

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE-1, JEEVAN PRAKASH, 25, KG MARG, NEW DELHI 110001

Ph.Nos.011- 28844118, 28844129 email id: os.delhi-do1@licindia.com

NOTICE FOR EMPANELMENT - 2025-2028

Applications are invited from reputed firms/ individuals for empanelment for Printing & order supply, Product Order Supply Services & Maintenance & Publicity Material at Delhi Divisional Office-1. **For complete details please log on to our website www.licindia.in and go to “Tenders” and click on the link “Notice for Empanelment Delhi Division-1, FY 2025-2028”.** Application forms may be obtained from OS department of Divisional Office-1 of LIC of India at above mentioned address from **25.07.2024 to 09.08.2024** on all working days from 10 AM to 3.00 PM except on Saturdays & Sundays. **Last date for submission of application forms is 12.08.2024 (1.00PM). Any subsequent change in Terms & Conditions of the Notice of Empanelment will be published on our website only.**

Sr. Divisional Manager

DIVISIONAL OFFICE-1, JEEVAN PRAKASH,25,KG MARG,NEW DELHI 110001

Ph.Nos.011- 28844118, 28844129 email id: os.delhi-do1@licindia.com

NOTICE FOR EMPANELMENT FY- 2025-2028

Applications are invited from reputed firms for empanelment at Life Insurance Corporation of India, Delhi
Divisional Office-1 Jeevan Prakash 25, KG Marg, New Delhi for following works:

Printing & Order Supply (Category A)

- A-1 Printing of Computer Continuous Stationery
- A-2 Printing of Forms / Books / Booklets / NACH Form / Leaflets / Brochures
- A-3 Printing of Envelopes / Policy docket/ Back Sheets
- A-4 Printing of Letter Heads / Visiting Cards / Identity Cards / Agent's Club Stationery

Product Order Supply (Category-B)

- B-1 Supply of IT consumables items.
- B-2 Supply of Office / Table Stationeries
- B-3 Supply of Fire Extinguishers / Fire Alarm System / Smoke Detectors
- B-4 EPBX/Telephone/Network & Telephone cabling
- B-5 Note Counting Machine with Fake Note detecting features
- B-6 Supply of AC / Water Cooler/ Water Purifier
- B-7 Office Furniture
- B-8 Supply & installation of CCTV Camera
- B-9 Supply of UPS and Batteries
- B-10 House hold Articles/Kitchenware/Plastic Home ware

Services & Maintenance (Category-C)

- C-1 Courier Services
- C-2 Housekeeping Services
- C-3 Security Services
- C-4 Repair & maintenance of fire extinguishers/Fire Alarm System
- C-5 Repair & maintenance of AC/Water cooler/Water Purifier
- C-6 Repair & maintenance of EPBX/Telephone/Network & Telephone Cabling
- C-7 Repair & maintenance of Note counting machine/Fake Note detecting Machine/
- C-8 Repair & maintenance of CCTV camera
- C-9 Pest Control treatment/ sanitization of Offices
- C-10 Water Tank Cleaning
- C-11 Tours and Travels for ticket booking (Ai & Train)

- C-12 Photocopy service provider (In Connaught Place, New Delhi)
- C-13 Generator set Service Provider
- C-14 Name plate/Stamps/Vinyl Boards
- C-15 Civil Work /Carpenter/Plumber-Repair & Maintenance
- C-16 Electrical Equipment Repairs/ Maintenance
- C-17 Advertisement Agency
- C-18 Decorative plants
- C-19 Catering Services
- C-20 Professional Services-Taxation, Statutory compliances
- C- 21 Repair & maintenance of Chairs (Dry cleaning of Chairs / Sofas, Hydrolic, seat cover change, Wheel, Handle etc.)

