

**LIFE INSURANCE CORPORATION OF INDIA**  
 DIVISIONAL OFFICE, JEEVAN PRAKASHI,  
 ZERO WILES, BHAGALPUR - 813210  
 Tel: 0641-2322014, E-mail : oa.bhagalpur@licindia.com

**Empanelment/Tender of Agencies**

Life Insurance Corporation of India intends to invite open tender for empanelment of Agencies for SL NO.1 to 21 as per below mentioned services for all of our 14 BDs under Divisional office, Bhagalpur.

01. Table Stationery, 02. Printing (Computer stationery & Envelope, Continuous stationery and pre-printed forms) 03. Furniture and fittings 04. Furniture fittings repairing works 05. Air cooler & Air conditioners 06. Termite supply & Maintenance (AMC) of electrical items and fittings 07. Termite Treatment 08. Name Plate/Office Stamp 09. Civil work like Plumbing and wall painting and its maintenance 10. Wall Painting Work 11. Electronic Items (House Hold) 12. Supply & Maintenance (AMC) of electrical items and fittings/Cabling Work/ Stabilizer supply & repairing 13. Water purifier (Supply and its AMC) 14. Note counting machine and Agas guards supply & Maintenance 15. Computer 16. Computer Consumables 17. Fire Extinguisher equipment, Fire Alarms etc (Supply and its AMC) 18. Disposal of Waste Materials/ Unwanted / Unserviceable Items 19. Courier Services/Transport/Air Ticket Service 20. Printing of Identity Cards 21. Supply and Maintenance of CCTV Camera

Maintenance vendors also have to apply for empanelment of their name/ agency/firm. For further details, please visit our website [www.licindia.in](http://www.licindia.in) (Tender page). Empanelment Tender notice may be shown on website on 14.06.2024 to 04.07.2024. Interested agencies may download the details and submit filled in application on or before as per Empanelment Tender Notice given on website. For further any queries contact Manager (OS) DM, Divisional office, Bhagalpur, Mob No. 9431625070/ Manager (Estate), Div. Office Bhagalpur, Mob No.9973421448.  
 Sr. Divisional Manager  
 Date : 14.06.2024

Size: 9h x 8w Sqcm For HH & HT

Siddhartha Advertising

*May be approved for press release.*

*(Signature)*

*(Signature)*



Bhagalpur Divisional Office, "JEEVAN PRAKASH", Zero Mile, Bhagalpur-813210

Tel: 0641-2322014, Fax: 0641-2322010, E-Mail:os.bhagalpur@licindia.com

Ref: BDO/OS/Empanelment

Date:10.06.2024

Notes & Order

Re: Empanelment of Vendors/Service Providers for the F Y: 2024-25,2025-26 and 2026-27.

Our approved panel of the suppliers /Firms/Vendors/Service providers has expired on 01.04.2024. So we have to initiate the process of empanelment for the next three years i.e. for 2024 -25, 2025-26 and 2026-27. As per the LIC of India, Store Code, 1959 (amended up to 06.03.2019), the empanelment will be separate for each category of stores. Since ARC for the F Y:2023-24 was done for Pre-printed forms /stationery and other items which is valid for up to 03.09.2024 and at the time of ARC, previous empanelment was valid. The running ARC Will expire on 04.09.2024, as such we have to do the fresh empanelment of vendors for office exigencies for further supply of materials.

We, therefore, have to invite applications from reputed firms along with their profiles, work experience and their credentials for empanelment at LIC of India, Divisional Office, Bhagalpur for the following works/services:---

