

कार्यालय सेवा विभाग, मंडल कार्यालय, विष्णु सिनेमा, दीप शिखा रोड, बेगुसराय- 851101
OS Department, Divisional office, Vishnu Cinema, Deepshikha Road, Begusarai – 851101
email id: os.begusarai@licindia.com; Phone-06243-245263

Short Notice for Advertisement in the News Papers Hindustan (Hindi) and Hindustan Times (English)[Bihar Edition]

Notice for Empanelment

LIC of India invites Applications from reputed Agencies/Service Providers/Contractors for Empanelment for different Services for Begusarai Division under the categories appended below;

(1) Table & office stationery such as pens, files, photocopier paper, punching machines, staplers, dusters, towels etc. (2) Computer continuous stationery (3) (i) Computer consumables such as ink cartridges, CDs, pen drives etc. (ii) Repair of printer heads, drums etc., refilling of toner cartridges, printer ribbons etc. (4) Offset / screen printers for printing stationery of forms / ledgers, visiting cards etc. with or without paper (5) Manufacturer / supplier of cloth / Kraft / ordinary envelopes, policy dockets (6) Supply / maintenance / servicing of telecommunication equipments such as Fax, EPABX systems, intercom system, telephone instruments etc. (7) Courier Services (8) Supply / maintenance / servicing of Note Counting Machines, Fake-note detecting machines (9) Supply / maintenance / servicing of Cash box, safe etc. (10) Supply / maintenance / servicing of safety & firefighting equipment, fire alarm systems (11) (i) Hiring of DG Sets up to 40 KVA (ii) Hiring of DG Sets from 40 KVA to 100 KVA (iii) Hiring of DG Sets over 100 KVA

(The firm should have valid trade license, GST registration, PAN and experience of running of DG Sets of similar capacity in PSUs / Govt. organizations – copies must be enclosed) (12) Supply / maintenance / servicing of water coolers, refrigerators, Air conditioners (13) Supply / maintenance / servicing of purifiers, R.O. systems, dispensers, aqua guard (14) Supply / maintenance / servicing of Wooden / Steel / Modular / Fibre furniture & fixture (15) Office upkeep / maintenance services such as cleaning / mopping, providing helpers and housekeeping staff etc. (16) Security services (17) Supply / maintenance / servicing of Glow sign, signage, flex, front / back lit boards, wall painting & advertising (18) Supply / maintenance / servicing of desert / air coolers (19) Supply / maintenance / servicing of photocopiers / color & digital Photostat (20) Scrap dealers (21) Binder services (22) Supply of crockery (23) Pest control services (24) Travel agents / Cabs / Taxis (25) Repair & Maintenance of Electrical installations – (The firms must have electrical license) (26) Repair & Maintenance of Civil works (27) Preparation of I Cards / Visiting Cards (28) CAMC OF UPS (29) Supply and Maintenance of Inverter (30) Supply and Maintenance of Battery (SMF & Tubular).

Application Forms, Terms & Conditions and other details may be downloaded from our website: www.licindia.in under "Tender" from 06.08.2018 to 27.08.2018. Last date of submission of Application along with relevant papers is 28.08.2018 up to 14.00 hours.

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reason whatsoever.

Sd/-

Dated: 06.08.2018

Sr. Divisional Manager

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NOTICE FOR EMPANELMENT

Empanelment of Vendors/Suppliers/Printers/Manufacturers/Service Providers

Applications are invited from reputed Vendors/Suppliers/Printers/Manufacturers/Service Providers for empanelment of following items:

Sl.	Item Category	Minimum Average Turnover (in lac) during last 3 financial year
1.	Table & office stationery such as pens, files, photocopier paper, punching machines, staplers, dusters, towels etc.	3.00
2.	Computer continuous stationery	10.00
3.	(i) Computer consumables such as ink cartridges, CDs, pen drives etc. (ii) Repair of printer heads, drums etc., refilling of toner cartridges, printer ribbons etc.	10.00
4.	Offset / screen printers for printing stationery of forms / ledgers, visiting cards etc. with or without paper	10.00
5.	Manufacturer / supplier of cloth / Kraft / ordinary envelopes, policy docketts	10.00
6.	Supply / maintenance / servicing of telecommunication equipments such as Fax, EPABX systems, intercom system, telephone instruments etc.	3.00
7.	Courier Services	3.00
8.	Supply / maintenance / servicing of Note Counting Machines, Fake-note detecting machines	5.00
9.	Supply / maintenance / servicing of Cash box, safe etc.	5.00
10.	Supply / maintenance / servicing of safety & firefighting equipment, fire alarm systems	10.00
11.	(i) Hiring of DG Sets up to 40 KVA (ii) Hiring of DG Sets from 40 KVA to 100 KVA (iii) Hiring of DG Sets over 100 KVA (The firm should have valid trade license, VAT & Service Tax registration, PAN and experience of running of DG Sets of similar capacity in PSUs / Govt. organizations – copies must be enclosed)	10.00
12.	Supply / maintenance / servicing of water coolers, refrigerators, Air conditioners	10.00
13.	Supply / maintenance / servicing of purifiers, R.O. systems, dispensers, aqua guard	5.00
14.	Supply / maintenance / servicing of Wooden / Steel / Modular / Fibre furniture & fixture	10.00
15.	Office upkeep / maintenance services such as cleaning / mopping, providing helpers and housekeeping staff etc.	10.00
16.	Security services	10.00
17.	Supply / maintenance / servicing of Glow sign, signage, flex, front / back lit boards, wall painting & advertising	5.00
18.	Supply / maintenance / servicing of desert / air coolers	2.00
19.	Supply / maintenance / servicing of photocopiers / color & digital Photostat	2.00
20.	Scrap dealers	1.00
21.	Binder services	Nil
22.	Supply of crockery	2.00
23.	Pest control services	5.00
24.	Travel agents / Cabs / Taxis	2.00
25.	Repair & Maintenance of Electrical installations – (The firms must have electrical license)	2.00
26.	Repair & Maintenance of Civil works	2.00
27.	Preparation of I Cards/Visiting Cards	2.00
28.	CAMC OF UPS	5.00
29.	Supply and Maintenance of Inverter	5.00
30.	Supply and Maintenance of Battery(SMF & Tubular)	10.00



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Ref: Begusarai/OS/Empanelment/2018-19

General Terms & Conditions for Supply of materials/Service Providers/Contractors/Firm/Agency

1. *The interested firms are required to apply on or before 2.00 PM on 28.08.2018. Separate prescribed application forms (Annexure 'A') are required to be filled up for each item. All details including application form i.e. Annexure 'A' & terms and conditions may be downloaded from our website www.licindia.in (link tenders) or can be obtained from O.S. department of above mentioned office. The form will be available from 06.08.2018 to 27.08.2018 during cash hour 10.00AM to 03.00PM after depositing application/processing fee of Rs.500.0. Relevant Form may be downloaded from our website www.licindia.in and duly filled up form is to be submitted along with Rs. 500/- (Each Category) as processing fee by DD in favor of LIC of India, payable at Begusarai latest by 2 pm on 28.08.2018. Application for empanelment duly completed should be submitted to O.S. department, LIC of India , Divisional Office , Vishnu Cinema, Deepshikha Road, Begusarai- 851101 in a closed envelope super scribed as "Application for Empanelment of Vendors / Suppliers / Printers / Manufacturers / Service Providers, Item SI NO., Name and Category No. ____ applied for".*
2. *Firms / suppliers who have been black listed / removed earlier by any office of the Corporation need not apply. The Corporation reserves the right to cancel the name of the supplier / firm from its approved list at its absolute discretion without assigning any reason.*
3. Submission of a non-refundable application Fee as specified at the time of calling Tender in cash/DD IN FAVOUR OF LIC of India payable at Begusarai for each Tender.
4. If the Tender value exceeds Rs.2,00,000/-, Earnest Money Deposit @ 1% of the approximate Tender value is to be deposited by DD in favour of LIC of India payable at Begusarai which is refundable without interest.
5. If the tender value exceeds Rs.10,00,000/- besides Tender fee & EMD a security deposit in the nature of performance guarantee @ 10% by DD or Bank Guarantee in favour of LIC of India through scheduled Banks payable at Begusarai is to be deposited which is refundable without interest.
6. Limited Tender may be called for purchases of up to Rs.15 lacs. Limited tender shall be invited only from among the firm/dealers in the approved list.
7. Duly filled in tender should be sent so as to reach this office **ON OR BEFORE THE DATE and TIME SPECIFIED**. Tenders received after last date with time specified will be rejected.
8. All paper/items' samples must accompany with the tender as per requirement bearing clearly the specifications (make/brand, quality, size and weight etc as required), without which the tender will not be considered.
9. Price quoted should be inclusive of all Taxes AND DOOR DELIVERY CHARGES exclusive GST (Rate OF GST MUST BE SPECIFIED. In case any other mandatory/statutory charges are applicable, please mention separately and specifically. T D S shall be deducted as per IT rules.
10. Quotations must be given, as per prescribed format duly sealed and signed by proprietor/Director/Manager (Authorized Person) of the firm and should be either **TYPE WRITTEN** or must be **IN INK** and should **NOT** be with any hedging conditions.
11. 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 its right award tendered job in part to one of the tenderer and remaining job to another tenderer.
12. All deliveries must be made either at our office (door delivery), or as per our instructions, **FREE OF CHARGE**.
13. *After the supply, if it is found that the materials supplied are not exactly according to the specification, faulty or / and not usable at any point of time, then such supply / goods will be rejected at the supplier's cost and it will be mandatory for the supplier / firm either to replace the supplied materials with fresh supply that must be exactly according to the approved usable specifications or refund of the payment made by us together with bank rate of interest and the cost of losses incurred upon us shall be borne by the firm, failure to which their name will be removed from the list of approved dealers and the security deposit shall be forfeited and further the firm shall also be liable for legal proceedings under Begusarai jurisdiction or as decided by the Competent Authority at the cost of the firm. The Corporation will not bear cost of faulty items, if used and in the event of non-compliance with the condition the Corporation will be at liberty to take such action as it deems fit.*
14. In case of failure of the Supplier / Vendor/printers/service provider 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/printer and the Supplier / Vendor/printer/service provider, at default, shall make good any loss or

damage that the Corporation may suffer thereby or shall pay to the Corporation liquidated damages as provided under Clause No.13 provided here under besides being removal from the panel of suppliers/vendors/printers/service provider.

15. ***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.
16. If it is found that the supplier/vendor/printer/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/printer/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/printer/service provider as per clause No.9 above.
17. Any tender not in compliance with these terms and conditions will be liable for rejection. If the supplier/vendor/printer/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/printer/service provider under these presents or may otherwise recover the same separately.
18. That it has been mutually agreed between the Corporation and the supplier/vendor/Service Providers that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr.Divisional Manager, L1 C Of India, Begusarai **Divisional office, Vishnu Cinema, Deepshikha Road, Begusarai – 851101** (Bihar) of the Corporation and his decision shall be binding on the supplier/vendor/service providers. The supplier/vendor/service providers shall not raise any question of competence of the Sr.Divisional Manager to act as sole arbitrator.
19. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Begusarai or as decided by the Competent Authority and shall be under adjudication a court in Begusarai or as decided by the Competent Authority.
20. 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 or till the validity of empanelment which ever is earlier.**
21. 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.
22. The corporation reserves the right to Remove/ Black list any supplier /vendor/printer/service provider from the list of empanelled agencies for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the **Corporation.**
23. 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.
24. No advance payment will be made for the order.
25. Apart from all the above conditions if a Firm does not participate in two (02) Tenders continuously, the name of the Firm may be removed from our panel of enlisted agencies.
26. The Corporation reserves the right for inclusion/exclusion in the Terms and Condition as per the requirement during or after floating the Tender for Rate Contract.
27. The firm / supplier should have registration with state & local authorities for undertaking the profession (Copies of proof to be enclosed).
28. The firms/vendors/suppliers for sl.no.1,2,3,4,6,7, & 20 mentioned under Item Category having their offices in Bihar/Jharkhand will be preferred.
29. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent need without delay.
30. Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed.).
31. *A penalty on the cost of the stationery may be imposed if the delivery / deliveries are delayed @ 1% for delay beyond 2 weeks, @ 2.5% for delay beyond 3 weeks, @ 5% for delay beyond 4 weeks and @ 10% for delay beyond 2 months after due date of delivery / deliveries.*
32. *The rates quoted shall be valid for at least 60 days from the date of quotation or as specified in the Tender.ARC will be valid for one year from the date of acceptance or the date specified.*
33. *If any condition is imposed by the vendors, the tender will be liable for rejection.*

Note:-Eligibility criteria for availing benefits under the Public Procurement Policy:-

34. "Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012 ", It is necessary for the enterprise to be registered with the Director of Industries (DI)/District Industries Centre (DIC) as manufacturing/Service enterprises 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.

