



LIFE INSURANCE CORPORATION OF INDIA  
DIVISIONAL OFFICE, JEEVAN PRAKASH  
KHODASINGI, BERHAMPUR-760010  
DIST. GANJAM (ODISHA)  
PH.NO. 0680-2296379,2296400

### **NOTICE FOR EMPANELMENT**

Applications are invited from reputed firms for empanelment for a period of two years for supplying or undertaking jobs as given below under the following categories for Life Insurance Corporation of India, Divisional Office, Khodasingi, Berhampur – 10, Odisha.

- A. Supplying of various Competition Prize Articles / Gift Articles / Mementoes etc.,**
- B. Various publicity related jobs like Wall Painting, Flex Preparation / Mounting, Neon /Glow Sign Board preparation, Rental Hoarding etc.,**
- C. Printing of leaflets, brochures, posters etc.,**

The interested firms are required to apply within 17.30 hrs on 06.05.2024 in the prescribed form which can be downloaded from our website [www.licindia.in](http://www.licindia.in) (Tenders link). The envelope containing the application form and other documents should be super-scribed as :

“ Application for empanelment for **Supplying of various Competition Prize Articles / Gift Articles / Mementoes etc.**”

“ Application for empanelment for **Various publicity related jobs like Wall Painting, Flex Preparation / Mounting, Neon /Glow Sign Board preparation, Rental Hoarding etc.**”

“ Application for empanelment for **Printing of leaflets, brochures, posters etc.**”

as the case may be and to be submitted to **Manager (Sales), LIC of India, Divisional Office, Khodasingi, Main Road, Berhampur-7600 10** along with non-refundable amount of **Rs.300.00 + GST Rs.54 = Total Rs.354.00** (Three Hundred Fifty Four Only) in the shape of DD in favor of LIC of India, **payable at Berhampur(Odisha)**. Firms interested for more than one category should submit separate application for each category along with separate DDs. The selection shall be at the sole discretion of the appropriate authority of LIC of India, Berhampur Division. The Corporation reserves the right to accept or reject any/all applications without assigning any reason thereof. For eligibility and other details please visit [www.licindia.in](http://www.licindia.in) (Tenders link)

**Date : 15.04.2024**

**Sr. Divisional Manager**

**Sr. Divisional Manager**  
**L.I.C. OF INDIA**  
**BERHAMPUR(DO)**

## GENERAL TERMS & CONDITIONS OF THE TENDER

1. The Panel will be valid for a period of 2 years from the date of empanelment. Application for each category should be submitted separately with a non refundable tender fee of Rs.354/- in cash/DD/Banker's Cheque in favour of LIC of India, Payable at Berhampur(Odisha) and should reach us by 17.30 Hrs on 06.05.2024.
2. If the tender value exceeds Rs.2,00,000/- EMD (Earnest Money Deposit)@ 1% of the appropriate tender value is to be deposited by DD/Banker's Cheque only payable at Berhampur which is refundable without Interest and in case of Black listing firm it will be forfeited.
3. If the tender value exceeds Rs.10,00,000/- besides tender fee & EMD, a Security Deposit@10% by DD/BANKER'S Cheque payable at Berhampur/Bank Guarantee is to be deposited which is refundable without Interest after successful completion of the Job.
4. If the tender value exceeds Rs.15,00,000/- open tender will be floated when the Companies not empanelled can also participate in the tendering process.
5. The tender should reach us on or before the date and time specified in the tender notice. Tenders received beyond said specified date and time will be rejected.
6. Price quoted should be exclusive of GST but inclusive of any other tax like Entry Tax, Toll Tax, Transportation charges etc.,. TDS shall be deducted as per rules. Appropriate Certificate from the concerned office should be submitted along with the bill/invoice if CST/ST is not required to be deducted at source.
7. Quotations must be given as per prescribed format on letter head of the firm duly signed by Proprietor/Director/Manager of the firm with rubber Stamp/Seal of the firm and should be either TYPED, WRITTEN or must be in INK and should not be with any hedging conditions. Rates should be quoted for articles as per our specification and sample only.
8. The Corporation reserves the right to accept any quotation in full or part. The lowest quotation may not be accepted if it doesn't meet the specification or requirement. The Corporation may within its right, award tendered job in part.
9. All deliveries must be made either at our office (store) or as per our instructions free of charges. That means no carriage, freight, coolie, loading/unloading charges etc., will be paid by the Corporation.
10. If after supply is delivered, it is discovered that material supplied are not according to the specification accepted, SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST or may be accepted with deduction in rates as may be decided by the Corporation.
11. NO ALTERATIONS IN QUALITY OR QUANTITY of the items indented or in the period of execution and no enhancement in the rate of the article shall be accepted unless previously ratified by the Corporation in writing.
12. In case of failure of the supplier/vendor to deliver the entire goods on or before the date specified in the order, the Corporation will be at liberty to cancel the order and to purchase the same from any other supplier/vendor and the supplier/vendor at default shall make good any loss or damage that the Corporation may suffer thereby or shall pay to the Corporation liquidated damage as provided under clause no.15 provided hereunder besides being removed from the panel of suppliers/vendors Blacklisting of the firm and forfeiting the EMD.

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13. If it is found that Supplier/Vendor is unable to carry out the instructions as given the order may be withdrawn/cancelled by the Corporation without the Corporation being liable for payment of any damages or compensation. In such an even the supplier/vendor shall be liable to make good the extra charges, the Corporation may have to incur to get done by other suppliers/vendors as per clause no.12 above.
14. Any tender not in compliance with these terms and conditions will be liable for rejection.
15. If the supplier/vendor fails to comply with the provisions of clause regarding delivery on or before the date mentioned on the order sheet or within such extended time as may be granted by the Corporation appropriate action as deemed fit will be initiated by the Competent Authority which will be fixed on the part of the Supplier /Vendor.
16. Any dispute arising out of this acceptance shall be referred to the "Sr. Divisional Manager", Berhampur Division for sole Arbitration and his decision shall be final and binding on the Supplier / Vendor.
17. Any dispute arising out of or relating to this tender shall be deemed to have been arisen in Berhampur and shall be under jurisdiction of a court in Berhampur( Odisha).
18. Approved Annual Rate Contract or fixed rate contract shall remain valid for one year from the date of acceptance or fresh rate approved within one year. Repeat order may be given within one year.
19. The Corporation reserves the right to cancel the Contract/Annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple 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.
20. The Corporation reserves the right to remove /Blacklist 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.
21. 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.
22. No advance payment will be made for the order. Payment will be made only after receipt of goods of any order in full as per specification and order.
23. Printed label showing form no (name of item) / quantity, order no etc., must be pasted on front side of each packet/bundle/cartoon.
24. Apart from the above conditions if a firm does not participate in any 5 tenders the name of the firm may be removed from our panel of the enlisted supplier/vendor.
25. Tenders with any modification in above terms and conditions will not be entertained and it will be understood that stipulated terms and conditions in toto are acceptable to the supplier who filled in the tender.

**Note: The Sr. Divisional Manager reserves the right to accept the lowest quotation or to reject/cancel all the tenders without assigning any reason thereof.**

## ADDITIONAL TERMS AND CONDITIONS OF EMPANELMENT FOR

### **A. Various Competition Prize Articles / Gift Articles / Mementoes etc.,**

1. Applicant has to deposit Rs.354/- in cash or in the form of DD / Bankers Cheque payable at Berhampur( Odisha ) favoring LIC of India, along with form.
2. The Cover should be super scribed as **“APPLICATION FOR EMPANELMENT FOR SUPPLY OF COMPETITION PRIZES, GIFT ARTICLES / MEMENTOS”**.
3. The eligibility conditions and application form (Annexure A) can be downloaded from our website : **www.licindia.in** or the same can be obtained from Manager (Sales), Life Insurance Corporation of India, Berhampur Divisional Office, Berhampur-760010, and the completed application form and other documents should be submitted in a closed envelope **super-scribed as above**.
4. The firm should have at least 3 years experience in this field.
5. Incomplete application will be rejected without assigning any reason there to.
6. Affix your firm/company seal with authorized signature on every page.
7. Form should be typed or filled in legible ink. If space provided is insufficient, please write the replies on a separate paper giving appropriate question number and attach it to the form.
8. Vendors / Suppliers who are on our existing panel should also apply for fresh empanelment.
9. Vendors / Suppliers who have been blacklisted / removed earlier, should not apply.
10. The Corporation reserves the right to include / exclude / cancel the name of the firm from its approved list at their absolute discretion without assigning any reason.

## ADDITIONAL TERMS AND CONDITIONS OF EMPANELMENT FOR

### **B. Various publicity related jobs like Wall Painting, Flex Preparation / Mounting, Neon /Glow Sign Board preparation, Rental Hoarding etc.,**

1. Applicant has to deposit Rs.354/- in cash or in the form of DD / Bankers Cheque payable at Berhampur favoring LIC of India, along with form.
2. The Cover should be super scribed as “**APPLICATION FOR EMPANELMENT FOR supply of publicity related jobs like Wall Painting, Flex Preparation / Mounting, Neon /Glow Sign Board preparation, Rental Hoarding etc.**”.
3. The eligibility conditions and application form (Annexure A) can be downloaded from our **website : [www.licindia.in](http://www.licindia.in)** or the same can be obtained from Manager (Sales), Life Insurance Corporation of India, Berhampur Divisional Office, Berhampur, and the completed application form and other documents should be submitted in a closed envelope super-scribed as above.
4. The firm / Company should have experience in publicity related jobs like Wall painting, Flex Preparation, Flex Mounting, Neon / Glow Sign Boards, Rental Hoardings and such other works for at least 03 (three) years.
5. The firm / Company should have a PAN No. of Income Tax Department, GST Registration.
6. The firm / Company should have executed works with reputed Private / Public Limited Companies and Government Institutions.
7. For Hoardings and other such rental properties the firm / company should have the sole right / marketing right over the said property.
8. Mere submission of application for empanelment doesn't confer the right of empanelment. Life Insurance Corporation of India reserves 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 guards of any such action.
9. That it has been mutually agreed between the Corporation and the vendor / firm / company / printer that any dispute arising out of this acceptance shall be referred to for “Arbitration” to the Sr. Divisional Manager, LIC of India, Divisional Office, Khodasingi, Berhampur, Odisha, of the Corporation and his decision shall be binding on the supplier / vendor / firm / company / printer. The supplier / vendor / firm / company / printer shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
10. The Corporation reserves the right to cancel the contract / Annual rent contract without assigning any reason at any time by giving 30days notice in advance in case of simple termination of contract / annual rate contract but in case of breach of the terms of the contract / annual rate contract may be terminated forthwith.
11. The Corporation reserves the right to remove / Blacklist any supplier / vendor / firm / company / printer 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.
12. No advance payment will be made for any work order.
13. Apart from all the above conditions, if a firm does not participate in any five tenders the name of the firm may be removed from our panel of enlisted agencies.
14. All the above terms and conditions are not exhaustive. It is subject to change according to the circumstances by the Corporation.


**ADDITIONAL TERMS AND CONDITIONS OF EMPANELMENT FOR**

**C. Printing of leaflets, brochures, posters etc.,**

1. Applicant has to deposit Rs.354/- in cash or in the form of DD / Bankers Cheque payable at Berhampur( Odisha) PIN-760010 favoring LIC of India, along with form.
2. The Cover should be super scribed as “**APPLICATION FOR EMPANELMENT FOR Supply of Printing of leaflets, brochures, posters etc.**”
3. The eligibility conditions and application form (Annexure A) can be downloaded from our website : [www.licindia.in](http://www.licindia.in) or the same can be obtained from Manager (Sales), Life Insurance Corporation of India, Berhampur Divisional Office, Berhampur, and the completed application form and other documents should be submitted in a closed envelope **super-scribed as above.**
4. The printer should have registration with State and/or Local authorities for undertaking the profession. (Copies of State / Local registration license / PAN NO /TAN No. / GST Regd. Certificate should be enclosed).
5. The printing firm should have experience of at least 3 years.
6. The printer should be on the approved panel of at least 3 reputed firms out of which at least one should be a reputed public sector or Govt. undertaking.
7. The printer should have at least one single colour and one four colour offset machines, in house stitching and binding units and screen printing units.
8. The printer should have at least 250 square feet area of operation for printing, binding etc., activities and sufficient storage space at one place.
9. All the above terms and conditions are not exhaustive. It is subject to change according to the circumstance by the Corporation.

Signature with Seal

  
Sr. Divisional Manager



**Sr. Divisional Manager  
L.I.C. OF INDIA  
BERHAMPUR(DO)**

**FORM OF APPLICATION FOR EMPANELMENT FOR SUPPLY OF**

- A. Various Competition Prize Articles / Gift Articles / Mementoes etc.,**  
**B. Various publicity related jobs like Wall Painting, Flex Preparation / Mounting, Neon /Glow Sign Board preparation, Rental Hoarding etc.,**  
**C. Printing of leaflets, brochures, posters etc.,**

**(Please tick above the category you are applying for & submit separate application for each category)**

Sl.No	Information Sought	Information Provided
1	Name of the Firm : ( In Block Letters)	
2	Date of Establishment / Incorporation	
3	Registration No. (Please enclose Photocopy of Certificate)	
4	Correspondence address and Telephone No.	
5	Address of Head Office (if separate) and Telephone No.	
6	Status : Whether Sole Proprietary / Partnership / Private Limited Company / Public Limited Company	
7	Names of the Proprietor / Partners / Directors	
8.	Name of Chief Executive with his / her present addresses and Telephone No./Mobile No	

9	Name of Representative (2) with Designation who should be calling on us and attending to our jobs.	
10	Name of Bankers with addresses & Telephone Nos.	
12	GST No. (Please enclose photocopy of Registration)	
13	Whether holding valid certificate under Shops & Establishment Act? License No : GST No. : PAN No. : TAN No. : EPF Registration No. if any :  (Copies to be enclosed)	
15	State the latest Income Tax Assessed year and amount of Tax assessed (Copies of last 3 years IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
16	Are you agreeable to make free deliveries to our Divisional Office at Berhampur ( Odisha ) :	
17	Are you agreeable to submit samples whenever called for :	
18	Are you agreeable to enter into a rate contract /running contract / fixed quantity contract :	



19	Are you agreeable to abide strictly by the terms and conditions of the Tenders and Contracts as and when laid down by the Corporation:	
20	Turnover for last three years FY 2020-21 FY 2021-22 FY 2022-23	<b>Gross Revenue</b> <b>Net Income</b>
21	<b>Details of empanelment &amp; business transaction with any office of LIC of India and / or other PSUs (Central) during the last 3 years (Please enclose list giving full details, Name &amp; telephone No. of persons who may be contacted for confirmation)</b>	
22	Mention any other specialties of your Establishment.	
23	Name, Address & Tel No. of some of your most valued Clients :	

**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.**

I / We \_\_\_\_\_ request Life Insurance Corporation of India, Divisional Office, Khodasingi, Berhampur, Odisha to consider inclusion of my /our name in the list of their approved vendors. We agree to give full satisfaction to the Corporation in the event of their doing so

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Signature with Seal

Name :

Designation

**Note : The Corporation reserves the right to cancel the name of the vendor / firm from its approved list at its absolute discretion without assigning any reason.**