01. Table Stationery,
- 02 Printing (Computer stationery & Envelope, Continuous stationery and pre-printed forms)
03. Furniture and fittings
04. Furniture fittings repairing works
05. Air cooler & Air conditioners supply & Maintenance (AMC) of electrical items and fittings
06. Termite Treatment
07. Cleaning materials
08. Name Plate/Office Stamp
09. Civil work like Plumbing and wall painting and it's maintenance
10. Wall Painting Work
11. Electronic Items (House Hold)
12. Supply & Maintenance (AMC) of electrical items and fittings/. Cabling Work/Stabilizer supply & repairing
13. Water purifier (Supply and its AMC)/ Aqua guards supply & Maintenance
14. Note counting machine and Fake note detecting machine (Supply and its AMC)
15. Computer Consumables
16. Glow Signs
17. Fire Extinguisher equipment, Fire Alarms etc (Supply and its AMC)
18. Disposal of Waste Materials/Unwanted /Unserviceable Items
19. Courier Services/Transport/Air Ticket Service
20. Printing of Identity Cards
21. Supply and Maintenance of CCTV Camera

We have to advertise for the Empanelment of the vendors/suppliers for the above mentioned services in the newspapers and on our Website. Format of Notice, application form and Terms and conditions are enclosed with this note sheet.

Placed before the Competent Authority for kind approval of the following ---

1. Inviting application for empanelment of vendors for above categories.
  2. Date of publication of advertisement in news paper will be 14.06.2024(Friday)
- Tendering Programme:-
- a) Date of Issue of Tender: From 14.06.2024 to 04.07.2024(during office hours).
  - b) Last date of Submission of Tender: 04.07.2024 at 17.30Hrs.
  - c) Opening of Tender: 05.07.2024 at 11.00Hrs.
  - d) Cost of Tender paper: Rs.500/-+GST for each category separately.
  5. Draft copy of Advertisement Sample in Hindi and English.
  6. Draft of Tender (enclosed).

Interested persons, firms / Companies / Institutions etc. are required to apply within 17.30 hours up to 04.07.2024 for empanelment. Separate appropriate Application Form (Annexure - X / Y) are required to be filled up for each category. More than one category applied in one application will be rejected. Application Forms and Terms & Conditions may be downloaded from our website - [www.licindia.in](http://www.licindia.in) or [www.licindia.co.in](http://www.licindia.co.in) (Search Tenders then search Empanelment) or obtain from our end too, during cash hours by paying amount of Rs. 295/- (250+GST), Two hundred ninety five only). The envelope should be super scribed as "Empanelment under category Serial No. .... Name of Category ..... for ..... (Work name)" etc. in bold letters and to be submitted / sent to **Manager (OS), L.I.C. of India, Divisional Office, OS DEPARTMENT, 2<sup>nd</sup> Floor, Jeevan Prakash Building, ZERO MILE, BHAGALPUR(Bihar), 813210**, or dropped in Tender Box placed in the OS department of BHAGALPUR Divisional Office along with non refundable amount of 500+GST in the shape of DD in favour of LIC of India payable at **Bhagalpur**. The selection shall be at the sole discretion of the appropriate authority of LIC of India, Bhagalpur Divisional Office. Existing Persons, Suppliers, Vendors, Service Providers, contractors etc. are also required to apply for fresh empanelment along with all required documents.

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

Last Date of submission of application is at 17.30 Hours on 04.07.2024

Place: Bhagalpur  
Date: 10.06.2024

AO(OS)

Manager(OS),DM

Sr. Divisional Manager

**APPLICATION FORM FOR EMPANELMENT OF FIRM**

**GENERAL CONDITIONS FOR EMPANELMENT**

1. The firm/supplier/Service Provider should be in profession for at least 3 years. (Copy of Registration certificate must be enclosed)
2. Annual Turnover of the firm/supplier/Service Provider should be not less than Rs. 2 lacs, for small jobs, Rs. 2 lacs to Rs. 10 lacs for medium jobs and above Rs.25 lacs for big, jobs in any of 3 financial years. (Attach Balance Sheet for three years).
3. The firm/supplier/ Service Provider should be on the approved panel of at least 3 reputed firms out of which at least one should be Public Sector or Government undertaking.
4. The firms/supplier/Service Provider should have registration in compliance of law of land (Copies of proof to be enclosed).

