



Delhi Division-II, "Scope Minar(9 th Floor) Laxmi Nagar Delhi -110092",

Email : sales.delhi-do2@licindia.com

Contact no -01128822231

NOTICE

Invitation of applications For Empanelment of Supplier/ Vendors/Firms for varlious type of Gift items

LIC of India, Delhi Divisional Office-II intends to invite applications for empanelment for supply of various types of Gift items/ Mementos /Competitions prizes as per detailed below in seal envelope from reputed Firms/vendors /suppliers/Firms having sound financial capacity , proven track records of at least 3 years in their respective field with their offices /operating offices in Delhi/NCR .

Category-	Gift items/Memtos /Articles	Average Min Turn Over for last 3 years
A-1	House hold articles/Kitchen ware/Plastic Home Ware Products/Ceramic items/Utensils/Crockery items/Seasonal Products/Festival related Products	5 lacs
A-2	Trophies/Medals/Badges/Shields/Mementos/Watches & Clocks Gold and Silver Coins/Articles,	5 lacs
A-3	Electronics/Electrical appliances/Mobiles/Lap tops /I-Pads	5 lacs
A-4	Suiting/Shirting Materials/Bed Sheets, Blankets, Shawls and Towels	5 lacs
A-5	Travel Bags/Trolly Bags/Travel Items –Leather OR other items	5 lacs

1. The application meeting the Minimum Turn over mentioned in front of each category and Criteria specified in the application format shall be considered for further evaluation
2. The application forms of empanelment will be available from 10.00 AM to 1.15PM on all our working days from Sales Department , Delhi Divisional Office –II Delhi -110092. Alternatively Annexure 'A','B','C' and Declaration can be downloaded from the link "Tender" of our website www.licindia.in . The application needs to pay an amount of Rs 354.00((Rs 300+ 18% GST) towards application fee for submission of application for empanelment by way of DD in favour of LIC of India , Payable at Delhi along with application form or can be deposited at our cash counter in cash during working hours.
3. For each type of categories separate application with application fees of Rs 354.00((Rs 300+ 18% GST)) needs to be submitted,
Application should be submitted in the form provided in the web site in sealed cover super scribed as "Application for Empanelment to (Name of Category) along with enclosures and non refundable application fees. If one application with different DDs/Separate application with separate DDs in single cover/Incomplete application is submitted, such application are liable to be rejected. The sealed envelope should be addressed to Manager (Sales) , Delhi Division-II, "Scope Minar(9 th Floor) Laxmi Nagar Delhi -110092",
4. The validity of the contract for the panel of Suppliers/Vendors/Service providers will remain valid for a period of 02 (Two) years from the date of empanelment/ issuance of Acceptance letter, whichever is later.
5. The schedule for processing is as follows:

S. no.	Department Stage	Date and Time
1	Availability of applications forms in Web site	28.04.2023 ,10.30 Hrs
2	Demand draft OR MR deposited at cash counter of LIC of India, DO-II should be deposited in (sealed envelope) in the LIC Office before the expiry of last date of submission of tender.	28.04.2023,12.00 HRS

3	Last Date of submission of application for empanelment	15.05.2023 15.00 hRS
4	Opening of application	17.05.2023, 15.30 Hrs

6. The sealed covers containing the application forms will be opened on the date and time specified above. The applicant or his authorized representative duly authorized by a letter of authorization may be present at the time of opening the sealed covers. After preliminary scrutiny of applications forms, verification of credentials , the empanelment to vendors will be done in respect of only that application forms are found eligible.
7. The bidding agency must note that mere submission of tender document does not confer the right for empanelment. Life Insurance Corporation of India reserve its right to reject, accept or cancel the process of empanelment without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
8. No alterations or additions are to be made by the vendors of the text of the Schedule of these tender papers. Violation of this instruction entails rejections of the tender at the discretion of the Senior Divisional Manager.
9. Any tender who proposes any alterations to any of the condition/s laid down or which proposes any other conditions of any description whatsoever is liable to be rejected at the discretion of the Senior Divisional Manager.
10. Vendors are warned that Cash, or En-cashable Cheque , or Bank or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
11. Tenders containing errors are liable to be considered non- bonafide at the discretion of the Senior Divisional Manager.
12. Tenderer should note that tender should remain open for consideration for a minimum period of **Three Months** from the date fixed for the receipt of tenders.
13. The vendor is required to check the numbers of the pages and should any page be found missing or in duplicate, or the figure or writing indistinct, be must inform the Sr. Divisional Manager at once and have the same rectified. Should the vendor be in doubt about the precise meaning of any item or figure, for any reason may be decided upon before the date for the submission.
14. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate pages , indistinct writing or any other error in the tender document , which should have been rectified in the manner described above.
15. Any corrigendum regarding modification /addition in application or in term and condition shall be uploaded on our official website www.licindia.in(Tender –Link) Hence all applicants are advised to visit regularly for latest information regarding the above tender till the last date of submission.
16. The Senior Divisional Manager, LIC of India, Delhi DO-II reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for her actions and decisions. The Senior Divisional Manager, LIC of India, Delhi DO-II also reserves to herself the right to accept any bid in part or to split the contract between two or more bidders. The Senior Divisional Manager, LIC of India, Delhi DO-II does not bind herself to accept the lowest tender.

The Senior Divisional Manager reserves the right to modify/change/alter any condition of empanelment without assigning any reason whatsoever.

Sr. Divisional Manager



ANNEXURE-A

(SEPARATE APPLICATION IS TO BE FILLED-UP FOR CATEGORY, IF ANY)

Name of Category	
Empanelment of vendors	

CONDITIONS FOR EMPANELMENT

- 7) The firm/supplier/Vendor/Service Provider should be in profession for at least 3 years. **(Copy of registration certificate must be uploaded)**
- 8) Annual Turnover of the firm/supplier/Vendor/Service Provider should not be less than Rs. 5 Lacs in any of preceding three financial years. **(Balance Sheet/ITRs for last three years must be submitted)**
- 9) The firm/supplier/Vendor/Service provider should have GST/PAN Card **(submitted)**

APPLICATION FOR: - Firm /Vendor/Supplier/Service Provider/Firms etc.

PART I: GENERAL INFORMATION

1	Name of the Firm(in Block letters)	
2	Date of Establishment/Incorporation/Date of registration	
3	Correspondence address Telephone No E mail id	
4	Address Of head Office (if Separate) Telephone No/Mobile No. Fax Nos. E-mail address and website	
5	Status: Proprietary/Partnership/Private Limited/Public Limited company	
6	Name of the Partners/Directors and their contact no./Mobile no.	
8	Name of Representative (s) with Designation who would be calling on us and attending to our Job	
9	Name of bankers with Addresses & telephone Nos. (Attach copy of cheque/passbook)	
10	Is the Firm is registered under the Factory Act, If so, state i) PAN j) ESIS NO., if any k) EPF Registration no., if any l) GST No. (Attach Copy)	
11	State the latest Income Tax assessed year and the amount of tax assessed (copies of last 3 years, IT Returns, Balance Sheets to be enclosed)	
12	Turn over for last 3 Financial Years FY-2019-2020	

	FY-2020-2021 FY-2021-2022	
13	Are you agreeable to make deliveries to corporation's offices with in NCR/Palwal?	
14	Are you agreeable to abide strictly by the Terms and Conditions of the Tender and Contracts? (copy annexed)	
15	Name and address and Tel No./Mobile No. of some of your most valued clients(Separate list may be attached)	

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 giving appropriate question number and attach it to the form with proper authentication.
All the pages of application for and documents must be signed with seal.

I/We _____ request Life Insurance Corporation of India, Delhi Divisional Office-2, New Delhi to consider inclusion of my/our name in the list of their approved firms/suppliers/Service Providers. I/We agree to give full satisfaction to the Corporation in the event of their doing so.

Dated at.....this.....day of.....,2023

Signature with Seal

Name:

Designation:

NOTE:

9. The firm/supplier/Vendor/Service provider who have been blacklisted/removed earlier, should not apply, if applied, their application will not be considered.
10. If there is any query please get clarification from office before submission of Tender.

Note: Eligibility criteria for availing benefits under the Public Procurement Policy:-

11. "Those who are willing to get benefit under the Public Procurement Policy for Micro and 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 acknowledgment 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.
12. 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 registered.



Annexure 'B'
Terms and conditions

LIC of India, Delhi Divisional Office-II invite applications for empanelment of vendors /firms/dealers is required for purchase of Gift items/Mementos /Articles

1. The submitted tender document with enclosures will be evaluated/scrutinized by the competent committee/authority and short listing will be done after the recommendations made by the said committee/authority.
2. At any point of time, if any of the documents furnished by the vendors/Firms/suppliers are found to be false /incorrect, it would be deemed to be breach of term of contract making the firm concerned liable for legal action besides termination of empanelment.
3. Incomplete and conditional applications will be rejected.
4. Empanelled vendors/Distributors/suppliers shall display the various articles with the specific quoted range as and when required to the purchase committee of the Division on the appointed day of selection of articles which should be fixed in advance by the vendors.
5. Sales department of Division will place/purchase orders with the selected Vendors/Distributors/suppliers as per requirements and specifications.
6. Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order is mandatory preferably by email.
7. The supply of articles should be delivered within the time frame agreed upon while taking the purchase order.
8. In case of delay in supply or orders, the concerned empanelled vendor should send a communication to the concerned office at least 7 days before the due date for seeking an additional required time to supply the same.
9. If the reason for delay is justified with adequate proof, Sr. Divisional Manager may consider extending the time limit to supply as may deem fit.
10. The supply should be free of freight charges (FOR).
11. Each and every supply should be accompanied by a delivery challan, clearly bearing the details for the items and titles in supply, their quantity and price.
12. If the empanelled vendors/Distributors/suppliers to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the Divisional office regarding delay or its inability to supply the ordered items, the office reserve the right to impose penalty of 1% of the Purchase Order amount per week subject to maximum of 5%.
13. There after, LIC of India,Delhi-DO2 reserve the right to cancel the order and place the empanelled vendors/Distributors/suppliers in its black list after providing them a opportunity to represent their side.
14. 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.
15. A vendors empanelment may be Terminated/dropped/blacklisted from the panel of suppliers at the occurrence of any of the following event:
LIC of India shall be at liberty to terminate the empanelment of the vendors/Distributors/suppliers without any prior notice and also reserve the right to claim the amount of loss incurred by the LIC of India, based on the available invoices submitted by that empanelled vendors/Distributors/suppliers due to breach of any terms of agreement or unsatisfactory/inefficient working on the part of the Vendors/distributors/Suppliers.

If at any time , found that the information provided by the empanelled vendor in any form, service and related matters are incorrect and result in losses in any form to LIC of India.

All matters and disputes related to supply are subject to the legal jurisdiction of Hon'ble High Court situated in Delhi.

Sr. Divisional Manager

NAME OF THE FIRM :

Signature with seal

Designation



ANNEXURE 'C'

NEFT/RTGS Particulars submitted by the applicant for direct payment to Beneficiary Account against the Bill Payment

The Manager(Sales)
LIC of India
9thFloor "Scope Minar"
New Delhi-110092
Dear Sir,

Re: Direct credit of proceeds to my Bank Account through RTGS/NEFT

Kindly credit the credit of proceeds to my Bank Account through RTGS/NEFT. I am furnishing the required details below. Copy of PAN and cancelled cheque/copy of passbook enclosed.

Beneficiary Bank IFSC code (Mandatory 11 characters field)											
Name of Beneficiary's Bank											
Address of Beneficiary Bank											
Account No. of Beneficiary											
Name of Beneficiary											
Address of Beneficiary											
Type of Account current/Saving											
PAN No.											
Beneficiary email address and Mobile No.											

I hereby agree and undertake that the details given above are absolutely correct and LIC of India shall not assume any liability or responsibility arising out of or be made liable for any incorrect information given by me .I have confirmed with my Banker that direct credit to my bank account is possible as the branch is under core banking solutions. Hence I request you to kindly credit the proceeds to my bank account through NEFT/RTGS.

I also enclose herewith copy of PAN and cancelled cheque containing the A/C detail/copy of passbook.

Encl:- As above

Signature of Applicant with Seal

Declaration

I/We _____(Name of proprietor)hereby declare that the information provided in this application form are true and correct to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
Mr _____ whose signatures are appearing below, is / the authorized representative of the firm.

I / We also undertake the responsibility to communicate all subsequent changes in the constitution of working of firm, affecting the accuracy of the facts stated above.

I/We assure that if empanelled, the firm will serve to LIC of India for a minimum period of two years.

I/We have read and understood all the "term and conditions" of LIC of India Divisional Office-2 mentioned in the Schedule 1 as mentioned in this document and consciously agrees to abide by them.

I/We hereby confirm that we have not been black listed by LIC or PSU/BFSI organisation/Govt/Semi Govt/quasi Govt/Department in India as on date of submission of bid in response to your advertisement.

Signature of Proprietor(s)

Place:

Date:

Signature of Authorized representatives of the firm:

With(Firm's seal)