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Life Insurance Corporation of India

OS Department.3rd Floor. Divisional office. Magarpara. Bilaspur (C.G) – 495001

Email – os.bilaspur@licindia.com Phone: 07752-249854/855

NOTICE FOR EMPANELMENT OF SUPPLIERS/ SERVICE PROVIDERS

Applications for empanelment are invited from reputed Suppliers/ Vendors & Service providers for the following categories. The panel shall be valid for 3 years from the date of empanelment at L.I.C. of India Bilaspur Divisional Office (C.G.) for the following categories:

Category – 1

SL.NO	Nature of Job for Empanelment
1	Printing and supply of Printed Forms, Stationery and continuous computer stationery
2	Supply of IT Consumables
3	Supply and Maintenance of CCTV
4	Supply and Maintenance of Note counting Machine and Fake Note Detecting Machine
5	Supply and Maintenance of SMF Batteries/UPS
6	Supply and Maintenance of EPABX system
7	CAMC of Air conditioners
8	Pest Control services incl. rodent treatments/ sanitization/ disinfection etc.
9	Supply and CAMC of Water Coolers, Aquaguard /RO
10	Supply and Maintenance of Fire Extinguishers and Fire Alarm Systems

Category – 2

SL.NO	Nature of Job for Empanelment (Local Vendors of Bilaspur City)
1	Supply of office and table stationery
2	Water Tank cleaning (Overhead and underground) at Bilaspur, Mungeli and Korba Offices
3	Photocopy Services
4	Transporter for supply of Stationery/Furniture to all offices of Bilaspur Division
5	Maintenance of Chairs, Tables and Almirah

For complete details and empanelment documents please contact the O.S.Department, at the above address during cash hours or log on to www.licindia.in under the link "Tenders". For the forms downloaded online, the forms duly filled must accompany the requisite application fee of Rs 295/- as above in the form of DD/ Banker's Cheque favoring LIC of India, payable at Bilaspur, **for each job of Empanelment separately.**

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.

Last date for submitting documents for Empanelment is **12.04.2023 upto 17.00 PM**

Place: Bilaspur
Date: 23.03.2023

Sr. Divisional Manager



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GENERAL TERMS & CONDITIONS:

1. Application Form is to be submitted along with a non-refundable application Fee of Rs. 295/- (Rupees Two hundred Ninety- five only) by DD IN FAVOUR OF LIC of India payable at Bilaspur (C.G.) for each job of Empanelment separately, which has been downloaded from the LIC of India Website
2. **Application Forms will also be available at OS Department, LIC of India, Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) - 495001; from 23.03.2023 to 12.04.2023 on working days between 10:00 AM to 04:00 PM on submission of application fee of Rs 295/- (Rupees Two Hundred Ninety Five only in cash at cash counter of the Divisional office, Bilaspur (C.G.) for each job of Empanelment separately.**
3. **A separate application form will have to be submitted for each category.**
4. The envelope sent should be super scribed: **“Empanelment under category: (Name & Serial No.) with LIC of India, Divisional Office, Bilaspur (C.G.)”.** The envelope should contain the name & address of the firm.
5. The envelope is to be sent to the following address:
The Manager (E&OS), LIC of India, Divisional Office, 3rd Floor, Magarpara, Bilaspur (C.G.) - 495001.
6. Last date for submission of forms along with requisite fee- is **12.04.2023 upto 17.00 pm**
7. No consideration, whatsoever, shall be given for postal or any other kind of delays.
8. The firms who are empanelled vendors of the Division have to re-apply for fresh empanelment.
9. The firms who are currently empanelled vendors of LIC of India, should have certificate from the concerned Division.
10. 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.
11. 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).
12. Selected vendors will be informed of the decision of Empanelment. No communication will be made with the Companies/ Firms whose application is rejected.
13. Limited Tender may be called for purchases of upto Rs.25 lacs. Limited tender shall be invited only from amongst the firm/dealers in the empanelled approved list.



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14. After empanelment if VENDOR / SUPPLIER / CONTRACTOR / MANUFACTURER/ SERVICE PROVIDER is blacklisted by any of the office of LIC of India then its empanelment would be cancelled.
 15. 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 in its right award tendered job in part to one of the tenderer and remaining job to another tenderer.
 16. 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, Bilaspur (C.G.) 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.
 17. The empanelment would valid from for a period of 3 years from the date of approval by the undersigned. 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.
 18. **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 Bilaspur and shall be under adjudication of court in Bilaspur.
 19. 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.
 20. 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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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.

