



Notice for Empanelment for LIC Of India JAIPUR-II Divisional Office

Date: 13.9.2024

Applications are invited from Reputed Firms for Empanelment of Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service providers/Agencies for LIC Of India, Divisional Office-II, Jaipur for providing following multimedia items (Ink cartridge,Toner,Refilling of Ribbon cartridge,Toner Refilling,repairing of printer Heads) ,paper/Cloth Envelopes,Office Stationary Items,Rubber stamps,Nameplates,Visiting Cards,Identity Cards,Policy & Loan Dockets,General Maintenance (AMC/CAMC) And Water cooler,Water Purifier/Aqua Gard,Motor Pump, Geysers,Vacuum cleaners,Water tank cleaning services, Stablizers & Electrical Items(LED TV,LCD TV),Supply,Repair & Maintenance of Refrigerator ,DG set,AC, Inverter, Batteries, Carpentry work, Plumbing, Gardening & Grading material, Supply of plant & saplings, offset printing, Housekeeping services& material, scrap material dealer , Laundry services,almirah ,safe,cash box,policy racks, pest control and rodent treatment, note counting machine/fack note detecor machines, EPABX Systems,telephone instruments ,Fire Fighting Equipment ,Courier services,House keeping & office attendant , photocopier services,Security Guard Service, transportations services for transporting goods/stationary for local/outstation branches,supply &repairs office furniture&fixtures, Travel Agencies (tickets and vehicles),Crockery,Telephone equipments,Book binder,Press advertisement,Computer Networking Services,CCTV Equipments,Fire Alarm System, UPS Repairing & Maintenance, Computer continuous blank and pre-printed stationary, etc,

For complete details and Empanelment documents please contact the O.S. Department at the below mentioned address OR log on to www.licindia.in under the link "Tenders".

Office Services Department,
LIC of India, Jaipur Divisional Office-II,
Plot no. 1, Sector 5, Pratap Nagar, Sanganer, Jaipur- 302033
Email: os.jaipur2@licindia.com

The prescribed application form is available at our above web link. The same is also available at our Office at the above mentioned address on payment of Rs. 200/- + GST Rs. 36/- Total Rs 236/- in Cash OR by Demand Draft favoring LIC Of India (Non-refundable) during working hours except on Sunday and Saturday and Holidays. Last date for submission of documents for Empanelment is: 30.9.2024 till 04.00 PM. LIC of India reserves the right to accept OR reject any or all applications in full/part without assigning any reason whatsoever. The Firms/Agencies that are on our Panel are also required to apply a fresh, if interested.

SR. DIVISIONAL MANAGER

LIFE INSURANCE CORPORATION OF INDIA

Applications are invited from reputed Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers for Empanelment on our Approved List as per following Sr. No., Name of Category and Minimum Turn over.

