



E & OS Department
LIC of India
Division Office
D H A R W A D
Phone Nos 0836 2212604
E mails : os.dharwad@licindia.com

Ref : DWR / LIC / OS / 2022-23/ Emp / Dtd 03/03/2023
Empanelment of Vendors.

**Applications are invited from Reputed
Suppliers / Manufacturers / Service Providers / Vendors
For Empanelment for a period of Three Years**



**भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA**

**LIFE INSURANCE CORPORATION OF INDIA
E & OS DEPARTMENT
DIVISIONAL OFFICE, JEEVAN PRAKASH
COLLEGE ROAD
D H A R W A D - 580001**

Email : os.dharwad@licindia.com

Cost of Empanelment Document : Rs. 295/-

Ref : DWR/ LIC/OS/2022-23/emp/1
Empanelment of Vendors.



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NOTICE INVITING APPLICATIONS FOR EMPANELMENT

Life Insurance Corporation of India, Divisional Office Dharwad invites applications in sealed covers from reputed Suppliers, Manufacturers, Service Providers / Vendors for empanelment for a period of three years for the supply under the following categories.

1. Printed stationery/forms etc	2. Table Stationery	3. House keeping	4. Laundry
5. Binding	6. Transport	7. Envelops	8. Continuous stationery
9. Security Printers	10. Furniture	11. ID Cards Rubber Stamps	12. Bituminised Dockets
13. Plastic files	14. Notice board / Name board	15 Disposal of old records	16 Canteen service
17. Air And Rail ticket booking	18 Rental Car and other vehicle	19 Pest Control	20 Computer Printer Ribbons, Toners

Those desirous to be empanelled with us, on the panel of Divisional Office for the jobs undertaken at Divisional Office, should fulfill the conditions as per the connected Annexure. The applications in relevant questionnaire form / Annexure along with the enclosure are to be sent to the following address so as to reach us by 3.00 pm on or before 17/03/2023 along with the application fee of Rs 295/- (Rs 250/- + 18% GST) by Cash payment at LIC counter or DD Favoring LIC OF INDIA payable at Dharwad.

Application form duly completed should be submitted to E & OS Department LIC of India Divisional Office College Road Dharwad Dist. Dharwad Karnataka State PIN 580001 in a sealed envelope.

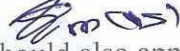
The envelope should be superscripted as “ Application for Empanelment of _____ ”
(Provide the appropriate category from the list given below)

The last date for submitting duly filled applications to the above address is before 3.00pm on 17/03/2023. Applications received after the stipulated time will not be considered for the purpose of empanelment. Applications received will be opened At 11.00 am on 20/03/2023.

के. वेंकटरामन्
K.VENKATRAMAN
Sr. Divisional Manager
धारवाड/Dharwad



Senior Divisional Manager.



Note : 1) Those who are on our existing panel should also apply for fresh empanelment.
2) Printers who have been blacklisted / removed earlier should not apply. If applied their applications will not be considered.



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ANNEXURE – A



**Conditions for Empanelment for Printers / Suppliers /Dealers /
Service Provider/ Vantor etc.**


1. The Firm/ Suppliers/Dealers/Service Provider/ Vendor should be in the profession for the period of at least 3 years (Copy of registration certificate must be enclosed)
2. Annual Turnover should be Rs. 5 lakhs and above in the last 3 financial years. Copy of audited balance sheet, P&L Account and IT return of last 3 financial years are to be enclosed. If AY 2022-23 accounts are not finalized AY details for previous 3 years may be enclosed.
3. The Firm/ Suppliers/Dealers / Service Provider/Vendor should be in the approved panel of at least 3 reputed Firms. Out of which at least one should be Public Sector or Government undertaking (enclose list and contact details)
4. Firm/Suppliers/Dealers/Service Provider/Vendor should keep sufficient stock in hand so as to comply with the urgent needs without delay.
5. Firm/Suppliers/Dealers/Service Provider/Vendor should furnish the specific brand or make in case of authorized dealer (copy of authorized dealership to be enclosed)
6. Firm/Suppliers/Dealers/Service Provider/Vendor should have registration with state/Central/Local authorities for undertaking the profession (Self Attested copies of registration / license/TAN/PAN/GSTIN etc. should be enclosed)
7. Firm/Suppliers/Dealers/Service Provider/Vendor who have been black listed / Removed earlier by any office of LIC of India should not apply.
8. Firm/Suppliers/Dealers/Service Provider/Vendor must give their acceptance to the Term & Conditions as attached.
9. Empanelment will be done only on the favorable recommendations of the duly constituted committee on the basis of record verification/visit or inspection of