Sr. Divisional Manager

I/ We have read and understood all the terms & conditions and the eligibility conditions 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.

Signature of Tenderer / Vendor with Seal

Date:

Place:



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General Eligibility Conditions:

1. The firm/supplier should be in profession for at least 3 years.
2. The firm/supplier should have registration with state & local authorities for undertaking the profession (copies of proof to be enclosed).
3. 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 all regulations of Child Labour Act as envisaged by the Govt. of India.
4. Vendor should furnish the specific brand or make, in case of authorized dealer of IT consumables, CCTV, SMF Batteries, UPS and EPABX system (Copy of valid authorized dealership certificate must be enclosed)
5. **The firm should have Annual Turnover as mentioned in Annexure “B” in any one of the 3 preceding financial years (2019-2020, 2020-2021 & 2021-2022).**
6. **For Category 1** The Company/ Firm should have executed at least one contract with one office of LIC or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments/ reputed private firms within India during any of the Financial years: **2019-2020, 2020-2021 & 2021-2022.** Copies of the order should be enclosed.
7. **For Category 2** The Company/Firm must have experience of providing services for nature of jobs as mentioned in Category 2 at least one office of LIC or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments/ reputed private firms within India during any of the Financial years: **2019-2020, 2020-2021 & 2021-2022.** Copies of the same should be enclosed.
8. **Preference will be given to the companies/firm who are empanelment vendors as on date i.e 23.03.2023 with LIC of India for empanelment of Category – 1.**
9. 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.
10. The firm should submit Profit & Loss A/C ,Balance sheet duly Audited with IT returns as required as per the business being carried out by the Firm
11. Copies of PAN No., Bank Account No./ **GST Registration No./** ESIC registration No. / EPF/ NSIC registration wherever applicable must be submitted.

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

Sr. Divisional Manager

Signature of Tenderer / Vendor with Seal

Date:

Place:



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ANNEXURE- A: APPLICATION FORM

For ‘Empanelment of manufacturers / Suppliers and service providers required by LIC of India, Divisional Office, Bilaspur (C.G.)’

(To be provided on Vendor’s Letterhead, compulsorily, along with the requisite annexure)

Serial No:-	Detail of the Category
Category:-	

Sr	DESCRIPTION	DETAILS
1	Name of the Company / Firm	
2	Type of Vendor: 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/ Firm’s Registered/Head office Address, Land line telephone no. & email- id	
7	Company’s /Firm’s Local office (at Bilaspur) Address, Land line telephone no. & Email- id.	
8	Company’s /Firm’s Local office (in the state of Chhattisgarh) Address, Land line telephone no. & Email- id.	
9	Name of the Chairman/Managing Director/CEO/Country Head (as the case may be), his address & telephone no.	
10	In case of a partnership, name of Partners / Directors	



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11	Name & full contact details of the representative(s) who would be calling on us & attending to our jobs.	
12	Whether registered with the Registrar of companies/Register Firms in India. If so, mention Number and date and attach Registration Certificate copy.	
13	Profession related license No. & date of last renewal of the license. Copy of license to be enclosed. (If Applicable)	
14	Certificate Number of certificate under Shops & Establishment Act 1953? Is it duly renewed? Copy of certificate to be enclosed.	
15	Turn Over for last three years (Please attach a copy of audited Balance Sheet and P&L A/C)	
	2019-2020	
	2020-2021	
	2021-2022	
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 (Please Attach Copy)	
20	Are you registered in GeM portal.	
21	Have you ever been black listed by LIC of India or Govt./semi Govt./Quasi Govt. department/ PSU/ Banks. As on date of submission of bid.	
22	NEFT Details (Please Attach Cancelled Cheque having Firm name on the Cheque)	
	BANK NAME & BRANCH ADDRESS	
	TYPE OF ACCOUNT AND ACCOUNT NUMBER	
	IFSC	



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23	Empanelment details with LIC of India with whom you are empanelled in the last 3 financial years? If yes, enclose contract copies and give full details in Annexure- D.
24	Names of PSU/ Govt. organizations/Pvt Firm with whom you are empanelled in the last 3 financial years? If yes, enclose contract copies and give full details in Annexure- C.