35. "Apart 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 up to the monetary limit for which the unit is registered.

If any firm is exempted from tender fee and / or EMD, the necessary valid certificate must be enclosed otherwise tender may be rejected.

Sr.Divisional Manager



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TERMS AND CONDITIONS BINDING ON PRINTERS/SUPPLIERS

1. The rate quoted by the printers/supplier in their tender would be treated valid at least for three months from the last scheduled date of submission of tender.
2. All deliveries of printed matters made to the “Stores Section” of this office should be free of all delivery charges, such as coolies, cartage, rickshaw fare etc.
3. Before the final printing, printers should get the proof approved by this office.
4. The printer/supplier is responsible for Loose forms Envelops being properly packed at his expenses unless otherwise specified for transport so as to ensure their being free from loss or breakage in transit.
All loose printed forms should be packed in packets of 500 copies divided into 5 groups of form. And Envelops in Packets of 1000 divided into 10 groups.
5. All the printed forms, registers etc should contain the name of the printer, month and quantity of forms.
6. If defects of any kind in printing or deviation from specification etc., detected and reported to the printer, replacement is to be made or defect removed by the supplier free of all charges. Should any part of the forms or registers prove defective within 6 months from the date of supplying owing to defects in printing or materials or in workmanship, supplier will have to replace them free of charges.
7. All weight and measurements etc., recorded in our “Stores Section” on receipt of the goods will be treated as final.
8. The Corporation reserves the right to cancel/acceptance of any printed matter or withhold any payment of any order if it is found at any time that the quality of papers as well as the printing has not been complied with as per specimen supplied or instruction given at the time of taking order of the printing and it is clearly understood that the decision of the Corporation will be treated as Final.
9. Order must be executed within mentioned days which will invariably be given from the date of dispatch of the order from the Divisional Office; but extension time may be allowed depending upon the nature of work and circumstances. This extension will be granted only in case printers apply for extension in time. However, we reserve the power for refusing the application submitted for extension. Such application must be reserved to the undersigned on or before last date granted for supply in the order.
10. In case of supply not made within the specified period or within the extension period allowed the Corporation reserves the right to cancel the order or accept supply with deduction from the total cost as the Corporation will deem fit.
11. Packet of 100 or 500 loose forms will be made by Craft Paper or by any suitable paper but never by “News Papers.”
12. Any fraud, misrepresentation or late supply on the part of supplier will liable them to place their name in the panel of Black-listed firms.
13. Please note that Notice, Annexure and all General as well as Special Terms and Conditions as specified at the time of calling application for Empanelment/Tender will be applicable during the period of Contract. Please note that general and/or special terms and conditions for above mentioned Services shall form part of the Agreement during the period of Contract and You shall always abide by those terms and conditions. However, The Corporation reserves the right for inclusion/exclusion in the Terms and Condition as per the requirement during and/or after floating the Tender for Rate Contract during the period of empanelment.
14. If the quantum of the order placed exceeds Rs.10 lac, Security deposit in the nature of performance guarantee shall be payable @10% of the contracted value. The performance security can be accepted either in the form of Demand Draft/Bankers Cheque, or Bank Guarantees through Scheduled Banks. The deposit shall not carry any interest.
15. . A penalty on the cost of the stationery may be imposed if the delivery / deliveries are delayed @ 1% for delay beyond 2 weeks, @ 2.5% for delay beyond 3 weeks, @ 5% for delay beyond 4 weeks and @ 10% for delay beyond 2 months after due date of delivery / deliveries.