premises workshop etc of the applicants. Mere submission of application for empanelment does not confer the right of empanelment. The corporation reserves it right to reject/accept any or all applications or cancel the process of empanelment without assigning any reason thereof. The corporation shall neither be held liable nor obligatory in its part to inform the applicant the grounds of any such action. The corporation reserved the right to raise the minimum eligibility criteria for empanelment depending on the response.

10. Empanelment will be valid for three financial years 2023-24, 2024-25, 2025-26
11. The corporation reserves the right to include / exclude / cancel the name/s of the firms / suppliers / service provider from its approved list at their absolute discretion without assigning any reason.
12. Last date for receipt of application duly completed is 15.00 hrs on 17/03/2023. Applications received after the stipulated time will not be considered for the purpose of empanelment.
13. In case the application is downloaded from our website www.licindia.in under the icon "Tenders" with link "dharwad_do_empnel_app-2023" non refundable application fee of Rs. 295/- (Rs250/- + 18%GST) may be remitted by cash in LIC cash counter or DD favoring LIF OF INDIA payable at Dharwad. Application received without the stipulated application fee will not be treated as valid applications.
14. Applications incomplete in any respect will not be entertained and are liable to be rejected.

के. वेंकटरामन्
K.VENKATRAMAN
Sr. Divisional Manager
धारवाड/Dharwad


Senior Divisional Manager


 <p>LIC</p> <p>भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA</p>	<p>E & OS Department LIC of India Division Office D H A R W A D Phone Nos 0836 2212604 E mails : os.dharwad@licindia.com</p>
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ANNEXURE -B

TERMS AND CONDITIONS OF EMPANELMENT

1. The tender should be dispatched so as to reach the office on or before the due date specified.
2. Please note the description and specification of stores carefully and your offer should be in accordance with the same. If you quote any stores with deviation in specifications, the same may please be carefully brought out in your tender otherwise it will be deemed that you have quoted for the specified stores.
3. All samples including the samples of paper should bear clearly the specifications like make, quality, size, weight etc. on the sample itself and should be certified by the tenderer with his signature and affixing his office seal, Quotations received without sample may be rejected. Offers subject to condition, like subject to prior sale', ' subject to availability of stores ' or with similar vague conditions are likely to be ignored.
4. All deliveries must be made as per instructions by us. Free of any charges.
5. Each page of the offer should be signed by the tender.
6. If the supply delivered do not conform to the prescribed specifications, the supply is liable to be rejected in toto and the supplier is liable for the liquidated damages. However , it is open to the corporation at its sole discretion to consider such supply on its own terms and conditions depending upon the facts and circumstances.
7. In case of failure to deliver the goods on or before the specified date's, the corporation shall be at liberty to purchase the foods or such part thereof as it may decide, from any other supplier and the supplier at default shall be liable to make good any loss or damage that the corporation may suffer due to such purchases or shall be called upon to pay to the corporation liquidated damages as provided under clause No 10 hereunder.
8. No alteration either in quantity or quality of the items indented or in the period of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the corporations in writing.
9. In the case of printing work if it is found that the press is unable to complete the job after submission of two consecutive proofs or if it is found that the Press is unable to carry out the instruction given, the order may be withdrawn by the compensation but the press shall in such an event be liable to make good any extra charge that the corporation may incur in getting the job done by another press as per clause No 7 above.

