

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, HAZARIBAGH
Ph No.06546-272624

NOTICE FOR EMPANELMENT

Applications are invited from persons, reputed firms, Co. and Institutions having their offices in India for empanelment at Life Insurance Corporation of India, Divisional Office, Hazaribagh) under the below noted categories for doing the work / job / supply described against it:

Category A Serial No.	Name of Category	Brief description of works /Jobs/Supply to be done
1.	Printed Forms	Printing of Forms, Pads, Register, Paper envelops, Cloth envelops , Policy bags etc.
2.	Computer Continuous Stationary	Printing of policy bonds, Premium Receipts, Vouchers, paper of different size with perforation etc.
3.	Computer items& Computer Consumables	Printer's Head, Printers ribbon, Toner / cartridge, CD, DVD, etc.
4.	Table & Office Stationery	Pen, Pencils, A4 Paper, Register, calculator, Punching Machine, , Stapler, Gum, etc.
5.	Furniture & Fixture	Wooden/Steel/Molded furniture & Fixture manufacturer/Supplier
6.	Bundle Note Counting Machine/ Note Counting Cum Fake Note Detection Machine	Supplier /Service Provider for supply & servicing of note counting machines/ fake note detection machines.
7.	Air Conditioner/Air Cooler/Water Cooler/RO Purifier/Aqua guard etc.	Supplier /Service Provider for supply & servicing of Air Conditioner/Air Cooler/Water Cooler/Aqua Guard etc.
8.	Gifts items & Sales Promotion items	Suppliers of Gifts items and variety sales promotional Items.
8.	Courier Service	Courier Service Within & Outside State
09.	Fire Alarm	Fire Alarm detection System & AMC
10.	CCTV Camera	CCTV Camera Supply (Installation & Maintenance)

Category B Serial No.	Name of Category	Brief description of works /Jobs/Supply to be done
1.	Civil Works	Addition/Alteration and repair & maintenance for Builders works and sanitary & water supply for buildings/properties under Hazaribagh DO
2.	Electrical Works	Addition/Alteration and repair & maintenance for Builders work for buildings/properties under Hazaribagh DO.
4.	SMF Battery	Supply of SMF battery for all offices Under Hazaribagh DO .



5.	Hiring of Generators Set	Hiring of Different category of D.G. Set for Category 1- 10KVA to 40 KVA ; Category 2 – 41 KVA to 100 KVA ; Category 3 101 KVA to 400 KVA
6.	Fire Extinguisher	Fire Extinguishers Supply & Refilling

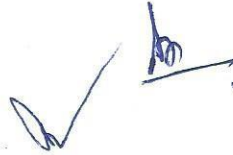
Interested persons, firms / Companies / Institutions etc. are required to submit the application/enrollment form by 3.00 PM on 25.01.2024 for empanelment. Separate appropriate Application Form are required to be filled up for each category. More than one category applied in one application will be rejected. Application Forms and Terms & Conditions may be downloaded from our website -www.licindia.in (Search empanelment) or obtained from our end too, during cash hours by paying amount of **Rs. 590/- (Rs. Five Hundred Ninety) only** for category A & category B. The envelope should be super scribed as **“Empanelment under category Serial No. Name of Category for (Work name)”** etc. in bold letters and to be submitted / sent to **Manager (E&OS), L.I.C. of India, Divisional Office, , Jeevan Prakash” Julu Park, Holy Cross Road PB No-5, Hazaribagh-825301**

or dropped in Tender Box placed in the OS department of Hazaribagh Divisional Office along with non refundable amount of **Rs. 590/- (Five Hundred Ninety) only. in shape of DD/Bankers cheque in favour of LIC of India payable at Hazaribagh.** The selection shall be at the sole discretion of the competent authority of LIC of India, Hazaribagh DO. Existing empanelled Firms are also required to apply for fresh empanelment. The Corporation reserves the right to accept or reject any /all applications without assigning any reason thereof.

Last Date of submission of application is at 03.00 PM on 25.01.2024.