The interested firms are required to apply by 1.00 pm on 12.08.2024. **Separate forms (Annexure B and or C) are required to be filled up for each category** which may be downloaded from our website www.licindia.com (link-Tenders) The cost of application form for **each category / per application** is Rs. 500.00 + 90.00 = 590.00 (inclusive of GST @ 18%) (Rupees five hundred ninety only) and is non-refundable. *The miscellaneous receipt of application fee deposited or DD or Pay Order in favor of **Life Insurance Corporation of India payable at New Delhi** shall be submitted in sealed cover. The envelope should be super scribed as “Application for Empanelment for Printers/Product/Service Providers/Publicity Material supplier 2025 - 2028” as appropriate and to be submitted in a sealed envelope to the Manager (OS) Delhi Divisional Office-1, Jeevan Prakash Building, 4th floor 25, KG Marg New Delhi. The above empanelment will be valid for FY 2025-26, 2026-27, 2027-28. The final selection shall be at sole discretion of the Competent Authority of LIC of India, Delhi Divisional Office-1 New Delhi. Existing Suppliers and Service providers are also required to apply for fresh empanelment. Firms blacklisted by any of the office of the Corporation need not apply. Application forms for empanelment can also be obtained from the Office between 10.00 am to 3.00 pm on all working days except Saturdays and Sundays before the last date.

The Corporation reserves the right to accept or reject any/all applications without assigning any reason thereof.

Last date of submission of application forms is 1.00 pm on 12.08.2024.

Sr. Divisional Manager.

Categories under Printing Services and Product order supply

Annexure-A

| Name of the Printing Service (Category-A) | Average Annual Turnover (For Last 3 yrs)Min | Work Experience |
|---|---|-----------------|
| A-1.Printing of Continuous stationery | 2 cr | 5 yrs |
| A-2.Printing of Forms/Books/Booklets/NACH Form/leaflets/Brochures | 50 lakh | 5 yrs |
| A-3.Printing of envelopes / Policy docket/ Back Sheets | 20 lakh | 5 yrs |
| A-4.Printing of Letter heads/Visiting Cards/Identity cards/ | 30 lakh | 5 yrs |

| Name of Product Order Supply (Category-B) | Average Annual Turnover (For Last 3 yrs) Min | Work Experience |
|--|--|-----------------|
| B-1. Supply of IT consumables items. | 50 lakh | 5 yrs |
| B-2.Supply of Office/Table stationeries | 30 lakh | 3 yrs |
| B-3.Supply of Fire Extinguishers/fire alarm system/ Smoke Detectors | 10 lakh | 7 yrs |
| B-4.EPBX/Telephone/Network & Telephone cabling | 50 lakh | 7 yrs |
| B-5.Note counting machine, Fake Note detecting Machine | 40 lakh | 5 yrs |
| B-6.Supply of AC/Water cooler/Water Purifier | 30 lakh | 5 yrs |
| B-7.Office Furniture | 1 CR | 7 yrs |
| B-8.Supply & Installation of CCTV Camera | 75 lakh | 7 yrs |
| B-9.Supply of UPS and Batteries | 50 lakh | 7 yrs |
| B-10.Household Articles/Kitchenware/Plastic Home ware Products/Ceramic items/utensils/crockery items/festival related products | 10 lakh | 3 yrs |
| | | |
| | | |