Sr Divisional Manager



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SPECIAL TERMS AND CONDITIONS FOR IT CONSUMABLES/CONSUMABLES OF PRINTERS

(1) ELIGIBILITY CONDITION :

.The Bidder should not be Black-listed with LIC or any of the PSUs/BFSI/Govt/Semi Govt/Quasi Govt departments in India,as on date of submission of bid.An undertaking as per Annexure III is to be submitted on Rs.250/- stamp paper duly notarized and signed by the Authorised Signatory of the respective bidder.

. Bidder should submit in the bid, details of its top 5 customers in the format as per Annexure IV. Documentary evidence like certificate from customers or copies of Purchase Orders etc. have to be submitted, duly attested by the authorized signatory.

(2) MANUFACTURER'S AUTHORISATION FORM :

. MANUFACTURER'S AUTHORISATION FORM (MAF) from OEM specifying that the dealer has been authorized to supply consumables of printers. Original MAF as per Annexure V duly signed and stamped, should be submitted on OEM' letter head.

LIC will be at liberty to refer any MAF to OEM to confirm the authenticity of the MAF.In case the LIC does not receive the necessary confirmation from the OEM regarding the authenticity of the MAF,the **BID WIL BE REJECTED**. The MAF should be valid till the validity period of the Tender under reference unless revoked by the OEM. The MAF should be submitted as per Annexure V along with the Technical Bid.

(3) Authorised Signatory:

The Authorised signatory for all Annexures will be the signatory approved by the Company and a letter of the Company/Power of Attorney to this effect has to be attached along with the Technical Bid.

(4) EARNEST MONEY DEPOSIT (EMD):

The Vendor should submit to LIC, along with the Bid, a Demand Draft of Rs.(To be decided by the OS dept) as EMD.

. EMD will be refunded to the L1 Vendor only after execution of first Purchase Order.No interest will be paid on the EMD.

. The Emd of those Vendors who do not qualify for the supply of consumables,will be refunded to them without interest after the procedure for selection of Vendor for supply of consumables is over and purchase order is accepted by the selected L1 Vendor.

. The EMD submitted by the Vendor may be forfeited if:

- a) The Vendor backs out of the bidding process after submitting the bids to LIC.
- b) The Vendor qualifies in the bids as L1 and backs out of any of the quotes given by him.
- c) The Technical or commercial bid format is found to be different from what is supplied by LIC.

In the above matter of forfeiture of EMD, decision of LIC will be final.

5) PERFORMANCE BANK GURANTEEE:

A Performance Guarantee in the form of Bank Guarantee/Security Deposit/Token amount of Security deposit of Rs. -----(equal to 10% of the estimated value of the projected quantity specified in Financial Bid i.e purchases that will be made in a year) will have to be submitted by the L1 Vendor, once the L1 is declared. It will be retained till the ARC period. The PBG may be invoked for an amount to be decided by LIC, when the Vendor backs-out of his obligations as per Bid.

6) VALIDITY OF BID:

The rates quoted will be valid for one year from placing first purchase order.LIC reserves the right to extend(max 6 months)/reduce the validity period or cancel the Bid and call for fresh quotes if it so decides.

7) PRICING:

The selected vendor should not, under any circumstances, request for an increase in the prices once such prices are approved by LIC.The commercial offer shall be made in Indian Currency and shall be exclusive of VAT, and Octroi/entry Tax, whichever is applicable. No price variation relating to increase in, customs duty, excise duty will be permitted during the validity of Tender.

8) PLACING OF ORDERS:

(i) The LIC of India------(DO/ZO) will place purchase orders for consumables for all its offices scattered across its jurisdiction as per their requirement.

(ii) LIC will have the right to decide quantity of consumables under each category to be purchased subject to a minimum 10 numbers for cartridge and 25 numbers for ribbons and ink banks under each purchase Order.

9) DELIVERY TERMS AND CONDITIONS:

I. Delivery should be made for the entire ordered quantity. **However in case of urgency delivery should also be made in piecemeal.**

II. Delivery should be within **3 days** from the date of receipt of PO.

III. 0.1% per day of the PO value from 4th day till date of delivery subject to maximum penalty of 5%.

IV. Consumables not delivered beyond 75 days will be dealt with as follows:

. The order placed may be cancelled and communicated in writing to the Vendor, whenever such decision for cancellation of order is taken by LIC. For such cancelled orders, penalty clause as mentioned in (III) above will be applicable.

