



OS Department –Divisional Office , ‘Jeevan Prakash’ 19-Mahatma Gandhi Marg, Indore- 452001.
Tel : 0731-25261653;2520901 Email :os.indore@licindia.com

LIFE INSURANCE CORPORATION OF INDIA

Sir,

Life Insurance Corporation of India, Divisional Office , Indore invites sealed applications from firms having establishment in Indore City for Empanelment of Agencies/Firms for Supply/Service of :

1. Vendor of Pest Control services to Indore City and mussel branches and other Offices .
2. Providing Identity card to all employee/Officers of Life Insurance Corporation Indore Division as per our guideline .
3. Air Ticket booking for employees and Agents from authorized vendor of AITA .

The interested firms/vendor are required to submit application form in a sealed envelope marked “Application for inclusion/empanelment.....(mentioned item above 1,2 &3)” in OS Department by 5.00 pm on or before 07.10.2016 at Divisional Office, in address given below

Sr. Divisional Manager

**Life Insurance Corporation of India, Indore Divi. Office,
Jeevan Prakash Bldg, First Floor,
19, Mahatma Gandhi Marg, Indore I – 452001**

Application form can be collected either from OS department, Divisional Office, Indore on any working day between 01.11.2016 to 07.11.2016 from 10.30 am to 3.00 pm (Monday to Friday) and between 10.30 am to 1.00 pm on Saturday on payment of Rs. 100/- or can be downloaded from our website www.licindia.co.in (under the column “Tenders”). Please submit Demand draft of Rs 100.00 for downloaded from as a tender fee in favor of Life Insurance Corporation of India payable at Indore .

The envelope should be super scribed as empanelment “Suppliers”/“Service Providers” as appropriate and to be submitted to “Manager (OS)”, LIC of India, Divisional Office, Indore. Existing suppliers, service providing agencies are also required to apply for fresh empanelment. Firms blacklisted by any office of the Corporation should not apply.

Any modification /corrigendum to the tender or extension of tender submission period shall be uploaded on the web site of Life Insurance Corporation of India and shall not publish in News Paper.

The Corporation reserves the right to accept or reject any/all applications without assigning any reason thereof. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Indore City and shall be under jurisdiction of court in Indore city

Please read carefully the General as well as prerequisite conditions of empanelment given in the Annexure A.

Place :

Date :

**Divisional Manager
Life Insurance Corporation Of India
Indore Division**

Encl : Annexure – A , B & C

General Terms and Conditions:

1. Various vendors, who are on our existing panel, should also apply for the fresh empanelment.
2. Applicant, who have been blacklisted / removed earlier, should not apply. If applied, their applications will not be considered.
3. **Please filling the format in Annexure “B” on your letterhead. If space provided is insufficient, please type the replies on a separate sheet giving appropriate question number and attach it to the form.**
4. **The Corporation reserves the right to cancel the name of the vendor from its approved lists at their absolute discretion without assigning any reason.**
5. The empanelment would be done only on the recommendation of the duly constituted committee **that would visit & inspect the premises, workshop etc of the applicants.**
6. The Competent Authority reserves the right to accept or reject the application without assigning any reasons.

Prerequisite Conditions for empanelment:

1. The applicant should be in profession of supplying item 1 ,2, & 3 . Please submit separate Forms for each category of service/supply.
 2. The applicant should be on the approved panel of at least 2 reputed Firms/organisation from
 3. The applicants should have registration with state & local authorities for undertaking the profession (Copies of registration, licenses & other documents are to be enclosed).
 4. **Non refundable Application fees of Rs. 100/ (Rs. One Hundred Only) is to be deposited by cash / Demand Draft favoring LIC of India, payable at Indore, along with the application.**
 5. Only vendors having office as well as operating area in Indore City should apply for this empanelment. Applications of vendors from outside Indore City will not be considered.
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Annexure B

Application for Empanelment for

Sr No.	Particulars	
1	Name of the Vendor: (in block letters)	
2	Date of Establishment:	
3	Address & Telephone No. e – mail of the Vendor: (In case of multiple units, details for every unit Should be furnished separately)	
4	Address and Telephone Number of Office (If separate) :	
5	Status: Whether Proprietary / Partnership / Private Ltd. Co. / Public Ltd. Co.	
7	Names of Proprietor/ Partners / Directors:	
8	Names of Chief Executives with their Present addresses & Telephone Nos. (Landline and Mobile)	
9	Names and Phone Nos. of Representative(s), indicating designations who would be : calling on us & attending to our jobs	
10	Names of Bankers with addresses & Telephone Nos.& IFSE Code (copy of cancelled cheque leaf to be attached)	