**Application is to be filled-up for each category)      Annexure X**

Sl. No	Information Sought	Information Provided
1.	Name of the Firm (In Block Letters)	
2.	Date of Establishment / Incorporation	
3.	Correspondence address, Telephone No. and e-mail ID	
4.	Address of Head Office (If Separate) and Telephone No.	
5.	Address of local office (at Muzaffarpur) with Telephone & Mobile No.	
6.	Status: Proprietary/ Partnership/ Private Limited Company / Public Limited	
7.	Name of the Proprietor / Partners /Directors etc. with theirContact/ Mob Nos	
8.	Name of Chief Executive with his present addresses and Mobile No.	
9.	Name of Representative (s) with Designation & contact no. who would be calling on us and attending to our job	
10.	Name of Bankers with addresses & telephone nos	
11.	Is the Firm is registered under the relevant Acts of India (Like Factory Act / Company's Act / Partnership Act etc.) Further, state	
	a. Licence Number:	
	b. Date of last renewal of licence (Copy of licence to be enclosed)	

	c. PAN (of I.T. Deptt)	
	d. ESIS No. if any	
	e. EPF Registration No. if any	
	f. Service Tax registration No	
	g. GSTIN No. (Enclose self attested copy of above)	
12.	Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy should be enclosed)	
13.	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to be enclosed)	
14.	Turn over for last three Financial Years	F Y 2021-22: Rs. F Y 2022-23: Rs. F Y 2023-24: Rs.
15.	Are you agreeable to make deliveries to Corporation's Offices within and out of Bhagalpur when so directed?	
16.	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts. (copies annexed)	
17.	Whether your firm is empanelled with any office of LIC of india or any other PSU (central) (please give their full details with name and address	
18.	Name, Addresses and Telephone Nos.of some of your most valued clients as per Separate List may be enclosed)	
19.	Approximate value of your output per year	
20.	Mention any other specialities of your Establishment.	

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type / copy 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.)**

I/We \_\_\_\_\_

Request Life Insurance Corporation of India, Jeevan Prakash Building, ZERO MILE, BHAGALPUR(Bihar), , to consider inclusion of my/our name in the list of their approved firms/suppliers/ Service Providers. I / We agree to give full satisfaction to the Corporation in the event of their doing so.

Dated at.....this.....day of.....2024

Signature with Seal

Name :

Designation:

**APPLICATION FORM FOR EMPANELMENT OF FIRM / CONTRACTORS****Annexure-Y**

I/We \_\_\_\_\_ am/are desirous of being enrolled on The list of contractors for the category & work / job detailed hereunder and hereby apply for the same.

Sl. No. of Category	Name of the Category	Description / name of work applied for

**(Separate Application is to be filled-up for each category)**

I/We give the following details for your consideration:

Sl.No	QUERY	ANSWER	
1	Name of the firm (IN CAPITAL LETTERS)		
2	Address		
3	PAN No		
	TIN No		
	VAT Registration No.		
	Service Tax Registration No.		
4	Contact details	Office phone no	
		Residence phone no.	
		Mobile No.	
		Fax No.	
		Email	
5	Month and year in which the firm was Established in present name		
6	Particulars of old firm (if present firm is new) if main partners of the present firm were working as construction contractors, in some other name in the past (The partner-ship deed of old firm be enclosed).		
7	Particulars of sister construction firms, if any		
8	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd.,etc.		
	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per Annexure A-1		

	iii) Fill-in enclosed Annexure A-2		
9	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations.		
10	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt./Organisations.		
11	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)  ii) What evidence of proof is enclosed to support the amounts of yearly turn-over. iii) Enclose latest income tax clearance Certificate		YEAR Rs . in Lakh
		i	2020-21
		ii	2021-22
		iii	2022-23
		iv	2023-24
		Certificate enclosed for Assessment year .....	
12	i) Name and complete postal address of bankers		
	ii) Enclose solvency certificate indicating amount. (The certificate should not be more than 3 months old).		
	iii) Bank Guarantee limit with Various banks	i) Rs. _____	Lac with _____
		ii) Rs. _____	Lac with _____
iii) Rs. _____		Lac with _____	
		TOTAL	
13	Fill in and enclose list of tools & plants as per Annexure-C enclosed.		
14	Fill in & enclose Annexure-D giving full particulars about major works completed during past Four years NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given. Work completion certificate for qualified projects must be notarized with address & contact numbers of issuing authority.		
15	Work in Progress:		
	i) Whether full details of major work on hand given in Annexure E Note: The details must be notarized		
	ii) Are copies of work orders for such large works enclosed.		
16	Whether full information regarding permanent technical staff employed given in Annexure 'F'		