Categories under Services and Maintenance

| Name of the service (Category-C) | Average Annual Turnover (For Last 3 yrs) | Work experience |
|---|---|-----------------|
| C-1.Courier services | 10 lakh | 3 Yrs |
| C-2.Housekeeping Service | 3 cr | 7 Yrs |
| C-3.Security Service | 3 cr | 7 Yrs |
| C-4.Repair & maintenance of fire extinguishers/Fire Alarm system | 10 lakh | 4 Yrs |
| C-5.Repair & maintenance of AC/Water cooler/Water Purifier | 10 lakh | 4 Yrs |
| C-6.Repair & maintenance of EPBX/Telephone/Network & Telephone cabling | 10 lakh | 4 Yrs |
| C-7.Repair & maintenance of Note counting machine/Fake Note detecting Machine | 10 lakh | 4 Yrs |
| C-8.Repair & maintenance of CCTV camera | 10 lakh | 4 Yrs |
| C-9.Pest Control Treatment/ Sanitization work of offices | 05 lakh | 3 Yrs |
| C-10.Water Tank cleaning | NA | NA |
| C-11.Tours and Travels for ticket booking (Air & Train) (Vendors office must be in Delhi) | 10 lakh | 3 Yrs |
| C-12.Photocopy service provider(In Connaught Place New Delhi) | NA | NA |
| C-13.Generator set Service Provider | 50 lakh | 7 Yrs |
| C-14. Name plate/Stamps/Vinyl Boards | NA | NA |
| C-15. Civil Work/Carpenter/Plumber-Repair & Maintenance | 50 lakh | 5 Yrs |
| C-16. Electrical Equipment Repairs/ Maintenance | 50 lakh | 5 yrs |
| C-17.Advertisement agency | 20 Lakh | 3 Yrs |
| C-18.Decorative plants | 5 lakh | 3 yrs |
| C-19 Catering Services | 05 lakh | 3 yrs |
| C-20. Professional Services-Taxation, Statutory compliances | 10 lakh | 3 yrs |
| C-21. Repair & maintenance of Chairs (Dry cleaning of Chairs / Sofas, Hydraulic, seat cover change, Wheel, Handle etc.) | 05 lakh | 3 yrs |

Conditions for empanelment as a Printer:

- 1) The printer should be in profession of printing for at least 5 years. (Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be as per Annex-A in each of the last three financial years. FY 2021-22, 2022-23, & 2023-24 if 2023-24 not finalised then previous 3 yrs . (i.e. from 2020-21_ (Attach Revenue Account & Balance Sheet Audited for 3 years duly certified by C.A.)
- 3) The printer should be on the approved panel of at least 3 reputed firms out of which at least one should be Public Sector or Government undertaking.
- 4) The printer should have at least one Single Colour and one 4- Colour Offset machine, in-house stitching and binding unit and screen printing unit.
- 5) The printer should have at least 500 sq feet area of operation for printing, binding etc. activities and sufficient storage space at one place only.
- 6) The printer should have registration with state and local authorities for undertaking the profession. (copies of state registration & Local authority license to be enclosed)

QUESTIONNAIRE FOR ENPANELMENT AS PRINTER

PART I : GENERAL INFORMATION

| | | |
|----|--|--|
| 1 | Name of the press (In block letters) | |
| 2 | Date of Establishment / Incorporation | |
| 3 | Address and Telephone No | |
| 4 | Address of Office (If Separate) and Telephone No | |
| 5 | Status: Whether Partnership/ Private Limited Company / Public Limited Company | |
| 6 | Names of the Partners / Directors | |
| 7 | Name of chief Executive with His present address and Telephone No | |
| 8 | Name of Representative (s) Indicating Designation who would be Calling on us and attending to our jobs | |
| 9 | Name of Bankers with addresses and telephone numbers | |
| 10 | Whether registered under GST Authorities: YES / NO (If yes, submit Xerox copy of Certificate of Registration) Mention GSTIN No | |
| 11 | Whether registered as MSME Unit: YES / NO (If yes, submit Xerox copy of Certificate of Registration) | |

| | | |
|----|---|--|
| 12 | Is the press registered under the Factories Act/Shop & Establishment Act? If so, state – (a) License No (b) Date of last renewal of license (Copy to be enclosed) (c) PAN No (d) ESIS No, if any (e) EPF Registration no, if any | |
| 13 | State the latest Income Tax assessed year and the amount of tax assessed (copies of last 3 years IT Returns, Balance sheet & Revenue A/c to be enclosed duly certified by C.A. FY- 2021-22 2022-23 2023-24 if 2023-24 not finalized then previous 3 yrs | |
| 14 | Are you agreeable to make deliveries to Corporations office within or outside Delhi when so directed? | |
| 15 | Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts | |
| 16 | Area occupied by the press Total no of employees: Permanent: ----- Temporary: ----- Skilled: ----- Unskilled: ----- | |
| 17 | Number of shifts you work normally | |
| | Timing of shifts | |
| | Weekly Holidays | |
| 18 | Names of the offices of LIC whose printing work you may have done during the last 3 years. Mention only those offices for whom you have done sizable jobs or have done constant work (Details of job done to be given) | |
| 19 | Name, Address and Telephone No of some of your most valued clients | |
| 20 | Approximate value of your output per year | |
| 21 | Do you carry stocks of papers and any other material? | |

| | | |
|----|---|--|
| | If so what stocks do you generally hold ? | |
| 22 | State the nature of printing jobs undertaken by you (Full details to be given) | |
| 23 | Do you undertake manufacture of a) Envelopes b) Office Files c) Stickers | |
| 24 | Mention any other specialties of your Establishment | |
| | | |

