelled approved list.
18. TDS shall be deducted as per prevailing Income Tax Rules.
19. No advance payment will be made against orders placed.
20. If vendor/Firm does not participate in two tenders continuously, the name of the Firm/Vendor may be removed from Empanelment list at the discretion of the Competent Authority.
21. Applicants are required to affix the seal of the Company and signature of Authorized person on each page of the Empanelment documents including Annexures.
22. In case of a Company/Partnership Firm and/ OR Proprietorship firm, please attach authority letter from all the Partners/ Proprietors/ Competent Company Official of the firm certifying the signature of the partner/ Person who is authorized to sign the Empanelment documents and Annexures, if any, on behalf of the Firm/Company.
23. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent need without delay.

(Handwritten signature)
M. S. S. S.

(Handwritten mark)

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24. Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of valid authorized dealership certificate must be enclosed.)
25. Eligibility Criteria for availing benefits under Public Procurement Policy: Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSEs), it is necessary for the Enterprise to be registered with the Director Of Industries/ District Industries Centre as Manufacturing/Service Enterprise 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). from the benefit given to MSEs such as issue of Tender Sets free of cost and exemption for payment of EMD, the Vendors who are registered with NSIC under Single point registration Scheme will additionally be exempted from submitting the Security Deposit upto the monetary limit for which the unit is registered.
26. The Competent Authority may relax or waive any of the required conditions for Empanelment of Vendor if necessary.
27. The Vendors/ Suppliers/ Contractors/ Manufacturers/Printers should have a valid PAN Card no. issued by The Income Tax department. (Kindly enclose a copy) Please note that a PAN card holder can submit only one application under each category.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

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.

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


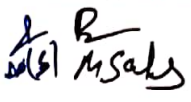
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Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director OR Other Officer of the Service provider OR contractor where the services are outsourced by LIC of India.


SR. DIVISIONAL MANAGER

14/7/2023

We agree with and accept all Terms and Conditions for the Empanelment, which will be a part of the application for Empanelment. It is understood that the stipulated Terms and Conditions are accepted.

Signature

Name and Seal of Authorized person

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DECLARATION

1. I/ We have read all the terms & conditions 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 selecting 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 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. I/We hereby declare that our firm is not blacklisted by LIC of India/PSU/Govt./Semi Govt. Organization and any other Department of Govt. of India.

NOTE: The Corporation reserves the right to cancel the name of the supplier/firm from its approved list at the discretion without assigning any reason.

SIGNATURE:

NAME: _____

DESIGNATION: _____

SEAL OF THE FIRM/ COMPANY: _____

PLACE:-

DATE:-

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APPLICATION FORM FOR EMPANELMENT OF FIRM

S. No. of Category:	Name of Category:	Jurisdiction :
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(Separate application is to be submitted for each Category)

TERMS & CONDITIONS FOR EMPANELMENT

- 1 The firm/supplier/Contractor 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 1 Reputed Firms. (one of which should be of public sector)
3. The firm / supplier should have registration with state & local authorities for undertaking the profession (Copies of proof to be enclosed).
4. Minimum Annual turnover required for empanelment is indicated against its category.
5. All applicants are required to affix the signature and seal of the Authorized Official of the Company on each page along with acceptance of terms & conditions therein.

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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, Telephone No./Mobile, E-mail ID	
4	Address of Head Office (If Separate) Telephone No.	
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, Telephone No. , 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 & Telephone 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) PAN no.	

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11.	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 to be enclosed)	
13.	Turn over for last three Financial Years F Y 2019-20 F Y 2020-21 F Y 2021-22	
14.	Whether Black Listed by any Govt. Deptt. / Public Sector Company.	
15.	Registered GST no.	
16.	Are you agreeable to make deliveries to LIC office within jurisdiction of Jaipur II as & when so directed?	
17.	Are you agreeable to abide strictly by the Terms & Conditions of the Tender floated by DO-II, Jaipur?	
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 Telephone Nos. of some of your most valued clients.(Separate list may be enclosed)	
20.	Mention any other specialties of your Establishment	

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

Signature with seal & date

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भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

I/We _____ request
Life Insurance Corporation of India, Jaipur Divisional Office-II, Plot no. 1, Sector 5, Pratap Nagar,
Sanganer, Jaipur (Rajasthan) – 302033, to consider inclusion of my/our name in the list of their
empanelled manufacturer/supplier/printer/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..... 2023.

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