. Deduction of Penalty will be made from any amounts payable to the Vendor.

. Any other amounts that may become recoverable from the Vendor will be recovered from the Performance Bank Guarantee/Security Deposit/Token amount of Security deposit.

. Recovery of further amounts over and above the Performance Guarantee shall be subject to adjudication.

. In case of cancellation of orders due to delay in deliveries, besides the penalty charged, the Vendor may be blacklisted by LIC & may not be allowed to participate in any Bids in future for a period to be decided by LIC.

10) ACCEPTANCE TEST ON DELIVERY:

At the discretion of LIC of India, OEM may be asked to conduct a quality check for the stock at any one or more LIC'S offices. Any adverse report by the OEM for the quality check may lead to the following actions :

a) The Vendor shall have to replace the entire consignment as per committed specifications and/or

b) The Performance Guarantee may be invoked to make good the loss or damage and/or

c) The Vendor may be blacklisted by LIC.

11) PAYMENT TERMS:

Payments will be made by the respective Offices for the purchase orders issued pertaining to the offices under their jurisdiction, within 21 days from the date of delivery or submission of invoice cum delivery Challan and Octroi receipt, if any. The documentation will be considered as complete if the Vendor has submitted Invoice duly printed on their letter head, Octroi Receipt (if applicable) and Delivery Challan signed by LIC'S official with date and stamp acknowledgement receipt.

12) WARRANTY CLAUSE:

I. If any manufacturing defect is reported within.....after delivery of consumables, it should be replaced without any extra cost to LIC.

II The Product which are supplied to LIC should have a minimum one year residual shelf life.

III Warranty clause does not apply to consumption of ribbons/cartridges/in-banks due to usage.

13) The Corporation reserves the right for inclusion/exclusion in the Terms and Condition as per the requirement during or after floating the Tender for Rate Contract.

Sr.Divisional Manager



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SPECIAL TERMS AND CONDITION FOR PROVIDING COURIER SERVICES

After selection of the courier as per the need of the office, a letter to the selected courier may be issued specifying the following points:

1. The period of the contract.
2. Normally consignments to Metropolis, other than the Metropolis and remote areas are to be delivered with 24 hours, 48 hours and 72 hours respectively. If the consignments are not delivered in time (except on occasions like imposition of curfew or due to occurrence of unnatural calamities like floods, etc) or damaged in transit, a penalty shall be imposed on the courier **AT WHAT RATE**. The third party charges and construction charges of the consignment, if any shall also be recovered from the courier's monthly bill.
3. In case of loss of documents, the agency should lodge FIR, claim insurance compensation and fulfill every formality as deemed necessary in recovering the documents and making good the loss suffered by the Corporation.
4. Regular submission of Proof of Delivery (POD) which should invariably bear seal of the Consignee and date of delivery. Payment should not be made in respect of consignments for which POD are not submitted.
5. **SPECIFY THE TIME** which the Office Deems fit to enable the courier to send their pick up personnel for collecting the consignments. The pick-up personnel should be provided with proper letter of authority/ identity card by the courier company.
6. In case the services of the courier are not found satisfactory, the contract may be terminated before the expiry of the contract.
7. A copy of our empanelment letter should be returned by them duly signed under seal as a token of their acceptance of the contract.
8. The Corporation reserves the right for inclusion/exclusion in the Terms and Condition as per the requirement during or after floating the Tender for Rate Contract.
9. Courier agency must have offices in Begusarai they should have wide spread office in Bihar, Jharkhand, Orissa and prominent places in India.