Place: Hazaribagh
Date: 12.01.2024


Sr. Divisional Manager



TERMS & CONDITIONS FOR EMPANELMENT UNDER CATEGORY A

1. The firm should have been established at least three years before. A copy of Registration Certificate must be enclosed.
2. Annual turnover should be upto Rs.02 lakhs for small jobs, Rs.02 lakhs to Rs.10 lakhs for medium jobs and above Rs. 25 lakhs for bigger jobs for at least three financial years.(Attach Balance Sheet for evidence)
3. The vendor should be on the approved panel of at least three reputed firms out of which at least one should be a reputed Public Sector or Govt. Undertaking.
4. The printer should have at least one single colour and one four colour offset machine, in house stitching and binding unit and screen printing unit.(for Printers Only)
5. The printer of Computer Continuous Stationery should have at least seven colour (Multicolour) printing machine. (For Printers Only)
6. The printer should have at least 250 sq.ft. Area of operation for printing, binding etc. activities and sufficient storage space at one place only. .(for Printers Only)
7. The vendor should have registration with State & local authorities for undertaking the profession. (Copies of State/local registration license, GST/TAN, TIN No. and PAN should be enclosed.)
8. Vendor should keep sufficient stock in hand so as to comply with the urgent needs without delay.
9. Vendor should furnish the specific brand or make, in case of authorize dealer. (copy of authorize dealership been closed).
10. Vendor of Computer Consumables should be duly authorized by the Co. of product it deals in and should submitted same along with application for empanelment.
11. It has been decided not to kept Bid Security /Earnest Money Deposit in future and only provision for " Bid Security Declaration " accepting that if they withdraw or modify their bids during period of validity etc. they will be suspended for the time specified in tender documents.
12. It has been decided to reduce the performance security (if contract exceeds 1,00,000) from the existing 10% to 3% . Performance Security will not given in the contract under dispute.
13. If the tender value exceeds Rs.25,00,000/- Open Tender will be floated when the Companies / Firms not empanelled can also participate in the tendering process.
14. Any dispute arising out of this acceptance shall be referred to the Sr. Divisional Manager, Divisional Office, Hazaribagh for "Sole Arbitration" and his decision shall be final and binding on the supplier / vendor/ printers.
15. Any dispute arising out of or relating to this tender shall be deemed to have been arisen in Hazaribagh and shall be under jurisdiction of a court in Hazaribagh.

termination of contract/annual rate contract but in case of breach of the terms of the contract / Annual Rate Contract, it may be terminated forthwith.

17. The Corporation reserves the right to remove / Black List any Supplier / Vendor from the list of empanelled agencies / vendors for any deviation from the agreed Terms and Conditions, or any activity is observed, which is detrimental to the interest of the Corporation.

18. The letter of undertaking to supply materials as per the tender specifications forms part of the tender and Terms and Conditions and the same shall be submitted along with the rates quoted.

Date: 12.01.2024


Sr. Divisional Manager

to
1/1/24



Agency / Firms fulfilling the following criteria will be eligible for Empanelment

1. Yearly average turnover of the contractor for last 03 (three) financial years should be at least Rs. 10,00,000.00 for Cat-I, Rs. 20,00,000 – Cat-II Rs. 30,00,000.00 for Cat-III
2. Agency / Firm must have completed at least one similar nature of work i.e. hiring of 30 KVA DG Set for Cat –I, hiring of 50 KVA DG Set for Cat –II, hiring of 80 KVA DG Set for Cat –III or at least 02 (Two) similar works Hiring of . hiring of 20 KVA DG Set for Cat –I, hiring of 30 KVA DG Set for Cat –II, hiring of 50 KVA DG Set for Cat –III or at least 04 (Four) similar works each 15 KVA DG Set for Cat –I, hiring of 20 KVA DG Set for Cat –II, hiring of 30 KVA DG Set for Cat –III, in last three years. The works must be of similar nature involving complete works such as installation of D.G. sets , earthing work , integration with existing electric distribution system , electrical cabling works of public sector undertakings / institutions (Govt. / Semi – sponsored Institutes / Reputed MNCs / Organizations).
3. GST Clearance certificate upto 2020 . Agency / Firm should submit the GST certificates along with the bid .
4. Income Tax return for last three years. Agency / Firm should submit the Income Tax clearance certificates along with bid .
5. Trade License certificate is compulsory and Professional License No.- if applicable in Jharkhand
6. Valid registration certificate from CPWD / PWD / MES / Railways / Govt. / Semi Govt. Organizations or any other private Organization of repute.
7. List of organizations where D.G.Sets are installed on hire basis in last three years with supporting documents such as work order / Letter of Intent.
8. Performance certificate of best two works of similar nature issued by the respective Officer of the Deptt. / Company along with Name , Designation and Deptt. to be submitted.

No Brokers / Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.


Sr. Divisional Manager