Please mention specific items out of category 'A' for which printing is undertaken by your firm.

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 on to the form.

PART II: TECHNICAL INFORMATION

1) Particulars of composing facilities

a) D.T.P. Systems

| Make | Packages | Languages | Other Features if any |
|------|----------|-----------|-----------------------|
| | | | |
| | | | |

b) Other composing facilities such as hand composing

2) Particulars of scanning machines being used.

3) Printing Machines

a) Offset Machine

| Make | Packages | Languages | Other Features if any |
|------|----------|-----------|-----------------------|
| | | | |
| | | | |

b) Letter press Machines

| Make | Packages | Languages | Other Features if any |
|------|----------|-----------|-----------------------|
| | | | |
| | | | |

c) Screen Printing Facility

d) Pre-printed continuous stationery machine

| Make | Packages | Languages | Other Features if any |
|------|----------|-----------|-----------------------|
| | | | |
| | | | |

4) Particulars of Positives and Plate making facility

5) Binding and Finishing

a) Cutting Machines

| Make | Packages | Languages | Other Features 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 detailed particulars of any other agreements you may have entered into which are subsisting and are likely have a bearing on the jobs, which may be entrusted to you.

I/WE _____ request Life Insurance Corporation of India, Delhi Divisional Office-1 , to consider inclusion of my/our name in the list of their approved printers / vendors.

Dated at _____ this _____ day of _____ 2024

Signature with seal

Name

Designation

Note: 1.The Corporation reserves the right to cancel the name of the Printer / Vendors from its approved lists at its absolute discretion without assigning any reason.
2. : 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.

Check List of documents to be submitted –

- 1) Copy of PAN NO/GST NO /TAN No
- 2) Last three years audited balance sheet and P&L Account (FY 2021-22,2022-23 & 2023-24, if 2023-24 not finalized then previous 3 yrs)
- 3) Copy of Registration certificate
- 4) Client List (Enclose work order of leading companies)
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company.
- 6) Copy of Election Card/ Latest Telephone Bill/ latest electricity bill.
- 7) Copy of Aadhar Card

Delhi Divisional Office-1, New Delhi

Application for empanelment of other Firms/Supplier/Service Provider (Other than Printers)

| Sl No Of Category | Name of the Category |
|-------------------|----------------------|
| | |
| | |

(Separate Application is to be filled-up for each category)

CONDITIONS FOR EMPANELMENT

- The firm/supplier/Service Provider should be in profession for **(Refer Annx-A)**. (Copy of registration certificate must be enclosed)
- Annual Turnover of the firm/supplier/Service Provider as per **Annx-A** (Attach Balance Sheet and Revenue account for last three years, duly certified by C.A.)
- The firm/supplier/ Service Provider should be on the approved panel of at least 3 reputed firms from out of which at least one should be Public Sector or Government undertaking.
- The firms/supplier/Service Provider should have registration in state and local authorities (Copies of proof to be enclosed).