Sr N	Name of Category/Service	Minimum Turn over required per Annum in any of the last 3Years	Work Experience
1	Printing and Supply of Computer Continuous Stationery, Policy Bonds & pre-printed Stationery	50 Lacs	3 Yrs
2	Supply of Computer Consumables, Printer Ribbons, Printer Head, Cartridges, Tonners etc.	20 Lacs	3 Yrs
3	Purchase and Supply of Table and Office Stationery such as Pens, Files, Punching machine, Calculators, Photo-copier papers, Plastic folders, Staplers and Stapler Pins, Paper Pins, U-Clips, Erasers etc.	5 Lacs	3 Yrs
4	Printing and supply of various Offset Forms/Ledgers, Visiting Cards, etc.	20 Lacs	3 Yrs
5	Supply/Printing of Cloth/Kraft Envelopes/Ordinary Envelopes/Policy dockets and folders etc.	20 Lacs	3 Yrs
6	Office Upkeep / House Keeping services such as Cleaning/ Mopping etc.	50 Lacs	3 Yrs
7	Supply/ Maintenance/ Servicing of Telecommunication Equipments such as EPABX Systems, Telephone Instruments Mobile phones etc.	05 Lacs	3 Yrs
8	Courier Services	05 Lacs	3 Yrs
9	Transportation Services- for transporting Goods/ Stationery for Local/ Outstation Branches.	05 Lacs	3 Yrs
10	Supplier for Cleaning materials such as Phenyl, Detergent powder, Soap, Colin, Acid, Room Fresheners, Dusters, Brushes, Scotch brite etc.	03 Lacs	3 Yrs
11	IATA Agents for Air Ticket Booking, Travel Agent for booking of Railway Tickets, Bus tickets and Hiring of Taxi Services etc.	05 Lacs	3 Yrs
12	Maintenance/AMC/Servicing of Note Counting machines/Fake Note detector machines etc.	05 Lacs	3 Yrs
13	Maintenance/Servicing of Water Coolers, RO, Water Purifiers etc.	05 Lacs	3 Yrs
14	Supply/Maintenance/Servicing of Steel furniture and fixtures, Fire Proof and Water proof Safe, Steel Racks, Cupboards, Tables, Chairs etc.	40 Lacs	3 Yrs
15	Overhead and underground Water Tank Cleaning	03 Lacs	3 Yrs
16	Maintenance/Servicing of Fire Extinguishers etc.	05 Lacs	3 Yrs
17	Providing Services for Pest Control and Rodent Treatment etc.	05 Lacs	2 Yrs
18	Supply of Rubber Stamps	Not Required	-
19	Book Binding	NOT REQUIRED	
20	Supply of I. Cards	05 Lacs	3 Yrs
21	Scrap dealers	03 Lacs	3 Yrs

22	Advertising Agencies	10 Lacs	3 Yrs
23	Carpentry work, Repairs of Office furniture	NOT REQUIRED	-
24	Air Coolers- maintenance & Hiring	10 Lacs	3 Yrs
25	Refrigerators- Purchase & Maintenance	20 Lacs	3 Yrs
26	Supply & maintenance of Air Conditioners, Stabilizer, UPS, Inverters etc	50 Lacs	3 Yrs
27	Electrical Equipments- like T.V. Washing machine, Geyser etc.	50 Lacs	3 Yrs
28	Maintenance of Electrical fitting & Fans etc.	05 Lacs	3 Yrs
29	Supply of Weighing Machine & Calculators etc.	05 Lacs	3 Yrs
30	Hiring of Genset	20 Lacs	3 Yrs
31	Supply & Maintenance of CCTV	50 Lacs	3 Yrs
32	Crockery Items	Not Required	-
33	Supply of Plants, saplings & gardening material	Not Required	-
34	Laundry Services	Not Required	-
35	Photocopier Services	Not Required	-

General Terms and Conditions for Empanelment of Vendors/Suppliers/Printers/Service

Providers:

1. Application is to be submitted along with a non-refundable application Fees of 200/- + 36 GST (Two hundred thirty Six only) in Cash OR by Demand Draft favoring LIC Of India payable at Jaipur, for each category of Empanelment separately.
2. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be in profession preferably for minimum period of 3 years.
3. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be on the approved panel of at least 1 reputed Firm/Company **where minimum Turnover required is more than 5 Lakh.** (Copy of Empanelment to be enclosed).
4. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should have registration with State and local authorities for undertaking the profession, **where minimum turnover required is more than 5 Lakh.** (Copies of proof to be enclosed)
5. Firms blacklisted either by any Office of the Corporation/any Govt. Institution/body or by the Company itself in which the Vendor/Supplier deals in, need not apply.
6. The Minimum Annual Turn Over of the Vendors/ Suppliers/ Contractor/ Printer/Manufacturer should not be less than as mentioned against each category in the Notice for Empanelment wherever required. **(Please attach copy of latest balance sheet + Profit & loss Account).**
7. The Empanelment will be done only on the favorable recommendation of the duly constituted committee that will visit & inspect the premises, workshop etc. of the applicants.
8. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be GST compliant **where minimum turnover is required.**
9. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers who are on our Panel are also required to apply afresh for Empanelment with all required documents.

