

**Date : 10.01.2025**

**EMPANELMENT OF VENDORS /SERVICE PROVIDERS**

Applications are invited from reputed authorized dealers/ vendors/ service providers/ Manufacturers from Hyderabad and Secunderabad only for empanelment for the following items.

<b>Sl. No.</b>	<b>Nature of Service</b>	<b>Minimum turn over in each of the last three years (Rs.)</b>
1	Table & Office stationery, Xerox papers	10 lakhs
2	Computer continuous stationery.	15 lakhs
3	Computer consumables including printer heads and refilling of toners, Hard discs	20 lakhs
4	Offset screen printers for printing of forms, visiting cards, publicity material, periodical magazines	15 lakhs
5	Supply of printing stationery viz .policy bonds etc	25 lakhs
6	Manufacturer of Cloth/paper covers/policy and loan dockets ,folders, leaflets	5 lakhs
7	Supply/maintenance of Telephone lines, cables, EPBX and equipments	5 lakhs
8	Courier Services	5 lakhs
9	Supply and maintenance of Note counting machines and fake note detectors, Calculators, Weighing machines	20 lakhs
10	Supply /maintenance of Fire fighting equipments	15 lakhs
11	Supply and maintenance of Water dispensers and coolers/refrigerators	10 lakhs
12	Supply and maintenance of water purifiers.	10 lakhs
13	Wooden steel Modular furniture and fixtures manufacturer/supplier/repairer	25 lakhs
14	Office upkeep services and housekeeping services including maintenance of Guest Houses.	1 Crore
15	Security services such providing security guards	3 Crores
16	Hiring of Cabs/Taxies	15 lakhs
17	Cleaning and upkeep material suppliers	5 lakhs
18	Horticulture and garden maintenance including indoor and outdoor plants	25 lakhs
19	Scrap Dealers	5 lakhs
20	Catering Services including maintenance of Canteens	25 lakhs

Sl. No.	Nature of Service	Minimum turn over in each of the last three years (Rs.)
21	Transporters( for Furniture movements, diaries and calendars)	5 lakhs
22	Air, Train and Bus Tickets booking agents	50 lakhs
23	Pest control	5 lakhs
24	Supply and Maintenance of CC TVs.	5 lakhs
25	Supply of Crockery and canteen equipments	5 lakhs
26	New Xerox machines suppliers/providers on rent basis/repairers	10 lakhs

Application form for empanelment is to be submitted for each item separately which may be collected from our office by paying Rs. 118/- (100+18 G.S.T)in cash/DD/Banker's Cheque at LIC Zonal Office cash counter during office hours or it can be downloaded from our website. If the application is downloaded from the site, the DD/Banker Cheque for Rs. 118/- drawn in favor of "LIC of India", payable at Hyderabad is to be enclosed for each application while submitting the same.

MSME registered firms/agencies are exempted from the payment of Application fee. However, they are advised to submit Xerox copy of the MSME registration certificate while requesting for empanelment application. Needless to mention that the certificate is in force/valid.

1. **Applications for empanelment duly completed should be submitted to the Assistant Secretary (OS/General), 1<sup>st</sup> Floor, E&OS Department, LIC of India, Zonal Office, "Jeevan Bhagya", Secretariat Road, Saifabad, Hyderabad – 500 004** in a closed envelope superscribed as "Application for Empanelment of Suppliers/Vendors/Item Sr.No..... (Name of item)".
2. **The last date for receipt of application forms, duly completed, along with enclosures i.e., Xerox copies of certificates in evidence of the facts mentioned in the Forms is 27.01.2025 (up to 3.00 PM).**
3. **The LIC bears no responsibility for applications received after due date & are liable to be rejected.**
4. The firm should have been established 3 years before.
5. The firms/suppliers who are already on our panel are required to apply for fresh empanelment, if interested.
6. Firms/suppliers who have been black listed / removed by the LIC earlier, should not apply. If they apply, their applications will not be considered.

7. Mere submission of Application for empanelment does not mean the right of empanelment. The 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 for which the Life Insurance Corporation of India shall neither be liable nor obliged to inform the applicant the grounds for any such action.
8. Applications incomplete in any respect will not be entertained and are liable to be rejected.
9. The LIC reserves the right to cancel the name of the supplier/firm from its approved lists at its absolute discretion without assigning any reason.
10. The LIC has right to change the terms and conditions at any point of time.
11. For any clarifications please email to : [scz\\_os@licindia.com](mailto:scz_os@licindia.com)

**Regional Manager (E&OS).**

## **APPLICATION FORM FOR EMPANELMENT OF FIRM**

(Separate application is to be filled up for each category)

S.NO.OF ITEM :

NAME OF ITEM:

### **A) CHECK LIST OF ENCLOSURES – (Advised to tick YES or NO, as applicable)**

<b>S.No.</b>	<b>ITEM</b>	<b>PROOF ENCLOSED</b>
1	MSME registration certificate valid as on date	<b>YES / NO</b>
2	Status Proprietary /Partnership/Private Limited Company / Public Limited Company	<b>YES / NO</b>
3	Is the firm registered under the factories Act? If so, state (a) License No.	<b>YES / NO</b>
4	(b) Date of renewal of License (copy of license to be enclosed)	<b>YES / NO</b>
5	PAN No.	<b>YES / NO</b>
6	ESI Registration No. if any	<b>YES / NO</b>
7	EPF Registration No. if any	<b>YES / NO</b>
8	G.S.T No.	<b>YES / NO</b>
9	Whether holding certificate under shops & establishment act, if "YES" duly renewed copy should be enclosed	<b>YES / NO</b>
10	State the latest Income Tax Assessed year and the amount of tax assessed (Attested copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to be enclosed)	<b>YES / NO</b>
11	Annual turnover [CA certified copies to be enclosed]	<b>YES / NO</b>
12	If your firm is empanelled with any of office of LIC of India or any other PSU (Central) please give name, address & since when you are empanelled with them	<b>YES / NO</b>
13	Name, Addresses and Telephone Nos. of some of your most valued Clients (Separate list may be attached)	<b>YES/NO</b>

**B)**

<b>S.NO.</b>	<b>INFORMATION SOUGHT</b>	<b>INFORMATION PROVIDED</b>
<b>1</b>	Name of the Firm (In Block Letters)	
<b>2</b>	Date of Establishment/Incorporation (The firm should have been established 3 years before)	
<b>3</b>	Correspondence address and Telephone No. [Details of email and website, if any]	
<b>4</b>	Application fee particulars for exemption, MSMED / NSIC registration certificate valid as on date to be enclosed	DD/BC/MR No.:  Date :  Amount:Rs.100+18(GST)
<b>5</b>	Address of Head Office (if Separate) and Telephone No.	
<b>6</b>	Status Proprietary/Partnership limited company/Public Limited Company	
<b>7</b>	Names of the Partners/Directors	
<b>8</b>	Name of Chief Executive with his Present addresses and Telephone Nos.	
<b>9</b>	Name of Representative (s) with Designation who would be calling on us and attending to our jobs	
<b>10</b>	Name of bankers with addresses with whom you maintain the bank accounts.	
<b>11</b>	Is the firm registered under the factories Act? If so, state (a) License No. (b) Date of renewal of License (copy of license to be enclosed)	
<b>12</b>	ESIS No. if any	
<b>13</b>	EPF Registration No. if any	

14	P A N No.	
15	G.S.T No.	
16	Whether holding certificate under shops & establishment act, If "YES" duly renewed copy should be enclosed.	
17	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)	
18	Turnover for last Three years	FY-2023-24
		FY 2022-23
		FY 2021-22
19	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts	
20	If your firm is empanelled with any of office of LIC of India or any other PSU (Central) Please give name, address & since when you are empanelled with them.	
21	Name, Addresses and Telephone Nos. of some of your most valued Clients ( Separate list may be attached)	
22	Please furnish Particulars of MSMED/NSIC ,if registered[Please enclose copy]	
23	Any other information/Extra Ordinary Performance of your Establishment, you want to provide.	
24	If Company, please submit latest Annual Report	

Note: 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 by mentioning the serial number and attach it to the form.

**Conditions for empanelment:**

- 1) The applicant firm/supplier should be in the same activity for at least 3 years as described in application form. (Copy of proof must be enclosed).
- 2) The turn over mentioned for each item in the notification should be strictly complied with.

- 3) The firm should be on the approved panel of at least 3 PSUs or Large Public Limited Companies or MNCs.
- 4) The Firm/supplier should have registration with State & local authorities for running the business/service activities etc. (copies of proof to be enclosed)
- 5) Certificate of Satisfactory completion of work/supply issued by departments/Authority must be attached as proof.
- 6) The firm/supplier should keep sufficient stock in hand so as to comply with our urgent needs without delay.
- 7) In terms of Provisions of Section 33 (3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance, 2014, the Insurance Regulatory Authority of India (IRDAI) is authorised to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of services 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 the IRDAI within such time as may be specified by the IRDAI.
- 8) All certificates should be attested by a Gazetted Officer / Class I Officer of LIC / Bank Manager and also be self attested

#### **DECLARATION**

1. I request the Life Insurance Corporation of India, Zonal Office, Hyderabad to Consider/ Inclusion of my/our name in the list of their approved firms/suppliers.
2. I/We have read the instructions and I/We understand that the information furnished now is found false at a later date, any contract made between ourselves and the LIC, on the basis of the information given by me/us can be treated as invalid at the sole discretion of the LIC and I/we will be solely responsible for the consequences.
3. I/We agree that the decision of the LIC in selection of Manufacturer/ printers/ vendors/ contractor/ service providers will be final and binding on me/us.
4. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.
5. I/We agree that I/We have no objection if inspection of my/our premises/workshop, shop etc., is done by the officials of the LIC.

**Place:**

Signature

**Date:**

**Name & Designation  
Seal of the firm/company**