11	Is the Vendor Registered under the following? (Submit self attested signed and sealed copy of below mentioned documents)		
	Shop & Establishment Act 1948 if yes, copy of duly renewed Certificate of Registration		
	Value Added Tax Act, 2002- copy of Certificate of VAT Registration No(If any)		
	Central Sales Tax Registration No(If any)		
	License No & copy last renewed license		
	EPF Registration No. Copy of certificate(If any)		
	ESIS No. (if any) Copy of certificate(If any)		
	ECC No. if registered under Excise(If any)		
	Income tax act: PAN no: (Copy of PAN Card)		
	Labour License No.(If any) & validity under section of Labour Laws (enclose Xerox copy)		
	TIN no.		
12	Whether all the Statutory requirements as directed by Government authorities are fulfilled?		
13	State the latest income tax assessed year & the amount of tax assessed. (Copies of I.T. Returns for last 3 yrs. to be attached)		<u>Annual</u>
		<u>2013-14</u>	
		<u>2014-15</u>	
		<u>2015-16</u>	
14	Business Premises : (a) Whether owned or rented :		
	Office address:		

15	a] If the Vendor belongs to the category of Micro, Small Medium enterprises as defined in the “Micro, Small Medium Enterprises Development Act, 2006, specify the category of Micro, Small Enterprises and whether the enterprise is in manufacturing or service industry Proof of registration mentioning monetary limits and validity period etc to be submitted:	
	B]Whether registration by filing entrepreneurs memorandum part –II ,with the respective District Industries Centre has been done OR is registered under Single Point Registration Scheme of NSIC? If yes then the Entrepreneur memorandum Number is to be mentioned and copy of Acknowledgement of Entrepreneurs memorandum –II AND/OR Single point registration certificate to be submitted.	
	C] Whether the MSE is owned by SC/ST entrepreneurs and if so , attested true copies of SC/ST Certificate issued by the District Authority to be submitted (for claiming special benefits regarding EMD, Security Deposit, etc.)	
16	Names, Addresses and Telephone Nos. of six of your most valued Clients	
17	Whether Vendor has been blacklisted by any office of LIC of India or any PSU? (If yes, give details)	
18	Names of the offices of the LIC of India whose jobs if any, you may have done during the last 3 years. Mention only those offices for which you have done sizable jobs or have done constant work.	
19.	Only For Booking Agents for AIR Tickets:	
A	NAME:	

B	IATA No.	
C.	GDS/CRS and Back Office Pseudo	
20.	Other information regarding Names, Addresses and Telephone Nos. of six of your most valued Clients	



Please type this form on letterhead. If space provided is insufficient, please type the replies on a separate sheet giving appropriate question number and attach it to the Form.

1. I/We understand that if any false information is detected at a later date, any future contract made between us and LIC of India, on the basis of information submitted by me can be treated as cancelled by the LIC of India.
2. We agree that the decision of LIC of India in selection of enterers will be final and binding on me/us.
3. All the information furnished in the attached Performa is correct to the best of my/our knowledge.
4. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.
5. We understand that a addresse / orrige du will e issued o the LIC of I dia s We site only and the bidder has to refer the same before final submission of the tender.
6. We have read all the terms and conditions mentioned in Annexure A and we agree for the same.

Place :

Date :

Signature & seal of Vendor

List of documents –self- attested, signed & sealed copies to be attached.

1. Registrations certificates :
 - a. Shop & Establishment Act 1948,copy of duly renewed Certificate of Registration
 - b. Maharashtra Value Added Tax Act, 2002- copy of Certificate of VAT Registration No.
 - c. Central Sales Tax Registration No.
 - d. Factories Act, 1948, if yes License No & copy last renewed license.
 - e. EPF Registration No. Copy of certificate.
 - f. ESIS No. (if any) Copy of certificate.
 - g. ECC No. if registered under Excise.
 - h. Income tax act: PAN no: (Copy of PAN Card)
 - i. Labour License No. & validity under section of Labour Laws (enclose Xerox copy)
 - j. TIN no.
2. DD/Pay Order or Cash Receipt, if paid in cash --Non Refundable Applications Fee – Rs.100/-
3. Cancelled cheque Leaf.
4. Copies of I.T. Returns for last 3 Financial Years.
5. Copies of P&L A/c. and balance sheets during last 3 financial years.
6. MSME Vendors – if yes, Entrepreneurs memorandum Number and copy of acknowledgements of entrepreneurs memorandum (Part-II) If, SC/ST entrepreneurs, true copy of certificates issued by District Authorities.
7. NSIC Vendors –if yes, single point registrations certificates.
8. Copies of Work Order – (last 3 years), if supplied Water Purifier/Cooler alongwith provision of Comprehensive AMC to offices mentioned in item no 23, 24 of Annexure B.
9. Blacklisted by any office—if yes, give details.
10. Copies of Letter of Authorizations, if authorized dealer.
11. Certificate of OEM
12. Proof of ownership/Rent – Business Premises.