17	i) How do you normally carry out works of water supply, sanitary and plumbing installations		
	ii) Who is the license holder and what his experience of this work is.		
18	i) How do you normally get work of electrical installations carried out		
	ii) Who is the license holder & what is his experience		
	Electrical Contractor's License Number and date of expiry of License. (Enclose copy) for the state of Bihar		
19.	Are you registered as MSE a. Under DI / DIC as manufacturing / service enterprise having Entrepreneurs memorandum (Part -II) or registered with NSIC under single point vendor registrations scheme? b. If MSE, whether owned by SC/ST? (Submit relevant certificates)		
20.	Any other information the applicant might like to give		

**Note: -**

1. Firms/ Suppliers/Service Providers who are on Divisional Office existing panel should also apply fresh empanelment.
2. Firms/ Suppliers/Service Providers who have been blacklisted/removed earlier, should not apply. If applied, their application will not be considered.
3. Separate Application is to be filled -up for each category.
4. If there is any query please get clarification from office before submission of Tender.

**Note: -**

**5. Eligibility criteria for availing benefits under the Public Procurement Policy:**  
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.

6. Apart from the benefit given to MSEs such as issue of Tender Sets free of cost and exemption for 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.

**Sr. Divisional Manager**



(Form of Affidavit to be executed by sole proprietor before Notary) **ANNEXURE – A1**

## AFFIDAVIT

(On Non Judicial Stamp paper of Rs. 100/- in case the individual who is the sole Proprietor of the firm)

I .....  
s / o ..... age ..... years, occupation  
business r/o

.....  
do hereby state on oath as under:

That I am residing in .....  
(locality) of District: ..... State: ..... since  
last..... years.

That I am the sole proprietor of a proprietary concern name and style as "  
..... " having it's office /  
shop at

..... (Place).....  
District: ..... State:..... dealing  
in supply / sales and services of goods / items / works / business of Government, civil  
contracts and ancillary works attached therefore / applied for, in the application for  
empanelment hereto.

Hence this affidavit.

Deponent \_\_\_\_\_

**Note: This Affidavit should be notarized**

LIFE INSURANCE CORPORATION OF INDIA

ANNEXURE-A2

CONSTITUTION OF FIRM -

SOLE PROPRIETORSHIP / PARTNERSHIP / LTD.CO. / OTHER

DETAILS OF CONSTITUTENTS

Sl.No.	Name of sole Proprietor / partners or directors / other high officials	Age	Share (%)	Technical Experience			Whether power of attorney holder
				Year To Year	As Employee	As contract	
1	2	3	4	5	6	7	8

SIGNATURE OF VENDOR / CONTRACTOR

**ANNEXURE-B**

**LIFE INSURANCE CORPORATION OF INDIA**

**PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANISATION**

**I. ENROLMENT WITH LIC:**

Name of LIC office in which enrolled	Name of category under which enrolled	Name of Job / work for which enrolled	Validity period of the enrolment list (From – To)

**II. ENROLMENT WITH OTHER ORGANIZATIONS:**

Sl. No	Name & address, contact no., e-mail ID. Of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to Year	Is copy Of letter enclosed	Year to Year	Class or Category	Limit (Rs. in lacs)	Is copy Of letter enclosed
1	2	3	4	5	6	7	8

(Separate sheet may also be used if space is insufficient for providing details)

**SIGNATURE OF VENDOR / CONTRACTOR**

LIFE INSURANCE CORPORATION OF INDIA

Annexure – B1

LIST OF MOST VALUED CLIENTS WITH DETAILS (OTHER THAN LIC)

Sl. No.	Name of client	Address of client	Tel. No. / Cont. no.	e-mail ID	Average yearly transaction with them

SIGNATURE OF VENDOR / CONTRACTOR