APPLICATION FOR Firm/Supplier/Service Provider (other than printers)

PART I: GENERAL INFORMATION

| Sl No | Information Sought | Information provided |
|-------|--|----------------------|
| 1 | Name of the Firm(in Block letters) | |
| 2 | Date of Establishment/Incorporation | |
| 3 | Correspondence address & Telephone No | |
| 4 | Address Of head Office(if Separate) and telephone No | |
| 5 | Status: Proprietary/Partnership/Private Limited company/ Public Limited Company/Names of the Partners/Directors | |
| 6 | Names of the Partners/Directors | |
| 7 | Name of Chief Executive with his present addresses and Telephone Nos | |

| | | |
|----|---|--|
| 8 | Name of Representative(s) with Designation who would be calling on us and attending to our jobs | |
| 9 | Name of bankers with Addresses and Telephone nos | |
| 10 | Is the Firm registered under the Factory Act/Shop & Establishment Act? If so state <ul style="list-style-type: none"> • License no • Date of last renewal of license (copy of license to be enclosed) • Pan No • ESIS No if any • EPF Registration no if any | |
| 11 | State the latest Income Tax Assessed year and the amount of tax assessed (copies of last 3 yrs, IT Returns, balance sheets & Revenue A/C to be enclosed, duly certified by C.A. | |
| 12 | Turn over for last 3 years FY- 2021-22 FY- 2022-23 FY- 2023-24 if 2023-24 not finalized then previous 3 yrs | |
| 13 | Are you agreeable to make deliveries to corporation's offices within or outside Delhi when so directed? | |
| 14 | Are you agreeable to abide strictly by the Terms and Conditions of the Tender and Contracts? (copy annexed) | |
| 15 | If your Firm is empanelled with any of office of LIC of India or any other PSU (Central) ,please give name and address | |
| 16 | Name, Telephone Nos. of some of your most valued clients (Separate list may be attached) | |
| 17 | Approximate value of your output per year | |
| 18 | Mention any other specialties of your Establishment | |

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.

We _____ request Life Insurance Corporation of India, Delhi Divisional Office-1, New Delhi to consider inclusion of my/our name in the list of their approved firms/suppliers/Service Providers. 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

Check List of documents to be submitted –

- 1) Copy of PAN NO & GSTIN No
- 2) Last three years audited balance sheet and P&L Account (FY 2021-22,2022-23 & 2023-24, if 2023-24 not finalized then previous 3 yrs)
- 3) Copy of Registration certificate
- 4) Client List (Enclose work order of leading companies)
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company
- 6) Copy of certificate issued by Railway/IRCTC/Airlines (for Travel Agents) copy of AITA accreditation
- 7) Copy of election card/telephone bill/electricity bill
- 8) Residence proof, Photo identity (for Carpenters)
- 9) Authorization Certificate issued by OEM for products for which empanelled being applied for, if applicable.
- 10) Registrations & Certificates mandated as per Govt of India for running particular service/business example labour laws, PSARA Act, Shops & Establishment act , Factory Act etc.
- 11) Copy of Aadhar Card

(SEE TERMS AND CONDITIONS IN BELOW ATTACHMENTS)

Conditions for empanelment of firms dealing in 1) Table and Office Stationery

2) IT consumables such as Cartridges, Ribbons, Printer Heads, Ink Bottles ,

3) AMC of various machines

4) Supply of various other products

- 1) The firm should be in profession for (Refer Annx-A) .(Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be as per Annx-A) (Attach CA certified Revenue Account & Balance Sheet for 3 years).
- 3) The firms should be on the approved panel of at least 3 reputed Firms out of which at least one should be public Sector or Government undertaking.
- 4) The firms should have at least 350 Sq. Feet area of operation & sufficient storage space at one place only.
- 5) The firms should have registration with state & local authorities for undertaking the profession(Copies of state registration & Local authority License, GSTIN NO /TAN No, to be enclosed)
- 6) Vendors/Firms should keep sufficient stock in hand, so as to comply with requirements without delay,
- 7) Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed.)