10. If the Press / Supplier falls to comply with provisions of the clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion or in case the Press /Supplier fails to comply with the provisions of any other clause it shall pay to the Corporation liquidated damages at such rates as the rates of liquidated damages are at the rate of 1% of the value of the order for the first one week or part thereof delay 2 ½% for the second week or part there of delay, 5% for the third week or part thereof of delay and a maximum of 10% for a delay of more than three weeks. Such sum will be construed as and taken as liquidated damages and not as penalty. And the corporation shall be at liberty to deduct such sums from any monies due to the Printer / Supplier under these presents or may otherwise recover the same separately.
11. All proofs to be submitted in duplicate.
12. A file copy or two of the ordered items should always be furnished to us in respect of all forms books, brochures, booklets, etc., in addition to ordered numbers, free of cost whether mentioned or not in the order form.
13. No advance payment will be made till the order is fully executed except that the corporation may be in a particular case stipulate that payments will be against partial deliveries, in which case such partial payments will be made.
14. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the headquarters of the Divisional Office and shall be subject to adjudication by a court in that city.
15. Stores rejected after the receipt will have to be taken by the suppliers at their risk and cost.
16. Quotations should be sent in a sealed cover super scribed with the number of tender enquiry and due date of opening.
17. Please note that your offer should be kept open for minimum 30 days from the due date.
18. We reserve the right to reject any offer in part or full without assigning any reason. In the event of our accepting a part of any item of your offer traded rate for full quantity shall be considered as valid unless specifically stated to the contrary in your offer. This does not necessarily mean that the lowest quotation will be accepted.
19. The terms of provisions of section33(3) of the insurance act 1938 as amended by the Insurance Laws (Amendments) Ordinance 2014, the Insurance Regulatory Authority of India (IRDA) is authorized to verify such books of accounts, registers, other documents and data base in the custody of the contractor in respect

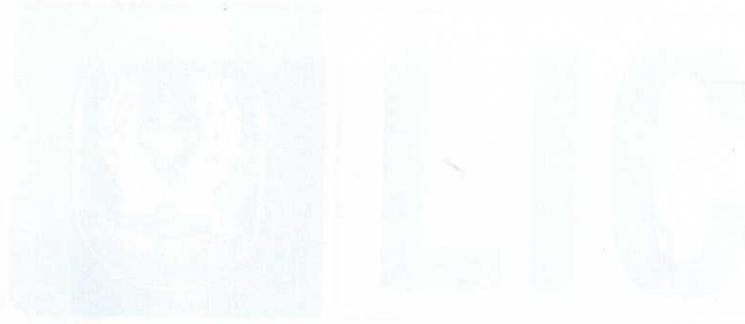
of services outsourced by Life Insurance Corporation of India. It shall be the duty of the contractor to provide such documents/statements/Information as may be required by IRDAI within such time as may be specified by the IRDAI.

20. Any tender not in compliance with the above terms and conditions and the specification sheet are liable to be rejected.

के. वेंकटरामन्
K. VENKATRAMAN
Sr. Divisional Manager
धरवाड/Dharwad



Senior Divisional Manager





E & OS Department
LIC of India
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Phone Nos 0836 2212604
E mails : os.dharwad@licindia.com

Date : 23/02/2023

OFFICE - NOTE

NOTICE FOR EMPANELMENT OF FIRM / SUPPLIER / SERVICE PROVIDER/VENDER

Life Insurance Corporation of India intends to short list the reputed firms/suppliers/service providers/vendors for following categories

Category	Description
1	Printed Stationery / forms/applications/books/registers
2	Table stationery
3	Housing keeping Service
4	Laundry Service
5	Binders
6	Transport service provider of parcel/ stationery material
7	Envelops as per our format
8	Continuous Stationery both Blank and Pre-printed
9	Continuous stationery with Security Printers
10	Furniture and office equipments including electrical fittings
11	ID Cards Rubber Stamps / Visiting Cards/ID Cards
12	Bitumined docket
13	Plastic files /office files/ tape files
14	Notice Boards / Name Boards/ Name plates
15	Disposal of old papers / sweepings service providers
16	Canteen Service Providers
17	Air and Train Tickets providers
18	Rental Cars and other Vehicle
19	Pest Control
20	Computer printer ribbons / Toners

Contd...

The interested firms/ vendors/dealers/ suppliers are required to apply in the prescribed forms which can be downloaded from our web site www.lidindia.in and click "Tenders" with link "**dhawad_do_empnel_app-2023**" The envelopes containing the application form along with other documents should be super scribed as "APPLICATION FORM FOR EMPANELMENT = CATEGORY CODE" and to be submitted to Manager (OS) LIC of India, Divisional Office Dharwad on or before 17.03.2023 at 15.30 Hrs. Along with non refundable amount Rs 295/- from the Divisional Office. The Sr. Divisional Manager reserves the rights to accept or reject any / all application without assigning any reason what so ever.


