



कार्यालय सेवा विभाग, केंद्रीय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, मुम्बई- 400 021.
Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, Mumbai- 400 021
दुरभाष Tel.: 66598422/66598416

NOTICE

Applications are invited from the firms/vendors situated in Mumbai (Fort to Dadar area) for empanelment of LIC OF INDIA, Central Office, Mumbai for supply of various items for below mentioned categories:

1. a) Stationers dealing with office stationery items, cloth line covers, kraft paper paper, continuous papers, book items,
b) Vendors dealing with supply of glue, stapling machine & stapler pins, pins, scissors, envelopes, (only MSME registered vendors are eligible)
2. a) Vendors for supply of office upkeep materials except in (b) mentioned below.
b) Vendors for supply of office upkeep material viz: cleaning powder, liquid soap, toilet rolls, dusters, naphthalene balls (only MSME registered vendors are eligible)
3. a) Vendors for supply of Crockery items except in (b) mentioned below
b) Vendors for supply of trays, bowls (only MSME registered vendors are eligible)

Three panels of the vendors as above viz: Office Stationery items, Office upkeep materials and Crockery items will be prepared. The said panel will be valid for 3 years, which may be further extended by 1 year (if required). However, the Corporation reserves the right to reduce the period of validity of panel for less than 3 years, if the circumstances warrant.

The Corporation reserves the right to call any additional / missing information from the applicants and accept or reject any or all applications without assigning any reason thereof.

Firms/ Vendors desirous to be empanelled with us & fulfilling conditions as per Annexure 'A', may apply for getting empanelled on our panel for supplying above items to LIC OF INDIA, Central Office at Mumbai.

The sealed envelope containing application in Questionnaire Form (Annexure 'B') alongwith the enclosures should be super scribed as "APPLICATION FOR EMPANELMENT FOR _____" category and sent at the following address, so as to reach us on or before 21.08.2024 up to 2:30 p.m.

The Secretary (OS)
L I C Of India, Central Office,
OS Department, "Yogakshema" 4th Floor,
West Wing, J.B.Marg, MUMBAI-400 021

EXECUTIVE DIRECTOR (OS/HRMS)



- NOTE : 1) Firms/ Vendors who are on our existing panel should also apply for fresh empanelment.
- 2) Firms/ Vendors who have been blacklisted / delisting/ debar earlier, should not apply. If applied, their applications will not be considered.
- 3) Firms/ Vendors applying for more than one category should fill up separate form for each category type i.e. 1,2 & 3

GENERAL CONDITIONS FOR EMPANELMENT

- 1) The Firm / Vendors situated in Mumbai (**Fort to Dadar area**)
- 2) The Firm/ vendor should be in same profession for at least 3 years
(**Copy of registration certificate must be enclosed**).
- 3) Annual Turnover during any one out of three Financial Year should be as under:-
 - A) For Table & Office Stationery including continuous stationery & envelopes-
Minimum Rs. 20 lacs.
 - B) Office upkeep Materials - Minimum Rs.2 Lacs
 - C). For Crockery items – Minimum Rs. 2 Lacs

The Firm is required to submit copies of Trading & Profit and Loss A/c & Balance Sheet for last 3 years .
- 4) Copies of I.T. Returns for last three Financial Years to be enclosed.
- 5) The Firm/ Vendor should be on the approved panel of at least 3 reputed firms from Mumbai out of which at least one should be public Sector or Government undertaking.
- 6) The Firm/ Vendor should have registration with state & local authorities for undertaking the profession
(Copies of state registration, BMC Licence, PAN, GST are to be enclosed).
- 7) The Firm/ vendor should keep sufficient stock of material in hand so as to comply with our requirement without delay. If the firm/ vendor fails to supply the material at the agreed rates during contract period or/and in time, the firm will be liable to be black listed/ delisted/debar from our panel.
- 8) The Firm/vendor should agreeable to the conditions that amount of bills will be credited directly to the vendor's Bank Account through electronic mode of payment only through NEFT / RTGS.
- 9) The Firm/ Vendor should fill the form in **Annexure 'B'**, i.e. Questionnaire Form (Q.1 to Q.27), signed by the authorized person on each page of form.
- 10) Firm/ Vendor should make deliveries to the Corporation's Office at Mumbai with no extra cost.
- 11) Firm/ Vendor should abide strictly by the Terms and Conditions of the Tender/Contract.
- 12) In case of e-tendering (on-line tendering), the Firm/vendor should be agreeable to respond through e-tendering mode. In that case, the firm/vendor will be required to obtain Digital Signature. The firm can arrange for Digital Signature either from the Service Provider arranged by the Corporation or can avail the service from outside.
- 13) Decision of the Corporation on inclusion of Firm/ Vendor on our panel will be final.
- 14) Interested Firms/ Vendors will be required to submit Application Fees of **Rs.500/-** in the form of Demand Draft payable in favour of "Life Insurance Corporation of India", Mumbai, along with their application form. Application received without Demand Draft will be disqualified.