Conditions for Empanelment of firms dealing in Pest Control Treatment

- 1) The firm should have been established at least 3 yrs. (Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be at least Rs. 05 lacs. (Attach Revenue account & Balance Sheet for 3 years duly certified by CA).
- 3) The firms should be on the approved panel of at least 3 reputed Firms out of which at least one should be public Sector or Government undertaking.
- 4) The firms should have at least 350 Sq. Feet area of operation & sufficient storage space at one place only.
- 5) The firms should have registration with state & local authorities for Undertaking the profession (Copies of state registration & Local authority License, GSTIN NO /TAN No, to be enclosed)
- 6) The rate should be per sq.ft. & should be uniform for all locations in Delhi
- 7) Pest control should be carried out by spraying Chemicals/Gel treatment for cockroaches/ treatment for termite, bed-bugs, rodents etc.
- 8) Four qly services in a year should be provided for pest control apart from that "on Demand" service is also to be done whenever required & regular service for sanitization.
- 9) The chemicals used should be non-toxic, non-hazardous & odorless/harmless ordinarily to human beings.
- 10) During the contract period if it is required, additional treatment free of cost over & above the regular treatment should be done
- 11) After completion of the treatment the rodents & insects if found dead shall be removed by the contractors.
- 12) The contractors are required to visit the premises & acquaint themselves fully about the area for which the works are to be carried out.
- 13) The contractor shall specify all the chemicals used for disinfestations in cockroaches, white ants, insects, bed-bugs, rodents etc & all other types of pest including the proportion that shall be used.

TERMS AND CONDITIONS FOR HOUSEKEEPING SERVICES

1. The agency should undertake to provide House Keeping services in the Delhi Divisional Office and its branches at New Delhi through its own employees/personnel.
2. The agency undertakes to provide House Keeping services through its own employees/personnel at its own costs, expense and work and the Corporation shall not make any payment whatsoever by way of emoluments to such personnel.
3. The entire responsibility for providing House Keeping Service through its own employees/personnel shall be of the agency and the Corporation will not be liable to pay anything to such employees/personnel, except as provided.
4. For providing House Keeping Service in Delhi, the agency shall be paid House Keeping Charges at the rate quoted as per tender. Over and above Service Taxes will be paid as per the prevailing rates.
5. The agency will decide the number of employees to be engaged for execution of House Keeping work on the basis of area.
6. The Corporation shall pay the House Keeping charges to the Agency by 10th of every month subject to production of bills and other statutory documents.
7. The agency shall carry out all work relating to Housekeeping during working hours daily on all working days except on weekly and declared holidays.

8. The Corporation shall make suitable arrangement for providing sitting place, water, light etc for the employees of the Agency.
9. The Agency shall ensure that all its employees deployed at the Delhi Divisional Office-1 at New Delhi shall be efficient, skilled and honest. The Agency shall provide Uniforms to its employees and also ensure their neatness and cleanliness. The employees shall also be provided with Identity cards by the Agency.
10. It is clearly understood and agreed that by this Deed / Agreement no relationship of Employer or Employee is created between the Corporation and the employees of the Agency to pay wages to its employees/personnel and to ensure compliance of all the Labour Laws applicable.
11. The Corporation will have privities of contract only with the Agency and will give instructions to it only and will have nothing to do or concerned with the conditions of employment of the person /employees engaged and deployed by the Agency for discharging contractual obligations.
12. The Corporation will not be entailed to retain any control, supervision or the manner of discharge, dismissal or retrenchment of the employees engaged and deployed by the Agency for doing House Keeping Work.
13. The Corporation will not have any connection with the employees of the Agency and neither any of its officials will supervise or dictate the manner of execution of the work to them.
14. The Agency shall be strictly liable/responsible for complying all statutory obligations such as Provident Fund, E.S.I, Gratuity etc. for its employees deployed on the premises of the Corporation.
15. You shall comply with different Laws and Regulations including Private Security Regulation Act-2005, Contract Labour Regulation & Abolition Act -1970, Minimum Wages Act, Equal Remuneration Act, Income Tax Act, Service Tax Act and any other Laws and Regulations frame by State/Central Government in future.
16. In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on the Corporation with regard to employees of the agency, the Agency undertakes to indemnify and to make good the loss to full extent to the Corporation, failing which the Corporation shall be within its right to take appropriate action in law for recovery of the said amount. It is particularly agreed that the Corporation shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of the Agency. The Agency shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstance the Corporation is made liable to pay any such compensation, the Agency will indemnify /reimburse the Corporation to full such extent.
17. The Agency shall produce forthwith documents in proof of statutory compliances and payment of appropriate wages to the deployed personnel on being whenever demanded by the Corporation or otherwise the Corporation may on this account be entitled to terminate this agreement without giving any notice.
18. The Agency shall provide the names, local and permanent addresses of the personnel deployed to the Corporation for security reasons.
19. If an employee of the Agency is not efficient, diligent, honest, sincere or otherwise and if a complaint is made by the Corporation in this regard to the Agency, the Agency shall immediately change such employee.
20. If the employee(s) of the Agency is /are directly or indirectly involved in any incident resulting in loss of property and/or money to the Corporation, the Agency shall indemnify to full extent all such loses occurred to the Corporation. In addition, the Corporation shall also have the right to take appropriate legal action against the personnel involved and also against the Agency.
21. The Agency will be free to work anywhere else or to undertake any other contract but it will remain responsible to the Corporation for the due and efficient execution of the job and related obligations entrusted to it by this agreement.

22. The Agency and its employees will have no right or lien whatsoever upon the premises belonging to the Corporation and the Agency and its employees will move out of the premises at the instance of the Corporation.
23. The Corporation will not in any manner be responsible for any act, omission or commission of the employees of the Agency and no claim in this respect will lie against the Corporation. If any such claim is made against the corporation by any employee or his heirs engaged and deployed by the Agency, which the Corporation is obliged to discharge by virtue of any statute or any provision of Law and Rules due to mere fact of the employee of the Agency at the premises of the Corporation or otherwise, the Agency will be liable to indemnify / reimburse the Corporation all the money paid in addition to the expenses incurred.
24. The employees of the Agency shall be liable for search at entrance and exit.
25. The duration of this empanelment is for a period of 3 financial years including current financial year from the date these covenants.(2025-2028)
26. The contract may be terminated even before the stipulated period by either party by giving the other one month's notice in writing.
27. In the event of non- compliance or breach of any terms of the contract or unsatisfactory or inefficient working, the Corporation will be at liberty to revoke the contract by a week's notice in writing. It shall additionally be entitled to remove/ blacklist the Agency from the list of empanelled Agencies.
28. It is mutually agreed that any dispute arising out of this Agreement shall be Referred for 'Arbitration' to the Senior Divisional Manager, LIC of India , Delhi Divisional Office-1, New Delhi and his decision shall be binding on the parties. The Agency shall not raise any question of competence of the Senior Divisional Manager to act as sole Arbitrator. The proceedings shall be carried out as per the provisions of the Arbitration and Conciliation Act, 1996.
29. Courts in Delhi alone will have exclusive jurisdiction in all matter connected with or arising out of this Agreement.
30. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation.
31. The necessary documents viz: Registration for execution of the work in Delhi, Registration under Shop & Establishment Act, if applicable, with labour commissioner, Registration as MSME, etc are required to be submitted along with the application.

GENERAL TERMS AND CONDITIONS FOR SECURITY SERVICES.

1. The security guard shall be employed for 8 hours a day and the exact working hours shall be intimated to you by the Competent Authority at the time of execution of work.
2. That engagement of the security guard under the provision of this agreement shall not entitle him to seek employment from the Corporation nor shall his disengagement be treated as “Retrenchment” or “Termination” from services of the Corporation. Security guards shall be treated as members of the establishment of the security provider (Security Agency) only.
3. You shall comply with different Laws and Regulations including Private Security Regulation Act-2005, Contract Labour Regulation & Abolition Act -1970, Minimum Wages Act, Equal Remuneration Act, Income Tax Act, Service Tax Act and any other Laws and Regulations frame by State/Central Government in future.
4. That it has been mutually agreed between the Corporation and Security Agency that any dispute arising out of this agreement shall be referred for “Arbitration” to the Sr Divisional Manager, LIC of India, Delhi Divisional Office -1, New Delhi of the Corporation and his decision shall be binding on the Security Agencies. The Security Agency shall not raise any question of competence of the Sr Divisional Manager to act as sole arbitrator.
5. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Delhi and shall be under adjudication of a Court in Delhi only.
6. The Corporation reserves the right to cancel the contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination of contract but in case of breach of the terms of the of contract may be terminated forthwith and any loss incurred by the Corporation, the Security agency shall be liable to make good the extra charge the Corporation may have to incur to get job done by other Security agency.
7. The Corporation reserves the right to Remove/Blacklist any agency 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.
8. The letter of undertaking which is given in separate annexure forms part of Terms and Conditions.
9. The Corporation shall in no way be held responsible for any bodily injuries sustained / death of any security guard while in duty. The security agency shall alone be liable to pay all statutory compensations which may be awarded or payable to a security guard or his dependents due to any premature disability or death while in performing his duties.
10. That the security agency shall renew his License from time to time under various labour laws and shall be liable to pay all fees in relation thereto.
11. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation.

