



Life Insurance Corporation of India
OS Department, Divisional office.Ajjarkad,U d u p i – 576101
Email os.udupi@licindia.com 0820-2293213

**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 UDUPI Divisional Office for the following categories:

SL.NO	Nature of Job for Empanelment
1	Supply of furniture & Office equipment including electrical fittings, wooden & iron safes, Fire/water proof storage equipments.
2	Supply of printed stationary/forms/books/registers as per our formats.
3	Supply of computer continuous stationary both blank and pre- printed.
4	Supply of Envelopes/office files/ plastic files/ tape files etc.
5	Supply of table stationary/Office Stationery.
6	Supply of IT Consumables-Ribbons, Cartridges, Ink Bottles etc.
7	Fire Alarm/Fire Extinguisher Suppliers & Maintenance.
8	Supply of bituminized envelopes/ docketts.
9	Supply of rubber stamps/ visiting cards/ ID-Cards/Binding work etc.
10	Supply of Sign Boards/ Name Boards/Name Plates.
11	Pest-Control Services/Rodent Treatment etc.
12	Transportation of parcel/ stationary materials.
13	Disposal of old papers/ Sweepings.
14	Dress Materials Suppliers, Bed Sheets, Towels etc.
15	Suppliers of Note Counting Machines , Fake Note Detectors.
16	Suppliers of water purifiers.
17	Vendors for House keeping Services & maintenance services of Office/Guest Houses.
18	AMC for water coolers, Air coolers, Air conditioners, Water Purifiers/ RO System/ Aquaguard/ Copier machine, Franking machine, Note counting machine, Fake note detectors.
19	Vendors for Electrical maintenance work.
20	Water Tank Cleaning Services
21	Deep Cleaning of Toilets

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 500/- as above in the form of DD/ Banker's Cheque favouring LIC of India, payable at Udupi, **for each job of Empanelment separately.**

Applications duly completed in all respects are to be submitted along with supporting documents to "Sr. Divisional Manager, LIC of India, Divisional Office, Ajjarkad, Udupi - 576101" in closed cover Superscribed as "Application for Empanelment as Manufacturers/Vendors/Service providers."

All further information such as correction/addition/deletion in terms and conditions, 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 **21.02.2024 up to 3.30 PM**

Place: UDUPI

Date: 31 / 01 / 2024

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. 500/- (Rupees five hundred only) by DD IN FAVOUR OF LIC of India payable at UDUPI for each job of Empanelment separately, which has been downloaded from the LIC of India Website www.licindia.in
2. **Application Forms will also be available at OS Department, LIC of India, Divisional Office, Ajjarkad, UDUPI - 576101; from 31.01.2024 to 21.02.2024 on working days between 10:00 AM to 3.30 PM on submission of application fee of Rs 500/- (Rupees Five hundred only in cash at cash counter of the Divisional office, Ajjarkad, Udupi 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, Ajjarkad,Udupi-576101**
. 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, AJJARKAD, UDUPI -- 576101.
6. Last date for submission of forms along with requisite fee- is **21.02.2024 up to 3.30 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.



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13. After empanelment if VENDOR / SUPPLIER / CONTRACTOR / MANUFACTURER/ SERVICE PROVIDER is debarred by any of the office of LIC of India then its empanelment would be cancelled.
 14. 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.
 15. 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, Ajjarkad, Udupi 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.
 16. 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.
 17. **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 UDUPI and shall be under adjudication of court in UDUPI
 18. 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.
 19. 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:



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General Eligibility Conditions:

1. The firm/supplier should be in the specified trade/ profession (as per Nature of job for empanelment) for which the firm /supplier has applied for at least 3 previous 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, and CCTV (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 (2020-2021, 2021-2022, 2022-2023)**
6. 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: **(2020-2021, 2021-2022, 2022-2023)**
_Copies of the order should be enclosed.
7. 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.
- 9 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 for the last three financial years **(2020-2021, 2021-2022, 2022-2023)**
- 10 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: UDUPI



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ANNEXURE- A: APPLICATION FORM

**For ‘Empanelment of manufacturers / Suppliers and service providers required by LIC of India,
Divisional Office, AJJARKAD, UDUPI-576101**

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

Serial No	
Nature of Job for Empanelment	

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 Udupi) Address, Land line telephone no. & Email- id.	
8	Company’s /Firm’s Local office (in the state of Karnataka) 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)	
	2020-21	
	2021-22	
	2022-23	
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/CPPP/Tender Wizard etc.,if yes, specify the Registered number .	
21	Have you ever been debarred by LIC of India or Govt./semi Govt./Quasi Govt. department/ PSU/ Banks as on the 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	
23	Empanelment details with LIC of India with whom you are empanelled in the last 3 financial years in the specified trade/profession ? 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 in the specified trade/profession ? 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 _____ 2024

Signature of Tenderer / Vendor with Seal



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Email -os.udupi@licindia.com. Phone: 0820-2593213

DECLARATION

- 1. I / We request Life Insurance Corporation of India, Divisional office – AJJARKAD, UDUPI- 576101 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.**
- 6. I/We shall establish office within UDUPI city limits within a period of 15 days in the event of being awarded L1 for Nature of Job forepanelment against serial nos: 7,9,11,12,13,15,18,19,20 & 21 (service and maintenance oriented jobs)**

Date at _____ this _____ day of _____ 2024

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, AJJARKAD, UDUPI

Average Annual Turnover in the 3 preceding financial years (2020-21, 2021-22 & 2022-2023) should be at least the following

SL.NO	Nature of Job for Empanelment	Minimum Average Annual Turnover Required in the previous 3 financial years
1	Supply of furniture & Office equipment including electrical fittings, wooden & iron safes, Fire/water proof storage equipments.	25 lacs
2	Supply of printed stationary/forms/books/registers as per our formats.	15 lacs
3	Supply of computer continuous stationary both blank and pre- printed.	30 lacs
4	Supply of Envelopes/office files/ plastic files/ tape files etc.	01 lac
5	Supply of table stationary/Office Stationery.	15 lacs
6	Supply of IT Consumables-Ribbons, Cartridges, Ink Bottles etc.	10 lacs
7	Fire Alarm/Fire Extinguisher Suppliers & Maintenance.	05 lac
8	Supply of bituminized envelopes/ dockets.	02 lac
9	Supply of rubber stamps/ visiting cards/ ID-Cards/Binding works etc.,	01 lac
10	Supply of Sign Boards/ Name Boards/Name Plates.	01 lac
11	Pest-Control Services/Rodent Treatment etc.	03 lacs
12	Transportation of parcel/ stationary materials.	50 thousand
13	Disposal of old papers/ Sweepings.	
14	Dress Materials Suppliers, Bed Sheets, Towels etc.	01 lac
15	Suppliers of Note Counting Machines ,Fake Note Detectors.	05 lacs
16	Suppliers of water purifiers.	1 lac
17	Vendors for House keeping Services & maintenance services of Office/Guest Houses.	15 lacs
18	AMC for water coolers, Air coolers, Air conditioners, Water Purifiers/ RO System/Aquaguard/ Copier machine, Franking machine, Note counting machine, Fake note detectors.	50 thousand
19	Vendors for Electrical maintenance work.	2 lacs
20	Water Tank Cleaning Services	50 thousand
21	Deep Cleaning of Toilets	01 lac



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ANNEXURE- C

**For ‘Empanelment of manufacturers/ Suppliers and service providers required by LIC of India,
Divisional Office, AJJARKAD, UDUPI-576101**

Details of other valuable clients (PSU/ Govt. organization /Pvt. Firms)

S No	Name of the client	Address	Financial Year	Whether contract copies/ work orders/ experience letters attached

Kindly note that details regarding contracts/ empanelment(s)/ work orders pertaining to the last 3 years only should be mentioned, i.e. since 01.04/2020). Work orders before 01.04.2020 would be completely ignored.

Signature of Tenderer/ Vendor with Seal

Date:
Place:



Life Insurance Corporation of India
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ANNEXURE- D

**For ‘Empanelment of manufacturers/ Suppliers and service providers required by LIC of India,
Divisional Office, AJJARKAD, UDUPI**

Details of Empanelment with LIC of India In the last 3 financial years

S No	Name of the Divisional office	Address	Financial Year	Whether contract copies/ work orders/ experience letters attached

Kindly note that details regarding contracts/ empanelment(s)/ work orders pertaining to the last 3 years only should be mentioned, i.e. since 01.04/2020). Work orders before 01.04.2020 would be completely ignored.

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, AJJARKAD, UDUPI

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: 2020-2021, 2021- 2022 & 2022-2023
7. Income Tax Returns (with statement of Computation of Income for the last 3 financial years 2020-2021, 2021- 2022 & 2022-2023
8. Certificate issued by CA for the turnover of the firm for the last 3 financial years: 2020-2021, 2021- 2022 & 2022-2023
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:

Special Questionnaire for Printing/Continuous Stationery Printers/Vendors
TECHNICAL INFORMATION:

1. Particulars of composing facilities

a) D.T.P. Systems

Make	Packages	Languages	Other Particulars, if any

b) Other composing facilities- such as hand composing

2.Particulars of scanning machines being used.

3.Printing machines

a) Offset Machine

Make	Size	Colour	Speed	Other Particulars, if any

b) Letterpress Machines

Make	Size	Colour	Speed	Other Particulars, if any

c)Screen Printing Facility

d)Pre-printed continuous stationery machine

Make	Size	Colour	Speed	Other Particulars, if any

4.Particulars of Positives and Plate making facility:

5 Binding and Finishing

a) Cutting Machine

Make	Size	Colour	Speed	Other Particulars, if any

b) Particulars of punching machines

c) Particulars of perforating Machine

d) Particulars of gilding department

6. Have you got photo-typesetting machine if so: please furnish full details of type faces.

7. If any of the equipments mentioned above is under lease, loan or hire purchase agreement should be furnished.

8. Please furnish details particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs, which may be entrusted to you..

I/We _____ request Life Insurance Corporation of India, Divisional Office, udupi, to consider inclusion of My/our name in the list of their approved printers and agree to give full satisfaction to the Corporation in the event of their doing so.

Dated

Signature:

Note: The Corporation reserves the right to cancel the name of the Printer from its approved lists at this absolute discretion without assigning any reason.

Check List of documents to be submitted:

- 1) Copy of PAN NO/GSTIN / Adhar no./TAN no and other statutory requirements
- 2) Last Three years Audited Balance sheet and P&L Account
- 3) Copy of Registration certificate under Shops & Establishment Act
- 4) Client List (Enclose work order of leading companies, including Govt/PSU/CORP)
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company
- 6) Copy of election card/telephone bill/electricity bill (for Carpenters/Book binders)
- 7) Residence Proof, Photo Identity (for Carpenters/Book binders)

DECLARATION (vendor/supplier/service provider/firm,etc)for all

I/We have read the instructions appended to the Annexure “A” and I/We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me /us can be treated as invalid at the sole discretion of the Corporation and I/We will be solely responsible for the Consequences.

2.I/We agree that the decision of the Corporation in selection of **MANUFACTURES/ PRINTERS/ VENDORS/SERVICE PROVIDERS** will be final and binding on me / us.

3.All the information furnished by me/us here under **is correct in the best of my / our knowledge and belief.**

4.I/We agree that I/We have no objection if inspection of my / our premises /workshop, shop etc. is done by the official of the Corporation.

SIGNATURE;

NAME & DESIGNATION:

SEAL OF THE FIRM/COMPANY:

PLACE:

DATE.