Sr.Divisional Manager



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OS Department, Divisional office, Vishnu Cinema, Deepshikha Road, Begusarai – 851101
email id: os.begusarai@licindia.com; [Phone-06243-245263](tel:06243-245263)

SPECIAL TERMS & CONDITIONS FOR HOUSEKEEPING(Cleaning)

After selection of the **Service Providers/Contractors/Firm for empanelment** as per the need of the office, a letter to the selected Firm/Service provider may be issued specifying the following points:-

- (1) **SCOPE OF THE WORK:** Agency will provide adequate number of Sweeper/Cleaners for Providing Sweeping and Cleaning work during working hours and as & when required at our Offices wherever required (*No extra Payment will be made for Cleaning/Sweeping Services except per sqft as quoted in the tender approved which will include the cost of all cleaning materials and labour charges etc.*). At the time of Rate Contract rate should be quoted in such a way that minimum number of cleaners may be required depending upon the area of the office

Cleaning Work: to carry out all cleaning works of the office premises open space and built up area twice during the day on all working days and as and when required. It shall cover the job of sweeping, moping, scrubbing, removing cobwebs, cleaning of doors, windows glass panes, cleaning of walls, cleaning and drying of toilets in periodical intervals, sinks, washing of stair case etc.as directed from time to time. Sweeping & cleaning includes

- (a) Brooming & Mopping of covered area including staircases, railings, cob-webs from the ceiling / walls / ventilators, lift-well partitions above the railings, lift interior including lift walls and uncovered area
- (b) Periodical cleaning of soots/smoke black
- (c) Using bleaching materials & phenol in urinal/toilets
- (d) Using Naphthalene in Urinals
- (e) Using cleaning reagent in Toilets etc..

The accepted rate for Cleaning Work will be per sq feet. which includes cost of materials and labour plus incidental taxes per month. No extra payment will be made for cleaning/sweeping work except per sqft monthly accepted at the time of Tender. Income Tax will be deducted at source at the time of payment, as per Rules.

- (a) The cost of all cleaning materials of branded company will be borne by the Agency (i.e. disinfectant, liquid soap, cleaning materials for bathrooms, glass/table tops etc, detergent power, naphthalene balls, colin. Duster, room freshner, mosquito repellent and other materials related to cleaning of the office.)
- (b) **Disposal of waste materials in nearby Municipal Vat** will be the responsibility of the agency.
- (c) First cleaning should be completed by 09.30 am and second by 2.30 pm
- (d) Wearing Uniform & Identity card provided by your agency is mandatory.

- (2) Cleaning Area will be declared at the time of floating of Tender for Rate Contract.

- (3) Agency/firm must have an establishment having good infrastructure in the city of Begusarai.

- (4) The agency/firm/service provider must be in the profession for at least five years in which they should presently have at least 01(one) client who are PSU/Banks/Government Bodies.

- (5) The tenderers are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender.
- (6) The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning any reasons thereof.
- (7) In the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations".
- (8) The Agency shall ensure the compliance of all provisions of Contract Labour Act (Regulation and abolition Act 1970), Minimum Wages Act 1948, Payment of Wages Act 1935, ESI Act, Employees Provident Fund and Misc. Provisions Act, The Child Labour (Prohibition and Regulation) Act 1986 and such other statutory enactments, amended from time to time. Any Rules and Regulations promulgated by the Government and Local Bodies, coming into force that may apply to the contract shall be the Agency's sole responsibility including any liability on account of non-compliance or violation thereof. The Agency shall also comply with all the requirements of laws with regard to provision of labour and ensure that an appropriate license from State Labour Commissioner is obtained.
- (9) In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on "the Corporation" with regard to House Keeping persons (Cleaners/Sweepers) engaged and deployed by "the Agency Providing Sweeping/Cleaning Services", "the Corporation shall be entitled to recover the same from the EMD/Security/running bill held with the corporation. The Agency would undertake to indemnify and to make good the loss to the full extent to "the Corporation," failing which "the Corporation" shall be within its right to take appropriate action in law for recovery of the said amount.
- (10) It will be the responsibility of the Agency to pay the wages and all statutory amounts and then claim the bill from LIC.
- (11) The Corporation shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of "the Agency".
- (12) "The Agency" shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstance "the Corporation" is made liable to pay any such compensation, "the Agency" will indemnify / reimburse "the Corporation" full extent.
- (13) The applicant should not be a sub-contractor to any other entity person.
- (14) **It should be clearly understood and agreed that no relationship of Employer or Employee is created between "the Corporation and the persons engaged for providing Sweeping/Cleaning Services by "the Agency." It will be the responsibility of "the Agency Providing Cleaning Services to pay wages to its persons engaged for Sweeping/Cleaning within 10th of the following month without fail and also to ensure compliance of all the Labour Laws and statutory requirements/obligation applicable.**
- (15) The Corporation will not be entitled to retain any control, supervision or the manner of their discharge, dismissal or retrenchment of the Sweepers/Cleaners engaged and deployed by the Agency Providing Cleaning Services. However in case the Corporation is not satisfied with the work of any person deployed by the agency, the Corporation may ask the agency to replace him.

