



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](tel:06243-245263)

Ref: Begusarai/OS/Empanelment/2024-27

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 Sl 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. The firm / supplier should have registration with state & local authorities for undertaking the profession (Copies of proof to be enclosed).
5. 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.
6. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent need without delay.
- 7.. Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed.).
8. Conditions for empanelment: 1) The firm/supplier should be in profession for at least 3 years. (Copy of proof must be enclosed) 2) The firm should be on the approved panel of at least 3 reputed Firms. 3) The Firm/supplier should have valid license and GST registration for undertaking the profession (copies of proof to be enclosed) 4) The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay. 5) Annual Turnover should be as per item category (Attach Balance Sheet for last 3 years)

Sr. Divisional Manager



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

कार्यालय सेवा विभाग, मंडल कार्यालय, विष्णु सिनेमा, दीप शिखा रोड, बेगुसराय- 851101
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Technical Bid (Application Form for Empanelment under Begusarai Divisional Office)

Serial Number of Category	Name of the Category

(Separate application is to be filled up for each 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.