



Life Insurance Corporation of India

Divisional Office: Jaipur-1, Bhawani Singh Road, Jaipur-302005

NOTICE FOR EMPANELMENT OF MANUFACTURERS/ SUPPLIERS/ SERVICE PROVIDERS

Applications for empanelment are invited from reputed Manufacturers/ Suppliers/ Vendors & Service providers for the period of 2 years (from the date of empanelment) at L.I.C of India, Jaipur-1 Divisional Office, for the following categories:

Sl.No.of Category	Jurisdiction (Area of Operation)	Name of Categories
A-1	Jaipur-I Division Area Jurisdiction	Printing of flex banner/Cotton banner/Silk banner/Flag/Vinyl, Fabrication, repair and installation of new Hoarding/Glow Sign Boards/Signage/Wall Frames/Standees/Gate Frames/Backdrops/Sun boards/Front & Black lit boards/Digital Boards/Canopy/Panels/LCD,LED wall/bill boards/Name plates etc / Publicity through Wall painting/Wall wrapping/Mobile Publicity Van
A-2	Jaipur-I Division Area Jurisdiction	Printing of /Pamphlets/Leaflets/I-Cards/booklet/Certificates/Poster/Danglers/ etc.
B-1	Jaipur-I Division Area Jurisdiction	Sales Promotional Gift items / Gold –Silver Coins/ Home Utility items/ Handicraft items/Medals/Trophies/Shield/Plaque
B-2	Jaipur-I Division Area Jurisdiction	Bags/Suitcase/Briefcase/Purse
B-3	Jaipur-I Division Area Jurisdiction	Electronics and Electrical Items
B-4	Jaipur-I Division Area Jurisdiction	Hosiery & Textile Items
B-5	Jaipur-I Division Area Jurisdiction	Advertisement in News Paper
B-6	Jaipur-I Division Area Jurisdiction	Event Management
B-7	Jaipur-I Division Area Jurisdiction	Transport Services
B-8	Jaipur-I Division Area Jurisdiction	Stationery items

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Divisional office: Jaipur-1

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For complete details and empanelment documents please contact the Sales Department, 1st floor at the below mentioned address during Cash hours (from 10.00 AM to 4.15 PM) or log on to www.licindia.in under the link "Tenders". All further information such as correction/addition/deletion in term and condition if any will be published at our website only.

LIC of India reserves the right to accept or reject any or all applications in full / part without assigning any reasons whatsoever. The firms/Agencies that have applied for empanelment at a prior date are also required to apply afresh, if interested.

Last date for submitting documents for Empanelment is 03.00 PM on 31 . 01 . 2025.

Forms will be available in the Sales Department, LIC of India, Divisional Office: Jaipur-1, Jeevan Prakash Building, Bhawani singh Road, Jaipur-302005; from 01/01/2025 to 30/01/2025, on working days between 10:00 AM to 05:30 PM. The forms will **also be available online** on our website: www.licindia.in >Tenders link.

The forms duly filled must accompany the requisite application fee of **Rs 118/-** of a non- refundable sum of Rs 100/- with 18% GST Total Rs. 118/- (Rupees One Hundred eighteen only)

in the form of DD/ Banker's Cheque favouring **LIC of India, payable at Jaipur.**

Contact Details	Manager (Sales) Divisional Office: Jaipur-1, Jeevan Prakash Building Bhawani Singh Road, Jaipur-302005 Telephone No-0141- 2745885, 0141-2745810, 0141-2745809 ,Mob-9460137789, 9413206334 E mail Id : sales.jaipur@licindia.com
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Sr. Divisional Manager

वरिष्ठ मण्डल प्रबन्धक / Sr. Divisional Manager
भारतीय जीवन बीमा निगम / LIC OF INDIA
मण्डल कार्यालय-प्रथम, जयपुर / DO-I, JAIPUR

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Divisional Office: Jaipur-1, Bhawani Singh Road, Jaipur-302005

GENERAL TERMS & CONDITIONS:

1. Application is to be submitted along with a non-refundable application Fee of Rs. 118/- (Rupees One Hundred Eighteen only) including GST in cash or by DD IN FAVOUR OF LIC of India payable at Jaipur for each category of Empanelment separately.
2. A separate application form will have to be submitted for each category.
3. The envelope sent should be **super scribed:** “Empanelment under category: (Name & Serial No) with LIC of India, Divisional Office, Jaipur-1”.
The envelope should contain the name & address of the firm.
4. The envelope is to be sent to the following address:
The Chairman, Store Committee, DROP BOX, Sales Department, LIC of India, Divisional Office, Jaipur1, Jeevan Prakash Building, B.S.Marg, Jaipur-302005
5. Last date for submission of forms along with requisite fee- **31/01/2025, up to 03:00 PM.**
6. No consideration, whatsoever, shall be given for postal or any other kind of delays.
7. The firms who have already applied under the category have to re- apply for fresh empanelment.
8. The firm applying for empanelment should not have been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Govt. / Quasi Govt. Departments in India, as on date of submission of bid in response to the above notice.
9. Mere submission of Application for empanelment does not confer the right of Empanelment. Life Insurance Corporation of India reserves the right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. The Life Insurance Corporation of India shall neither be liable nor will it be obligatory to inform the applicant the grounds of any such action. (The information furnished in the application would be scrutinized/checked by our officials).
10. Selected vendors will be informed of the decision of Empanelment. No communication will be made with the Companies/ Firms whose application is rejected.
11. T D S shall be deducted as per IT rules. No advance payment shall be made for the orders.
12. After empanelment if VENDOR / SUPPLIER / CONTRACTOR / MANUFACTURER/ PRINTER/ SERVICE PROVIDER is blacklisted by any of the office of LIC of India then its empanelment would be cancelled.



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Life Insurance Corporation of India
Divisional office: Jaipur-1

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13. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within its right award tendered job in part to one of the tenderer and remaining job to another tenderer.

14. That it has been mutually agreed between the Corporation and the supplier/vendor/Service Provider that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr. Divisional Manager, LIC of India, Divisional Office, Jaipur of the corporation and his decision shall be binding on the supplier/vendor/service providers. The supplier/vendor/service providers shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.

15. The empanelment would valid from for a period of 2 financial years, However Empanelment process can be reviewed and repeated whenever required. A firm empanelled can also be blacklisted / removed during the validity period of the panel.

16. Extension Clause: The competent authority can extend the terms of the panel by one year. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Jaipur and shall be under adjudication a court in Jaipur.

17. The corporation reserves the right to Remove/ Black list any supplier /vendor/printer/service provider from the list of empanelled agencies for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the Corporation.

18. 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. Apart 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 up to the monetary limit for which the unit is registered.



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Life Insurance Corporation of India

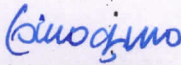
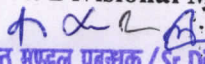
Divisional Office: Jaipur-1, Bhawani Singh Road, Jaipur-302005

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1. In terms of provisions of 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, register, 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.
2. In terms of provisions of 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 Sec. 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.

General Eligibility Conditions:

- The firm/supplier should be in profession for at least 3 years.
- The firm/supplier should have registration with state & local authorities for undertaking the profession (copies of proof to be enclosed).
- The Company/ firm shall obtain at their own expenses, all licenses, permissions etc., that may be required for conducting their operations and pay all the Taxes/penalties becoming payable to the Government, Municipality or any other body by reason of their conducting their business at various LIC Offices. The Company/ Firm will also comply with all their statutory obligations towards their staff like ESIS, EPF, License under Contract Labour Act and Rules etc., as per the prevailing laws. Further the firms should comply with Child Labour Act and shall have to submit an affidavit in compliance with this act.
- Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed)


Sr. Divisional Manager

वरिष्ठ मण्डल प्रबन्धक / Sr. Divisional Manager
भारतीय जीवन बीमा निगम / LIC OF INDIA
मण्डल कार्यालय-प्रथम, जयपुर / DO-I, JAIPUR

All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the tender document submitted in acceptance of terms & conditions therein.



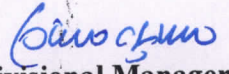
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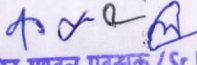
Life Insurance Corporation of India

Divisional Office: Jaipur-1, Bhawani Singh Road, Jaipur-302005

- a The firm should submit Balance sheet duly Audited is must (CA Certificate) with IT returns.
- b Must present PAN No., VAT registration No. with VAT clearance certificate/ payment receipt, Bank Account No/ **GST Registration No/** ESIC registration No. / EPF/ NSIC registration wherever applicable.

NOTE: Corrigendum, if any, shall be published on the website only.


Sr. Divisional Manager


वरिष्ठ मण्डल प्रबन्धक / Sr. Divisional Manager
भारतीय जीवन बीमा निगम / LIC OF INDIA
मण्डल कार्यालय-प्रथम, जयपुर / DO-I, JAIPUR



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Life Insurance Corporation of India

Divisional Office: Jaipur-1, Bhawani Singh Road, Jaipur-302005

ANNEXURE: A

APPLICATION FORM

For Empanelment of manufacturers/ Suppliers and service providers

(To be provided on Vendor's Letterhead, compulsorily, along with the requisite Annexure)