ANNEXURE 'B'

QUESTIONNAIRE TO BE COMPLETED BY THE FIRM/ VENDOR FOR GETTING EMPANELLED FOR DEALERS OF STATIONERY/CROCKERY ITEMS AND OFFICE UPKEEP ITEMS

1) Name of the Firm/Vendor
(In Block Letters) _____

2) Mention the category under which
applying for empanelment: _____
(Vendor applying for more than one category should fill up separate form for each type)

3) Date of Establishment /Incorporation: _____

4) Address and Telephone No. : _____
Tel. No. _____ e-mail id _____

5) Address of Office (If Separate) _____
and Telephone No.: _____
Tel. No. _____ e-mail id _____

6) Status: Whether Sole Proprietor/Partnership/
Private Limited Company /Public Limited Company: _____

7) Names of the Proprietor/Partners /Directors : _____

8) Name of Representative (s) _____
indicating Designation who would be
calling on us and attending to our jobs Tel. No. _____ Mobile No. _____

9) Name of Bankers with addresses Name of Bank : _____
& telephone nos. Address : _____
Tel. No. _____
RTGS/ NEFT Code: _____
Account No. _____

10) Whether registered under Shop & Establishment Act, 1948: YES / NO
(If yes, submit xerox copy of Certificate of Registration)

11) GST registration number (Mandatory in case of vendors applying for Table & Stationery)
(Pl. submit enclosed form duly completed)

12) Please state following details and enclose copy of the same:

- (a) PAN No. : _____
On the name of Individual or Firm: _____
- (b) TAN No. _____
On the name of Individual or Firm _____

13) State the latest Income Tax Assessed year
Latest Assessed Year : _____

The amount of Tax assessed _____ Amount Rs. _____
(Copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to be enclosed)

14) Are you agreeable to make deliveries to Corporation's office at Mumbai with no extra cost? _____

15) Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts as and when laid down by the Corporation ? _____

16) Are you agreeable to the conditions that amount of bills will be credited directly to the vendor's Bank Account through electronic mode of payment only through NEFT / RTGS? _____

17) Area occupied by the shop/office (in Sq. ft.) _____

18) Total Numbers of Employees : Permanent _____ Temporary _____

19) Weekly Holidays : _____

20) Names of the offices of LIC of India to whom You may have supplied Stationery/crockery items/ Office upkeep materials etc. during last 3 years.
1) _____
2) _____
3) _____

(Please enclose order copies)

21) Name, Addresses and Telephone Nos. of some of your most valued clients:
1) _____
2) _____
3) _____

22) Approximate value of Turnover of your firm per year for last 3 years.
F.Y. _____ Rs. _____
F.Y. _____ Rs. _____
F.Y. _____ Rs. _____
(Copies of last 3 years Trading/ Profit & Loss A/c And Balance Sheet to be enclosed)

23) Mention any other specialties of your Firm/ Establishment: _____

24) Whether your firm belong to the category of Micro, Small enterprises as defined in the "Micro, Small Enterprises Development Act, 2006 " If yes ,specify the category of Micro, Small Enterprises and whether the enterprise is in manufacturing or service industry

25) Whether registration by filing entrepreneurs memorandum part -II ,with the respective District Industries Centre (DIC),Director of Industries(DI) has been done OR is registered under Single Point Registration Scheme of NSIC. _____

If yes then the Entrepreneur memorandum Number is to be mentioned and copy of Acknowledgement of Entrepreneurs memorandum -II

AND/OR Single point registration certificate to be submitted. _____

26) Whether the MSE is owned by SC/ST entrepreneurs and if so, attested true copies of SC/ST certificate issued by the District authority to be submitted _____

I/WE _____ request Life Insurance Corporation of India, Central Office, Mumbai to consider inclusion of my/our name in the list of their approved list of firm / vendors for supply of Stationery/ Crockery Items/ Office upkeep items and agree to give full satisfactions to the Corporation in the event of their doing so.

Dated : _____

Signature
Seal of firm/ vendor

Enclosures: (Give list below)

Note : 1) 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 Application Form.

2) The Corporation reserves the right to cancel the name of the firm/ vendor from its approved lists at their absolute discretion without assigning any reason.



**GST
Vendor Details**

Name	
Address (As per registration with GST)	
City	
Postal Code	
Region/State (Complete State name)	
PAN number	
GST ARN No.	
GSTIN Provisional ID No.	
Type of business (As per registration with GST)	
Contact person	
Phone No.	
Mobile No.	
E mail ID	
Service Accounting Code/HSN Code	