10. Any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Senior Divisional Manager I/C, LIC of India, JAIPUR-II Division, who shall act as "Arbitrator" and his decision shall be final and binding to all.
11. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers shall not raise any question on the Competence of the Senior Divisional Manager I/C to act as the sole "Arbitrator".
12. Any dispute arising out of OR relating to any Tender shall be deemed to have arisen at Jaipur and shall be under the jurisdiction of a Court at Jaipur.
13. The Corporation reserves the right to remove/ Black list any Vendor/ Supplier/ Printer/ Service provider/ manufacturer from the list of Empanelled Agencies for any deviation from the agreed Terms and Conditions OR if any activity is noticed which is detrimental to the interest of the Corporation.
14. Submission of performance security is not necessary upto contract value of Rs One Lakh.
15. If the contract amount is equal to Or in excess of One Lakh (One lakh only), Earnest Money Deposit @ 2% of the approximate Tender value will be required to be deposited by Demand Draft favoring LIC Of India payable at Jaipur. The EMD is refundable without Interest. EMD will be required to be deposited by Demand Draft favoring LIC of India payable at Jaipur, which is also refundable without interest.
16. If the Contract value exceeds 1,00,000/- (One lakh only), Security deposit in the nature of performance guarantee @10% of the approximate Contract value, in addition to Tender Fee and EMD will be required to be deposited by Demand Draft favoring LIC Of India payable at Jaipur, which is also refundable without interest.
17. Limited Tenders may be called for purchases upto 25 Lacs or as decided by the Competent Authority. Limited Tenders shall be invited only from amongst the Firms/Vendors on the empanelled approved list.
18. TDS shall be deducted as per prevailing Income Tax Rules.
19. No advance payment will be made against Orders placed.
20. If vendor/Firm does not participate in Two Tenders continuously, the name of the Firm/Vendor may be removed from Empanelment list at the discretion of the Competent Authority.
21. Applicants are required to affix the seal of the Company and signature of Authorized person on each page of the Empanelment documents including Annexures.
22. In case of a Company/Partnership Firm and/ OR Proprietorship firm, please attach authority letter from all the Partners/ Proprietors/ Competent Company Official of the firm certifying the signature of the partner/ Person who is authorized to sign the Empanelment documents and Annexures, if any, on behalf of the Firm/Company.

23. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent need without delay.
24. Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of valid authorized dealership certificate must be enclosed.)
25. **Eligibility Criteria for availing benefits under Public Procurement Policy:** Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSEs), it is necessary for the Enterprise to be registered with the Director Of Industries/ District Industries Centre as Manufacturing/Service Enterprise 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**). from the benefit given to MSEs such as issue of Tender Sets free of cost and exemption for payment of EMD, the Vendors who are registered with NSIC under Single point registration Scheme will additionally be exempted from submitting the Security Deposit upto the monetary limit for which the unit is registered.
26. The Competent Authority may relax or waive any of the required conditions for Empanelment of Vendor if necessary.
27. The Vendors/ Suppliers/ Contractors/ Manufacturers/Printers/Service Providers should have a valid PAN Card no. issued by The Income Tax department. **(Kindly enclose a copy)** Please note that a PAN card holder can submit only one application under each category.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

In terms of provisions under Section 33(3) of the Insurance Laws (Amendment) Act, 2015 Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, Registers, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/ statements/information as may be required by IRDAI within such time as may be specified by IRDAI.

In terms of provisions under Section 33(4) of the Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer" to make an Investigation as specified under Section 33(1) OR carry out an Inspection as specified under Section 33(2) of the



Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director OR Other Officer of the Service provider OR contractor where the services are outsourced by LIC of India.

SR. DIVISIONAL MANAGER

We agree with and accept all Terms and Conditions for the Empanelment, which will be a part of the application for Empanelment. It is understood that the stipulated Terms and Conditions are accepted.

Signature

Name and Seal of Authorized person