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.

Note:

- 1) Please type this form or fill it legibly in ink. If space provided is insufficient please type or write the replies on separate sheet giving appropriate question number attach it to the form.
- 2) The Corporation reserves the right to cancel the name of the firm/ supplier/service providers from its approved lists at this absolute discretion without assigning any reason.

All the the pages of application form and documents must be signed with seal

Date at _____ this _____ day of _____ 2023

Signature of Tenderer / Vendor with Seal



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DECLARATION

1. I / We request Life Insurance Corporation of India, Divisional office – Bilaspur Magarpara, Bilaspur (C.G.) 495001 to consider inclusion of my / our name in the list of their approved Firm / Supplier / Service Providers. I / We agree to give full satisfaction to the Corporation in event of their doing so.
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 Firm/ Suppliers Service Providers will be final and binding on me/us.
4. All the information furnished by me here under 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.

Date at _____ this _____ day of _____ 2023

Signature of Tenderer / Vendor with Seal



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ANNEXURE- B

For ‘Empanelment of manufacturers/ Suppliers and service providers required by LIC of India, Divisional Office, Bilaspur (C.G.)’

Annual Turnover in any one of the 3 preceding financial years (2019-20, 2020-21 & 2021-2022) should be at least the following

S.No	Category -- 1 (Purchase, Supply, Installation & Maintenance)	Turnover
1	Printing and supply of Printed Forms and Stationery [Registers/ Envelopes (window/ Plain in different sizes) / Policy and Loan Docket envelopes/ Letter head/ Pads/ Continuous Computer stationery etc.	25 lacs
2	Supply of IT Consumables (HP / EPSON / TVS / PRINTRONICS / SAMSUNG /CANON / LIPI)DMP printer ribbon, Laser printer cartridge/Toner, Printer Head etc.(from only authorized dealers)	10 lacs
3	Supply and Maintenance of CCTV	05 lacs
4	Supply and Maintenance of Note counting Machine and Fake Note Detecting Machine	10 lacs
5	Supply and Maintenance of SMF Batteries/ UPS	10 lacs
6	Supply and Maintenance of EPABX system	02 lacs
7	CAMC of Air conditioners	15 Lacs
8	Pest Control services incl. rodent treatments/ sanitization/ disinfection etc	05 Lacs
9	Supply and CAMC of Water Coolers, Aquaguard / RO	05 Lacs
10	Supply and Maintenance of Fire Extinguishers and Fire Alarm Systems	05 Lacs

S No	Category -- 2 (Services) (Local Vendors of Bilaspur City only)	Turnover
1	Supply of office and table stationery	02 Lacs
2	Water Tank cleaning (Overhead and underground) at Bilaspur, Mungeli and Korba Offices	01 Lacs
3	Photocopy Services	NA
4	Transporter for supply of Stationery/Furniture	NA
5	Maintenance of Chairs, Tables and Almirah	NA

Sr. Divisional Manager

Signature of Tenderer /Vendor with Seal

Date:

Place:



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ANNEXURE- E

For ‘Empanelment of manufacturers/ Suppliers and service providers required by LIC of India, Divisional Office, Bilaspur’

CHECKLIST

Apart from the duly sealed and signed tender documents, kindly attach the following documents (wherever 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.(w.e.f. 01.04.2020 onwards)
3. License certificate for business being carried out (if applicable)
4. 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: 2019-2020, 2020-2021 & 2021-2022.
7. Income Tax Returns (with statement of Computation of Income for the last 3 financial years 2019-20, 2020-21 & 2021-2022.)
8. Certificate issued by CA for the turnover of the firm for the last 3 financial years: 2019-2020, 2020-2021 & 2021-2022
9. Copy of PAN of the Company/ Firm.
10. ESI & EPF registration certificates, if applicable.
11. GST registration certificate.
12. Cancelled Cheque for NEFT details.
13. General Terms & Conditions & Eligibility Conditions signed by the Tenderer /Vendor
14. Annexure- A,
15. Annexure- B
16. Annexure- C
17. Annexure- D
18. 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

Signature of the Tenderer /Vendor

Date & Place: