

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Jeevan Prakash, No.60D, PB.NO.423, Arcot Road, Vellore – 632 004

Ref: Office Service Department

Date: 27.05.2024

Phone Number: (0416) 2206200,231

Email: os.vellore@licindia.com

NOTICE FOR EMPANELMENT

Applications are invited from the Vendors/Firms (Including existing empanelled vendors) for the empanelment for various jobs for LIC of India, Divisional Office, Vellore for Three years commencing from 01.04.2024 to 31.03.2027.

APPLICATIONS ARE TO REACH BELOW MENTIONED ADDRESS ON OR BEFORE 12.30 PM ON 17.06.2024

**MANAGER (E & OS)
LIC OF INDIA, DIVISIONAL OFFICE
No.60D, PB.NO.423, ARCOT ROAD, VELLORE – 632004**

TERMS AND CONDITIONS OF THE TENDER

TO BE SIGNED AND RETURNED TO LIC OF INDIA IN RUPEES -100/- STAMP PAPER

TO JEEVAN PRAKASH, LIC OF INDIA, NO.60D, ARCOT ROAD, VELLORE – 632 004

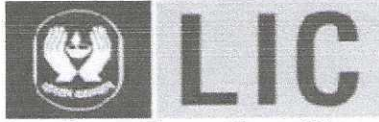
1. The tender should reach the Divisional office, Vellore on or before the due date specified, otherwise the tender will not be considered.
2. Please note the description and specification of stores carefully and your offer should be in accordance with the same. If you quote any store with deviation 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 by his signature and affixing his office seal. Quotations received without sample may be rejected.
4. All deliveries must be made as per instructions to the locations specified, free of any charges.
5. Each page of the offer should be signed by the tenderer.
6. If the supply delivered do not confirm 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 goods or such part thereof, as it may decide, from any other supplier and supplier at defaults shall be liable to make good any loss or damage that 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 periods of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the Corporation in writing.
9. In the case of printing work, if it is found that the press is unable to complete the job after approval of proof after two consecutive submission or if it is found that the press is unable to carry out the instruction given, the order may be withdrawn by the Corporation, in which case corporation shall not be liable for payment of damages or compensation but the Press shall in such an event be liable to make good any extra charge that Corporation may incur in getting the job done by another Press as per **Clause No.7** above.
10. If the Press/Supplier fails to comply with the 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 provision of any other Clause, it shall pay to the Corporation liquidated damages at such rates as may be prescribed by us or by any of our Divisional Offices. Normally, the rates liquidated damages are at the rate of 1% of the value of the order for the first one week or part thereof delay, 2.5% for the second week or part thereof delay, 5% for the third week or part thereof delay and a maximum of 10% for the delay of more than 3 weeks. Such sum will be construed 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 separately. Notwithstanding, that what is stated above, if any order is not supplied within THE STIPULATED PERIOD of due date, the order is liable to be cancelled.
11. All proofs should be submitted in duplicate within four days.
12. A file copy or two 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 Chennai and shall be subject to adjudication by a court in Chennai.
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. Any tender not in compliance with the above terms and conditions and the specification sheet will be liable to be rejected.
20. If it is detected that materials supplied is defective or not conforming to the specifications, such goods will be rejected in toto. However, the Corporation may at its own discretion, accept the goods on its own terms and conditions. If need be, in case of urgencies etc. Further the Corporation shall well within right, recover the damages for defective supply as penalty.

The stipulated time will commence from date of approval of proof.

WE HAVE CAREFULLY GONE THROUGH THE ABOVE TERMS AND CONDITIONS AND AGREE TO ABIDE BY THEM.

SIGNATURE AND SEAL OF THE VENDOR



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LIFE INSURANCE CORPORATION OF INDIA

Divisional Office, Arcot Road, Vellore – 632 004.

Phone Number (0416-2206200, 231)

Email:os.vellore@licindia.com

ANNEXURE-A

| | |
|-----------------------------|--|
| LAST DATE FOR SUBMISSION OF | |
| CATEGORY/SUB-CATEGORY No. | |
| NAME OF THE CATEGORY | |

Note:1. Separate application form is to be submitted for each sub-category

2. Application fee of Rs.118/- is to be paid for each sub-category in the form of DD drawn in favor of LIC of India payable at Vellore.

GENERAL INFORMATION ABOUT THE MANUFACTURER/SUPPLIER/AUTHORISED
DEALER/VENDOR/PRINTER/SERVICE PROVIDER/CONTRACTOR

| S.No. | INFORMATION SOUGHT | INFORMATION PROVIDED |
|-------|--|----------------------|
| 1 | Name of the Dealer (in BLOCK LETTERS) | |
| 2 | Date of Establishment/Incorporation (Enclose Certificate) | |
| 3 | Full address with Telephone Numbers/Mobile Numbers and email Ids | |
| 4 | Full address with Telephone Numbers/Mobile Numbers and email Ids for correspondence (if the address is separate) | |
| 5 | Status: Proprietary/Partnership/Private Ltd.,/(Enclose copies of agreement/documents) | |
| 6 | Name of the Partners/Directors/Chief Executives and their Present address with their Phone Numbers | |
| 7 | Name, Designation & Phone Numbers of authorized Person for attending our jobs | |
| 8 | Name of the Bankers with Addresses & Telephone Nos. & email Ids | |
| 9 | PAN No. (Enclose copy of PAN Card) | |
| 10 | TAN No. (Enclose copy) | |

SIGNATURE WITH ADDRESS SEAL

| S.No. | INFORMATION SOUGHT | INFORMATION PROVIDED |
|-------|---|----------------------|
| 11 | VAT/TIN No. (Enclose Copy) | |
| 12 | GST No. (Enclose Copy) | |
| 13 | Is the firm is registered under Factories Act, please Provide Licence No. Date of Last Renewal and Next due date of renewal (Enclose copy of Latest Renewal) | |
| 14 | Provide Income Tax details for the last three years: 1. 2. 3. (Enclose copies of Income Tax assessment) | |
| 15 | What is your Service Tax Registration No. (Enclose valid copy of the same) | |
| 16 | Is your firms is registered under MSME (Micro/ Small/medium/Enterprise) (Enclose copy of registration) | |
| 17 | Is your firms is registered under MSME under SC/ST Category (Micro/small/medium/Enterprise) (Enclose registration copy) | |
| 18 | Name, Addresses & Telephone Nos. of your most Valued customers including any government organization. (Enclose copy of letters) | |
| 19 | Name & Address of LIC Offices who have registered in their empanelment. (Enclose copy of empanelment letter) | |
| 20 | Are you Dealer/Distributor for any type of Stationery/Printing/Furniture etc. ? (Enclose copy of dealership) | |
| 21 | Are you able to engage the Technically qualified persons service for rendering CAMC? (For service providers) | |
| 22 | ESI Number (for Service Providers) | |
| 23 | EPF Number (for Service Providers) | |
| 24 | ISO certificate No. and valid upto (Enclose self attested copy) | |
| 25 | Whether Licence issued by the Police? (Enclose the self attested copy) Licence Number: Valid upto: Area of Operation: (for Security Service Providers) | |

SIGNATURE WITH ADDRESS SEAL

| S.No. | INFORMATION SOUGHT | INFORMATION PROVIDED |
|-------|---|----------------------|
| 26 | What is your average annual turnover? | |
| 27 | Is the firm is registered under Shops & Establishment Act with local Municipality/Bodies? (Enclose latest renewed copy) | |
| 28 | No. of Employees working with you: Permanent: Temporary: Skilled: Semi Skilled: Unskilled: No. of Shifts you work normally: | |

Note: If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate Question numbers and Answers thereto duly authenticated the same with Signature and Office Seal.

I/We _____ request Life Insurance Corporation of India, Divisional Office, Vellore to consider our application for Empanelment commencing from 01.04.20 to 31.03.20 . I/We agree to abide by all the Eligibility criteria and other Terms & Conditions prescribed in the format and assure to render the service to fullest satisfaction of the Corporation.

Dated at _____ this _____ day of _____ 20_____.

Signature of the Vendor Name & address seal

SIGNATURE WITH ADDRESS SEAL



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA, Divisional Office, Arcot Road, Vellore – 632 004.

Phone Nos.0416 2206200,231

Email :os.vellore@licindia.com

ANNEXURE-B

TECHNICAL INFORMATION

| S.No. | INFORMATION SOUGHT | INFORMATION PROVIDED |
|-------|---|----------------------|
| 1 | Please furnish particulars of Composing facilities DTP system a) Make b) Packages c) Languages d) Other Features, if any | |
| 2 | Other composing facilities such as hand composing | |
| 3 | Particulars of scanning machines being used | |
| 4 | Printing Machines Offset Machine a) Make b) Size c) Colour d) Speed e) Other features if any | |
| 5 | Pre-Printed Continuous Stationery Machine a) Make b) Size c) Colour d) Speed e) Other features if any | |

SIGNATURE WITH ADDRESS SEAL

| S.No. | INFORMATION SOUGHT | INFORMATION PROVIDED |
|-------|--|----------------------|
| 6 | Letter Press Machines | |
| 7 | Screen Printing facility | |
| 8 | Particulars of Positives and Plate making facility | |
| 9 | Binding & Finishing | |
| 10 | Particulars of Punching Machines | |
| 11 | Particulars of Perforating Machines | |
| 12 | Particulars of Photo – type setting machines | |
| 13 | Is the Machinery under you possession is under lease. Hire purchase. Please furnish the agreement details. | |

Note: If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate Question numbers an Answers thereto duly authenticated the same with Signature and Office Seal.

Dated at _____ this _____ day of _____ 20 .

**Signature of the Vendor
Name & Address Seal**

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, ARCOT ROAD, VELLORE – 632 004 – Email os.vellore@licindia.com
Phone Nos.0416 2206231 & 0416 2206200

ANNEXURE-C

**DECLARATION BY MANUFACTURER/SUPPLIER/AUTHORISED DEALERS/VENDORS/
PRINTERS/SERVICE PROVIDER**

I/We have read the instructions appended to the Annexure-A/B and I/We understand that if any false information is revealed at a later date, any contract made between ourselves and the Life Insurance Corporation of India, on the basis of the information given by me/us can be created as invalid at the sole discretion of the Life Insurance Corporation of India and I/We will be solely responsible for the consequences. I/We agree that the decision of the Life Insurance Corporation of India in selection manufacturer/supplier/Printer/Service Provider/Contractor will be final and binding on me/us. All the information furnished by me/us here under is correct to the best of my/our knowledge the belief. I/We agree that I/We have no objection if inspection of my/our premises/workshop etc., is done by the officials of the Life Insurance Corporation of India.

Date at _____ this _____ day of _____ 20

Signature and Seal