AO (OS)
ಅಧಿಕಾರಿ ಮೆಗಣ್ಣವರ
ಪ್ರ.ಸ. ಮೆಗಣ್ಣವರ
P.S. MEGANNAVAR
ಪ್ರ.ಅ. / Admn. Officer
ವೆ.ಕ್ರ.ಸಂ / SR.No. 615379


Manager (OS)
एल.एस. जैनकेरि
L. S. JAINKERI
S.R.No 552090
Manager (O.S.)


Sr. Divisional Manager
के. वेंकटरामन्
K. VENKATRAMAN
Sr. Divisional Manager
धारवाड/Dharwad

APPLICATION FORM FOR EMPANELMENT OF FIRM/SUPPLIER

Sl. No.	Information Sought	Information to be Provided
1	Items you can supply/ Services you can undertake	
2	Name of the Firm/Vendor (In Block Letters)	
3	Date of Establishment/Incorporation of the Firm Registration number and date of Renewal (enclose copy of registration certificate)	
4	Correspondence address with Telephone No./Mobile No and email address	
5	Address of Head Office(if different from above) with Telephone No./Mobile No and email address	
6	Status: Proprietary/ Partnership/ Privet Limited Company/ Public Limited Company	
7	Name of Partners/Directors with address and telephone No	
8	Name of Contact Person or Proprietor and Telephone / Mobile Nos.	
9	Name of Banker with address, IFSC Code, Account No, Type of Account and Telephone No	
10	PAN of the firm (enclose photo copy)	
11	GST Registration details (enclose photo copy of registration certificate)	
12	Whether holding certificate under shops & establishment Act, duly renewed (enclose copy of certificate)	
13	Authorisation obtain from (name of the companies which have certified you as certified Dealer)	
14	Whether the firm has enough capacity for storing materials needed for supply of items	Yes/No Area in Sqft:

Signature with Seal

15	Are you empanelled in any LIC offices (enclose copy of empanelled letter)	
16	Are you empanelled in any other Institutions (enclose copy of empanelled letter)	
17	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last three years IT Returns)	F.Y. 2019-20 F.Y. 2020-21 F.Y. 2021-22
18	Turn over for last Three Years	F.Y. 2019-20 F.Y. 2020-21 F.Y. 2021-22
19	Whether BLACK LISTED by any office of LIC/Govt. Dept. / Public Sector Company?	
20	Do you agree to make DELIVERIES to the Corporation's offices at Divisional Office, Dharwad?	
21	Do you agree to abide strictly by the Terms and Conditions of the Tender and its conditions? (Copy annexed)	
22	Names of the offices of the LIC of India whose work you may have done during the last three years. Mention only those offices for whom you have done sizable jobs or constant work. (Details of jobs done to be given)	
23	Name, Addresses and Telephone Nos. of some of your most valued clients.	
24	Mention any other SPECIALITIES of your Firm / Establishment.	

NOTE:

1. 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 mentioning question no. and attach it to the form.
2. The Corporation reserves the right to cancel the name of the Firm/Suppliers from its approved lists at this absolute discretion without assigning any reason.
3. All the pages of application form and documents must be signed with seal.

I/We

request Life Insurance Corporation of India, Divisional Office, College Road, Dharwad 580 001 to consider inclusion of my/our name in the list of their approved Firm/Suppliers. We agree to give full satisfaction to the Corporation in event of their doing so.

Dated at _____ this _____ day of _____ 2023

Name:

Designation:

Signature with Seal



E & OS Department,
Divisional Office, 'Jeevan Prakash', College Road,
Dharwad 58001

Phone No. 0836 2212604
Email: os.dharwad@licindia.com



DECLARATION:

I/WE
.....(Name
of the company/firm) carrying on(nature of
work/Business) request Life Insurance Corporation of India, Dharwad Division to consider for
inclusion of My/Our firm/Company's name in the list of their approved panels. I/We agree to
strictly abide by the terms and conditions of the Tenders to be floated and agree to extend all co-
operations to LIC of India.

Date:

Place:

Signature with seal

Note: Registration fee of Rs 295.00(250.00+45.00 GST)(Rupees Two hundred and Ninety five only) by cash remitted to our Divisional Office Cash counter or DD payable at Dharwad drawn on LIC of India Dharwad should be enclosed with the application and should be submitted within 15 days (during office hours) on working day from the date of advertisement.