



Ref: NZO/Mktg/Tender 2015-2016

Dated: 4th July, 2015

TERMS AND CONDITIONS

Life Insurance Corporation of India, Northern Zonal Office, New Delhi invites applications for empanelment of agencies / firms / dealers for Competition Prize Articles / Gift Articles/ Mementos on or before 20th July 2015 up to 3 PM in a closed envelope super scribing **“Application for Empanelment for Competition Prizes/Gift Articles /Mementos”** addressed to The Secretary (Marketing), Life Insurance Corporation of India, Northern Zonal Office, Marketing Department, 12th Floor, Tower II, Jeevan Bharti, 124 Connaught Circus, New Delhi 110001.

- 1) The agencies / firms / dealers must have valid registration for supply of the said items & shall have atleast 3 year standing in the field & having TIN No/VAT/CST registration (Copy of proof must be enclosed).
- 2) The form (Annexure – A) is required to be filled up for each category which may be downloaded from our website www.licindia.in or can be collected from our Marketing department, Northern Zonal Office, New Delhi 110001. A non refundable amount of Rs 100/- along with the application in the form of demand draft in favour of LIC of India payable at New Delhi or can be deposited in cash at our cash counter during cash hours.
- 3) The agencies / firms / dealers desirous to be empanelled with us for supplying Competition prizes/ Gift Articles/Mementos and fulfilling conditions as per Annexure “A” enclosed, may apply for empanelment to Northern Zonal Office, New Delhi. The applications in questionnaire form (Annexure ‘A’) along with the enclosures i.e. necessary certificates in evidence of the facts mentioned in the forms are to be sent **at the address mentioned above on or before 20.07.2015 by 3.00 p.m.**
- 4) The applications with enclosures should be signed by the authorized person and his/ her name and status should be indicated below with his/ her signature along with official seal/ stamping of the agency / firm / dealer.

- 5) The applications submitted with enclosures will be evaluated/ scrutinized by the competent committee/ authority and short listing will be done after the recommendations made by the said committee/ authority.
- 6) The applications received after the due date and time will not be entertained and therefore deemed to be rejected.
- 7) Applications incomplete in any respect will not be entertained and are liable to be rejected.
- 8) At any point of time, if any of the documents furnished by the agencies/firms / dealer are found to be false/ incorrect, it would be deemed to be breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
- 9) Mere submission of Application for empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. Life Insurance Corporation of India shall neither be held liable nor obligatory on its part to inform the applicant the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.
- 10) Agencies/Firms/dealer who have been black listed / removed earlier by any office of the Corporation, should not apply. If applied, their applications will not be considered.
- 11) The members of the committee may visit the premises of the applicant or may call for interview with the proprietor/head of the agency/firm/ dealer.

On empanelment and entry into a contract with the Corporation :

- a) Empanelled agencies/firms/ dealers shall display the articles with the Zone on the appointed day for selection of articles.
- b) Marketing Department of Zonal Office will place purchase orders with the selected empanelled agencies/firms/dealers as per requirements and specifications.
- c) Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory preferably by email and subsequently supported by hard copy.
- d) The supply of articles should be delivered as per the time frame agreed upon while taking the purchase order.

- e) In case of delay in supply of orders, the concerned empanelled agencies / firms/ dealers should send a communication to the concerned office at least 7 days before the due date for seeking an additional required time to supply the same for which approval shall be at the discretion of the competent authority.
- f) NO ALTERATIONS IN QUALITY OR QUANTITY of the items indented or in the period of execution and no enhancement in the rate of the article shall be accepted unless previously ratified by the Corporation in writing.
- g) Each and every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- h) If after supply is delivered, it is discovered that material supplied are not according to the specification accepted, SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST or may be accepted with deduction in cost. So supply of materials should be exactly according to the specifications and in the event of non compliance with the condition the Corporation will be at liberty to take such action as it deems fit.
- i) If the reason for delay is justified with adequate proof, Zonal Manager may consider extending the time limit to supply as may deem fit.
- j) All deliveries must be made as per our instructions FREE OF CHARGES. That means NO CARRIAGE, FREIGHT, COOLIE, LOADING/ UNLOADING CHARGES, or any other related taxes etc. will be paid by the Corporation.
- k) Price quoted should be excluding taxes. Taxes should be quoted / reflected separately (eg.CST/VAT etc.) if any. The items may need to be delivered to our 17 Divisional Offices across 5 states & 2 Union Territory i.e. Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, Rajasthan, Delhi & Chandigarh respectively without any transportation charges. TDS shall be deducted as per rules. Appropriate Certificate from the concerned Office should be submitted along with the bill/ Invoice if CST/ST is not required to be deducted at source.
- l) That it has been mutually agreed between the Corporation and the agencies/firms that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Zonal Manager of the Corporation and whose office address is LIC of India, Northern Zonal Office, Marketing department, 12th Floor, Tower II, Jeevan Bharti Building, New Delhi and his decision shall be final and binding on the agencies/firms/dealers. The agencies/firms/dealers shall not raise any question of competence of the Zonal Manager to act as sole arbitrator.
- m) The decision of accepting supply of cancelled orders is at the sole discretion of Zonal Manager and the decision of the competent authority shall be final in this regard.
- n) A vendor's empanelment may be terminated/ dropped/ blacklisted from the panel of Suppliers on non fulfillment of any of the conditions cited above.

LIC of India shall be at liberty to terminate the empanelment of the agencies/firms/dealers without any prior notice and also reserves the right to claim the amount of loss incurred by the LIC of India, based on the available invoices submitted by that empanelled agencies/firms/ dealers due to breach of any terms of agreement or unsatisfactory/ inefficient working on the part of the agencies/firms/dealers.

If at any time, found that the information provided by the empanelled agencies/firms/ dealer in any form, service and related matters are incorrect and result in losses in any form to LIC of India.

All matters and disputes related to supply are subject to the legal jurisdiction of Hon'ble Courts situated in New Delhi.

ZONAL MANAGER

Tender Terms & Conditions from Sl.No.1 of Page 1 to Sl. No. 11 of Page 2 and Point a) of Page 2 to Point n) of Page 3 are accepted.

Signature of Tenderer

Seal of Agency/Firm/ dealer

PAN NUMBER with supporting documents

Date:

Place :