



**DIVISIONAL OFFICE** „Jeevan Prakash”, 9-A, Punithavathiar Street, Palayamkottai, Tirunelveli-627 002.

Phone No. 0462-2560037, 2560038

E-mail : sales.tirunelveli@licindia.com

**NOTICE FOR EMPANELMENT OF VENDORS FOR GIFT ITEMS**

Applications are invited from intended Vendors/Suppliers/Distributors/Firms for supply of various Gift Articles/Mementos/Competition Prizes **(like Household Articles, Kitchen Ware, Home Appliances, Suiting / Shirting Materials, Bed Sheets/ Blankets/ Shawls, Travel/ Trolly Bags, Clocks/ Watches, Stationery Items, Seasonal Products, Festival related Products, Electric/ Electronic Items, Ceramic Items, Silver/ Gold Coins, Trophies, Medals, Badges for Felicitations, Corporate Gift Items, Any Other Miscellaneous Items that can be given as Gift)** at Life Insurance Corporation of India, Divisional Office, Tirunelveli.

The interested Vendors/Firms desirous to be empanelled are required to apply in prescribed form which can be downloaded from our website [www.licindia.in](http://www.licindia.in) (Tenders link) or personally contact Sales Department, LIC of India, Divisional Office, Tirunelveli.

The closed envelope containing Application Form & other documents should be marked as **“Application for Empanelment of Vendors for Competition Prizes/ Gift Articles/ Mementos”** & to be submitted to the Manager (Sales) at the above address.

The Corporation reserves the right to accept or reject any/all applications without assigning any reason thereof.

The last date of submission of application is **5.00 PM on 21.11.2022.**

Date : 27.10.2022

**SENIOR DIVISIONAL MANAGER**



**Ref : Sales/Tender2022-23**

**Date : 27.10.2022 .**

### **TERMS AND CONDITIONS**

Life Insurance Corporation of India, Divisional Office, Tirunelveli invites applications for empanelment / enlistment of Vendors / Distributors / Suppliers of Competition Prize Articles/ Gift Articles / Mementos ranging from Rs.50/ – onwards from Suppliers / Vendors / Dealers having valid registration for supply of the above gift items / mementos to the Divisional Office mentioned in Notice for Empanelment on or before 21.11.2022 upto 5.00 pm in a closed envelop superscribing “ **Application for Empanelment of Vendors for Competition Prizes / Gift Articles / Mementos**” addressed to The Manager (Sales), L.I.C. of India, Divisional Office, Jeevan Prakash, 9A,Punithavathiar Street, Palayamkottai, Tirunelveli –627 002.

1. The Firm / Vendor / Dealer should have preferably 3 years’ standing .
2. The Firm / Vendor / Dealer should have PAN & TIN / GST Registration .
3. The duration of empanelment will be up to 30.11.2024.
4. Application Form (Annexure A) for Empanelment can be downloaded from our website [www.licindia.in](http://www.licindia.in) or can be obtained from Sales Dept., L.I.C. of India, Divisional Office, Tirunelveli.
5. The applications duly completed along 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 Office seal/stamping of the Firm .
6. The existing Vendors on our Panel are required to apply afresh for Empanelment .
7. The applications received after the due date and time will not be entertained and therefore deemed to be rejected.
8. 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.
9. At any point of time, if any of the documents furnished by the Vendors / Distributors/ Suppliers 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.
10. Incomplete and conditional applications may be rejected.
11. The Corporation reserves the right to include/exclude/cancel the name of the Firm / Vendor / Dealer from its approved list at their absolute discretion without assigning any reason.

**On empanelment and entry into a contract with the Corporation :**

- a) Sales Department of Divisional Office will place purchase orders with the selected empanelled Vendors / Distributors / Suppliers as per requirements and specifications.
- b) The supply of articles should be delivered at the Divisional Office as per the time frame agreed upon while taking the purchase order .
- c) In case of delay in supply of orders, the concerned empanelled vendor should send a communication to the concerned Office atleast 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 .
- d) 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 .
- e) Each and every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity & price.
- f) 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 .
- g) If the reason for delay is justified with adequate proof, Senior Divisional Manager may consider extending the time limit to supply as may deem fit.
- h) 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.
- i) Price quoted should be inclusive of all Taxes (eg. GST etc.) if any, and any other charges including 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.
- j) No advance payment will be made for the order. Payment will be made only after receipt of goods of an order in full as per the specifications and order.
- k) Any tender not in compliance with these terms and conditions will be liable for rejection. If the Firm/Vendor 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, the Corporation shall be at its liberty to deduct such sums of penalty / losses from any moneys due to the Firm / Vendor or may otherwise recover the same separately.

- l) That it has been mutually agreed between the Corporation and the Firm / Vendor that any dispute arising out of this acceptance shall be referred to for sole "Arbitration" to the Senior Divisional Manager of the Division and whose office address is LIC of India , Divisional Office, Jeevan Prakash, PB No.183, 9-A,Punithavathiyar Street, Palayamkottai, Tirunelveli - 627 002 and his decision shall be final and binding on the Firm / Vendor.
- m) LIC of India reserves its right to amend / modify / alter / add any one or more condition/s
- n) A vendor's empanelment may be terminated / dropped / blacklisted from the panel of Suppliers at the occurrence of any of the following event.

LIC of India shall be at liberty to terminate the empanelment of the vendor/supplier/ distributor 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 Vendors/Distributors/Suppliers due to breach of any terms of agreement or unsatisfactory/ inefficient working on the part of the Vendors / Distributors / Suppliers. If at any time, found that the information provided by the empanelled vendor in any form, service and related matters are incorrect and result in losses in any form to LI C of India. All matters and disputes related to supply are subject to the legal jurisdiction of Hon'ble Courts situated in Tirunelveli.

**Senior Divisional Manager,  
Tirunelveli Division**

**Tender Terms and Conditions mentioned above are accepted.**

\_\_\_\_\_  
**Signature of Tenderer**

**Seal of Firm**

Place : \_\_\_\_\_

Date : \_\_\_\_\_