SI No Of Category	Name of the Category

Name & serial no. of Category/Item:		Exact detail:
Sr	DESCRIPTION	DETAILS
1	Name of the Company/Firm	
2	Type of Vendor: Manufacturer/ Printer/ Supplier/ Authorized dealer or Service provider	
3	Year of establishment	
4	Status of the firm: (Whether Pvt. Ltd company/Public Ltd. Company/partnership firm/Proprietorship Firm)	
5	Whether registered at micro small / medium enterprises (MSME) within relevant authority, if yes please enclose the certificate.	
6	Company's Registered/Head office Address, Land line telephone no & email- id	
7	Company's local office Address, Land line telephone no & Email- id.	
8	Name of the Chairman/Managing Director/CEO/Country Head(as the case may be), his address & telephone no.	
9	In case of a partnership, name of Partners/ Directors	

10	Name & full contact details of the representative(s) who would be calling on us & attending to our jobs.	
11	Whether registered with the Registrar of companies/Register Firms in India. If so, mention Number and date and attach Registration Certificate copy)	

12	Profession related licence No & date of last renewal of the licence. Copy of licence to be enclosed.	
13	Certificate Number of certificate under Shops & Establishment Act, 1953? Is it duly renewed? Copy of certificate to be enclosed.	
14	Turn Over for last three years (Please attach a copy of audited Balance Sheet and P&L A/C)	
	2021-22	
	2022-23	
	2023-24	
15	TIN No.(Please Attach Copy)	
16	PAN NO.(Please Attach Copy)	
17	ESI Registration No. (if applicable, attach copy)	
18	EPF Registration no.(If applicable, attach copy)	
19	GST Registration Number	
20	NEFT Details	
	Bank Name	
	Branch Address	
	Type of Account	
	Account No.	
	IFSC	

21	Names of Pvt. reputed firms with whom you are empanelled in the last 3 financial years? If yes, enclose contract copies and give full details in Annexure- D.	
	Name of Pvt. Reputed firm	Category & year of empanelment
	1.	
	2.	
	3.	
	4.	
22	Names of PSU/ Govt. organizations with whom you are empanelled in the last 3 financial years? If yes, enclose contract copies and give full details in Annexure- C.	
	Name of firm PSU/ Govt. organization	Category & year of empanelment
	1.	
	2.	
	3.	
	4.	
23	Whether Black Listed by any Govt. Deptt/body/PSU	
24	Do you agree to make deliveries to LIC office at Jaipur-I Division and under its jurisdiction ?	
25	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts (copies annexed)	
26	Are you agreeable to submit samples whenever called for	
27	Are you agreeable to enter into a rate contract/running contract/fixed quantity contract	



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Life Insurance Corporation of India
Divisional office: Jaipur-1

NOTE: Write NA (Not Applicable) for information column that does not apply to your Firm/ Company. No column should be left blank. Make sure to type this form or to fill it legibly in ink. If space provided be insufficient, please type/ write your replies on a separate sheet giving appropriate reference to the question and attach it to the form.

I/ We _____ have read and understood all the terms & conditions including the eligibility conditions & instruction for submission of tender forms and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted. I/We request Life Insurance Corporation of India, Divisional Office Jaipur- 1, Bhawani Singh Road, Jaipur to consider inclusion of my/our name in the list of their approved firms/suppliers/Service Providers. We agree to give full satisfaction to the Corporation

Date:

Place:

Signature of Tenderer/ Vendor with Seal

DECLARATION

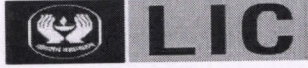
1. I/We have read the instruction appended to perform and I/We understand that if any false information is detected at a later date, any future contract made between us and LIC on the basis of information given by me /us can be treated as valid by LIC. I/We will be solely responsible for the consequences.
2. I/We agree that the decision of LIC of India in selection of contractors/firms will be final and binding to me/us.
3. All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquires are made about the work listed by me/us in companying sheet.
5. I/We agree that I/We have not applied in the name of sister concern for subject empanelment process.
6. I/We agree that I/We have enclosed the details list of enclosures i.e. copies of the required documents.
- 7.

Place:

Date :

Signature with Seal

Name & Designation:

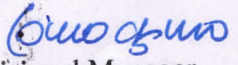


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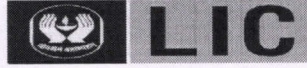
Life Insurance Corporation of India ,Divisional Office-Jaipur-I

On empanelment and entry into a contract with the Corporation:

- (a.) Empanelled Firms/ Agencies/ Dealers shall display the articles with the division office on the appointed day for selection of articles.
- (b.) Sales Department, Division Office will place purchase orders with the selected empanelled Firms/ Agencies/ Dealers as per requirements and specifications.
- (c.) Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order is mandatory, preferably by E-mail and subsequently by hard copy.
- (d.) The supply of articles should be delivered as per the time frame agreed upon while taking the purchase order.
- (e.) In case of delay in supply of orders, the concerned empanelled Firm/ Agency/ Dealer should send a communication to the concerned office at least 7 days before the due date for seeking required time to supply the same for which approval shall be at the discretion of the competent authority.
- (f.) NO ALTERATIONS IN QUALITY OR QUANTITY of the items indented or in the period of execution and no enhancement in the rate of the article shall be accepted unless previously ratified by the competent authority in writing.
- (g.) Each and every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- (h.) If after supply is delivered, it is discovered that material / items supplied are not according to the specification accepted, SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST or may be accepted with deduction in cost. So, supply of materials / items should be exactly according to the specifications and in the event of noncompliance with the conditions the Corporation will be at liberty to take such action as it deem fit.
- (i.) If the reason for delay is justified with adequate proof, competent authority may consider extending the time limit to supply as may deem fit.
- (j.) All deliveries must be made as per our instructions FREE OF CHARGES. That means NO CARRIAGE & FREIGHT, COOLIE, LOADING /UNLOADING CHARGES, or any other related taxes etc. will be paid by the Corporation.
- (k.) Price quoted should be excluding taxes. Taxes should be quoted / reflected separately (eg. GST) if any. TDS shall be deducted as per rules. Appropriate Certificate from the concerned office should be submitted along with the bill / invoice if TDS is not required to be deducted at source.
- (l.) That it has been mutually agreed between the Corporation and the Firms/Agencies/Dealers that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr. Divisional Manager of the Corporation and whose address is Life Insurance Corporation of India, Jaipur Division-I, Jeevan Prakash Bldg., B.S. Marg, Jaipur-302005 and his/her decision shall be final and binding on the Firms/ Agencies/ Dealers. The Firms/ Agencies/ Dealers shall not raise any question of competence of the Zonal Manager to act as sole arbitrator.
- (m.) The decision of accepting supply of cancelled orders is at the sole discretion of Sr. Divisional Manager and the decision of the competent authority shall be final in this regard.


Sr. Divisional Manager

वरिष्ठ/मण्डल प्रबन्धक / Sr. Divisional Manager
भारतीय जीवन बीमा निगम / LIC OF INDIA
मण्डल कार्यालय-प्रथम, जयपुर / DO-I, JAIPUR



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Life Insurance Corporation of India
Divisional office: Jaipur-1

Annexure: C

For Empanelment of manufacturers/ Suppliers and service providers required
Details of LIC or any other PSU clients of the firm: In the last 3 financial years

S No	Name of the client	Address	Financial Year	Whether contract copies/ work orders/ experience letters attached

Kindly note that details regarding contracts/ empanelment(s)/ work orders pertaining to the last 3 years only should be mentioned, i.e. since 04/2022. Papers & details from before that period would be completely ignored.

Signature of Tenderer/ Vendor with Seal

Place:

Date:



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Life Insurance Corporation of India

Annexure: D

DIVISIONAL OFFICE: JAIPUR-1

For Empanelment of manufacturers/ Suppliers and service providers required by LIC of India, Divisional Office, Jaipur-1“ Details of other valuable clients

Kindly note that details regarding contracts/ empanelment(s)/ work orders pertaining to the last 3 years only

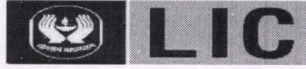
S No	Name of the client	Address	Financial Year	Whether contract copies/ work orders/ experience letters attached

Kindly note that details regarding contracts/ empanelment(s)/ work orders pertaining to the last 3 years only should be mentioned, i.e. since 04/2022. Papers & details from before that period would be completely ignored.

Place:

Date:

Signature of Tenderer/ Vendor with Seal



Annexure- E

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Life Insurance Corporation of India

DIVISIONAL OFFICE: JAIPUR-1

For Empanelment of manufacturers/ Suppliers and service providers required by LIC of India, Divisional Office, Jaipur-1" Details of other valuable clients

CHECKLIST

Apart from the duly sealed and signed tender documents, kindly attach the following documents(whenever applicable)

1. Certificate of registration with Registrar of Companies/ Firms in India.
2. Contract copies or proof of empanelment for similar categories executed in the last 3 years.
3. Latest issued profession related licence certificate.
4. Latest Certificate issued under Shops & Establishment Act, 1953.
5. DGS & D/ NSIC/ MSME certificates, if applicable.
6. Audited Balance Sheet and Profit & Loss statement for the last 3 financial years: 2021-22, 2022-23 & 2023-24.
7. Copy of PAN of the Company/ Firm.
8. ESI & EPF registration certificates, if applicable.
9. GST registration certificate.
10. Cancelled Cheque for NEFT details.
11. Annexure- A
12. Annexure- C
13. Annexure- D
14. Annexure- E

NOTE: All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the tender document submitted in acceptance of terms & conditions therein.

All the supporting documents, like certificates, proofs, samples, etc., which are being submitted along with the tender forms, should necessarily be attested by the authorized signatories of the firm. Without proper attestation, the document shall not be considered.

Sr. Divisional Manager