The Agency will be responsible for the supervision of sweepers/cleaners and it would provide the name of supervisor with his contact number to the Corporation for supervision purposes.

- (16) For Rate Contract fresh Tender will be called for from empanelled Agencies separately.

(17) In case of any dispute arising out of the acceptance/agreement ,shall be referred to for “Arbitration” to the Sr.Divisional Manager,L.I.C.of India,Divisional office, Vishnu Cinema, Deepshikha Road, Begusarai – 851101

(Bihar) and his decision Shall be binding on the firm/agency/service provider. The firm/agency/service provider shall not raise any question of competence of the Sr Divisional Manager to act as sole arbitrator.

(18) The Corporation reserves the right for inclusion/exclusion in the Terms and Condition as per the requirement during or after floating the Tender for Rate Contract..

Sr.Divisional Manager



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Technical Bid (Application Form for Empanelment under Begusarai Divisional Office)

Serial Number of Category	Name of the Category

*Strike out whichever is if not applicable. Separate application for each category is required.

PART I: GENERAL INFORMATION

Sl. No.	Information Sought	Information Provided
1.	Name of the Firm/Agency: (In Block Letters)	
2.	Status: Whether the agency is proprietorship/ Partnership or a Company(attach Documents of registration if any)	
3.	Date of Establishment / Incorporation of Agency(certificate to be enclosed)	
4.	Address of local office at Begusarai with telephone no & Mobile No.	
5.	Correspondence address and Contact No	
6.	Address of Head Office (If Separate) and Telephone No.	
7.	Names of the Partners /Directors with contact no.	
8.	Name of the contact person office and his contact No.	
9.	Name of Chief Executive with his present addresses and Telephone Nos.	
10.	Name of Representative (s) with Designation who would be calling on us and attending to our	

	jobs	
11.	Name of Bankers with addresses, IFS Code & Account No. & telephone nos. (Cancelled Cheque to be enclosed)	
12.	PAN Card Number (Copy to be enclosed)	
13.	GSTIN Registration Number (Copy to be enclosed)	
14.	Particulars of Labour Licence/Statutory Licence (Copy of registration under State and Central Labour law to be attached)	
15.	ESI Registration Number (Copy to be enclosed)	
16.	EPF Registration Number (Copy to be enclosed)	
17.	Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy should be enclosed) Reg NO. & Date	
18.	State the latest Income Tax Assessment year and the amount of Tax assessed (Copies of last 3 years, IT Returns to be enclosed)	
19.	Turn over for last three Years (Minimum turn over should not as specified in the list in each year & copy of IT Return, Balance sheet & P/L a/c to be attached) F Y 2017-2018 F Y 2016-2017 F Y 2015-2016	
20.	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts.	
21.	If your firm is empanelled with any office of L I C Of India or any other PSU (Central), please give name and address (proof to be enclosed)	
22.	Name, Addresses and Telephone Nos. of some of your most valued Clients (Separate List may be attached)	
23.	Has your Firm/ Organisation including partners/ Shareholders /Directors ever been blacklisted/ prosecuted by any department/ Statutory body in any state or by any court of law if yes	

	please give details	
24.	Whether An affidavit stating that the applicant is not facing any blacklisting from an establishment of Central Govt or the State Govt or the PSU for breach of agreement is enclosed.	
25.	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.

Particulars of Tender Fee/EMD:-

(1) DD Rs.500/-- .

DD No.....

Date of DD/.....

I/We_____

Request Life Insurance Corporation of India, Begusarai Divisional Office to consider my/our application for empanelment under the above mentioned category. We agree and abide by to all the Terms and Conditions and assure to give our best cooperation to the Corporation in the event of being selected.

Dated at.....this.....day of.....2018

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to cancel the tender of the firm/Agency/Service provider at its absolute discretion without assigning any reason thereof.