



Life Insurance Corporation of India,
Office Services Department, Divisional Office Amritsar

Notice for Empanelment of Suppliers/Manufacturers/Printers/Service Providers/Vendors under Amritsar Division.

Applications are invited from reputed **SUPPLERS / MANUFACTURERS / PRINTERS / SERVICE PROVIDERS / VENDORS** for empanelment with OS Department of LIC of India, Divisional Office Amritsar for following items:

S. No.	CATEGORY	Average Annual Turnover For Last Three Financial Years
1	Offset/ Screen printers for printing of forms/ledgers, visiting cards/publicity brochures/booklets etc with paper.	10 Lakhs
2	Supply/installation/testing/commissioning of SMF batteries of Exide/Amaron Quanta	10 Lakhs
3	I.T. consumables such as Toners, Ink cartridges, printer heads, CDs etc.	10 Lakhs
4	Supply of Blank & Pre-printed Computer continuous stationery	25 Lakhs
5	Manufacturer/Supplier of Cloth lined/Kraft Envelopes/ordinary envelopes	10 Lakhs
6	Supply of Table & Office Stationery such as Pens, Files, Folders, Policy Vallets, Envelopes, Photocopier Paper, Staplers, Packing Material & related items etc	5 Lakhs
7	AMC of EPABX/Telephone Equipment Supply and Repairing	5 Lakhs

1. The Separate Forms (Annexure-A, B, C) are required to be filled up for each category from S. No 1 to 7.
2. Application for enrolment duly completed and addressed to

**Tender Receiving officer,
LIC of India,
DO Amritsar**

should be submitted at the below mentioned address **on or before 31.12.2024 up to 17:00 Hrs**

**LIC of India,
OS Department, Divisional Office Amritsar,
Jeevan Prakash Building
4 & 5 District Shopping Complex Ranjit Avenue
Amritsar 143001**

in a closed envelope super scribed as

“Application for enrolment of Contractor under Category:..... Name of the category:.....”

along with non-refundable application fee of **Rs 118**-including GST (**Separate Fee for Separate Category**) in the form of Demand Draft only in favor of **LIC of India, payable at Amritsar** or can be



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deposited at our cash counter in cash during cash hours on any working day excluding Saturday, Sundays and holidays.

3. The applications (Annexure –A, B, C) along with the enclosures i.e., necessary certificates in evidence of the facts mentioned in the forms are to be sent at the address mentioned above on or before **31.12.2024 up to 5.00 PM**. The corporation bears no responsibility for applications received after due date/time and are liable to be rejected. Applications shall be opened by the Tender Opening Committee on **02.01.2025 at 11:00 am**.
4. Existing empanelled vendors with OS Department, LIC of India, Amritsar Division with their empanelment valid up to 31.03.2025, are also required to apply fresh for the empanelment.
5. The Suppliers/Manufacturers/Printers/Service Providers/Vendors who are blacklisted/ removed as on date by any office of the Corporation should not apply, if applied, their application will not be considered.
6. Mere submission of Application for empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. Life Insurance Corporation of India shall neither be held liable nor obligatory on its part to inform the applicant the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.
7. Exemption on deposit of Enrolment Fee will be given to MSE/ NSIC registered bidder
8. Applications incomplete in any respect will not be entertained and are liable to be rejected.

**Sd-
Sr. Divisional Manager**

APPLICATION FORM FOR EMPANELMENT OF FIRM

S. No. of CATEGORY:	NAME OF CATEGORY:

(Separate application is to be submitted for each category)

Conditions for Empanelment:

1. The applicant must submit the *Chartered Accountant certified proof of Turnover for the FY 2021-22, 2022-23 & 2023-24 in support of Average Minimum Annual turnover* required for empanelment as indicated against each category.
2. The applicant Suppliers/Manufacturers/Printers/Service Providers/Vendors should be in the same profession for at least 3 years as such is required to submit the *copy of work orders / experience certificate executed in each FY 2021-22, 2022-23 & 2023-24* for the works against the category in which applied.
3. The applicant must submit the certified *copy of Pan card & GST certificate*
4. The applicant must be registered with State / UT / Local authorities; *certified copy certificate of registration* is required to be submitted along with application.
5. Vendors participating in the **category No. 2 i.e., Supply/installation/testing/commissioning of SMF batteries of Exide/Amaron Quanta** are required to furnish valid *OEM Authorization certificate of Exide or Amaron Quanta*.
6. Vendors participating in the **category No. 3 i.e., I.T. consumables such as Toners, Ink cartridges, printer heads, CDs etc.** are required to submit *authorization letter from original equipment manufacturer (OEM)*.
7. Participating vendors having registration / offices outside the Amritsar are required to be on panel of any of the Divisional office / Zonal office / Central Office of LIC of India, or any Central / State Government Organization or PSU, else they shall not be considered for empanelment. Vendor are required to submit the *certified copy of letter of empanelment issued by respective office of LIC of India or Central / State Government Organization or PSU for verification*.
8. The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
9. All applicants are required to affix the signature and seal of the Authorized Official of the Company on each Page of Annexure “A” in acceptance of terms and conditions laid therein.

Sd-
Sr. Divisional Manager

APPLICATION FOR SUPPLIER / MANUFACTURERS / PRINTERS / SERVICE PROVIDER / VENDORS UNDER AMRITSARDIVISION

PART 1: GENERAL INFORMATION

S.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED	
		S.No as per List	Category Name
	Category under which application submitted		
1	Name of the Firm (In Block Letters)		
2	Date of Establishment/Incorporation of the firm		
3	Correspondence Address, Telephone No. Mobile No & Email Id		
4	Address of Head Office (if Separate) and Telephone No.		
5	Status of the Company/ Firm: Proprietary/Partnership/ limited company/Public Limited Company		
6	Name of the Official/Officials who would be calling on us and attending to our jobs and Telephone Nos		
7	Is the firm registered under the Factories Act? If so, state		
	(a) Labour License No and validity under various section of Labour Laws. (Enclose photocopy)		
	(b) EPF registration No. if any(Enclose copy)		
	(c) ESI No. (Enclose copy)		
	(d) PAN No. of Income Tax Department (Enclose self-certified copy)		
8	Whether holding certificate under Shops & Establishment (Duly Renewed Copy to be enclosed)		
9	Chartered Accountant certified proof of turnover for Last Three Financial Years to be enclosed	FY 2021-22	
		FY 2022-23	
		FY 2023-24	



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10	Whether Blacklisted by any Govt. Dept/Public Sector Company	
11	GST No (Certified copy to be enclosed	
12	Do you agree to make deliveries to corporation's office at Amritsar? Addressed at: LIC of India, Jeevan Prakash Building, 4 & 5 District Shopping Complex Ranjit Avenue Amritsar-143001	
13	Do you agree to abide strictly by the terms and conditions of the Tenders & Contracts?	
14	If your firm is empaneled with any office of the LIC of India, attach self-attested copies of letter of empanelment	
15	Are you registered as MSE Enterprise, kindly enclose attested copy of certificate	
16	Mention any other specialties of your establishment	
17	Website details of any	

Signature with seal

Name:

Designation:

DECLARATION

1. I / We have read the instructions appended to the Annexure "A" and I / We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me / us can be treated as invalid at the sole discretion of the Corporation and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of the Corporation in selection of SUPPLIER / MANUFACTURERS / PRINTERS / VENDORS / SERVICE PROVIDERS will be final and binding on me / us.
3. I/we agree to notify LIC of India Divisional office Amritsar accepting the Tender and registering my/our Firm for empanelment of suppliers / manufacturers / printers / service providers / vendors, of any changes in the foregoing particulars as and when they occur and to verify and confirm the same to LIC of India.
4. I/We agree that I/We have no objection if Inspection of my/our premises/workshop/shop etc is done by the officials of LIC of India.
5. I/We hereby confirm that all the information furnished is correct to the best of my/our knowledge and belief.
6. I/We affirm and declare that to notify the fact of my / our amalgamation with another contractor / Firm Life Insurance Corporation of India may remove my / our name from the list of empaneled suppliers / manufacturers / printers / service providers / vendors and any contract I/We may be holding may be rescinded.

Dated at _____ this _____ day of _____ 202

Signature with seal

Name:

Designation:

Note: The Corporation reserves the right to cancel the name of the supplier/firm from its approved lists at its absolute discretion without assigning any reason