Special Terms & Conditions for Security Services

1. The Security Agency undertakes to provide full security service arrangements for 8 hourly duties for guarding the Delhi Divisional Office-1 at New Delhi & branches under Delhi Divisional Office -1 New Delhi through its own guards and personnel.
2. The Security Agency undertakes to provide security service arrangements through its own personnel at its own cost, expense and work and the Corporation shall not make any payment whatsoever by way of emoluments to such personnel.
3. The entire responsibility for taking security measures through its own personnel shall be of the Security Agency and the Corporation will not be liable to pay anything for such security/guards/ personnel, except as provided.
4. For providing Security Service arrangements for guarding the Delhi Divisional Office-1 /Branches under Delhi Divisional Office-1 the Security Agency shall provide the personnel's for 8 hours
5. It is however expressly agreed that during the subsistence of this agreement, if the rate of minimum wages payable to the personnel deployed by the Security Agency increases and if the increase extends beyond the above agreed rate, then the Corporation shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly.
6. The Corporation shall pay the consideration amount to the Security Agency by the 10th of every month subject to raising of necessary bills and production of documentary evidences as required.
7. The consideration amount payable to the Security Agency may vary depending upon the number of personnels deployed during a month, the increase or decrease of which shall depend upon the written requirement of the Corporation.
8. The Security Agency shall provide continuous security measures for 8 hours duty daily excepting weekly off days. However, at times the Security personnel may be required to render duty for extra hours in the event of certain exigency for which proportionate extra payment shall be made to the Security Agency.
9. The Corporation shall make suitable arrangement for providing sitting place, water, light etc. for the personnels deployed by the Security Agency.
10. The Security Agency shall ensure that all personnels deployed by it at Delhi Divisional Office-1 and Branches of the Corporation shall be efficient, skilled and honest. The Security Agency shall provide Uniforms to its personnels and also ensure their neatness and cleanliness. The Personnel shall also be provided with Identity Card by the Security Agency.
11. It is clearly understood and agreed that by this Deed / Agreement no relationship of Employer or Employee is created between the Corporation and the employees /personnels engaged and deployed by the Security Agency. It will be the responsibility of the Security Agency to pay wages to its personnels and to ensure compliance of all the Labour Laws applicable.
12. The Corporation will have privities of contract only with the Security Agency and will give instructions to it only and will have nothing to do or concerned with the conditions of employment of the personnels / employees and deployed by the Security Agency..
13. The Corporation will not be entitled to retain any control, supervision or the manner of the discharge, dismissal or retrenchment of the personnels engaged and deployed by the Security Agency.
14. The Corporation will not have any connection with the personnels engaged and deployed by the Security Agency and neither any of its officials will supervise or dictate the manner of execution of the work to the personnels.
15. The Security Agency shall be strictly liable / responsible for complying all statutory obligations such as Provident Fund, E.S.I., Gratuity etc. for its personnels deployed on the premises of the Corporation.

16. In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on the Corporation with regard to personnels engaged and deployed by the Security Agency, the Security Agency undertakes to indemnify and to make good the loss to the full extent to the Corporation failing which the Corporation shall be within its right to take appropriate action in law for recovery of the said amount. It is particularly agreed that the Corporation shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of the Agency. The Agency shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstance the Corporation is made liable to pay any such compensation, the Agency will indemnify / reimburse the Corporation to full such extent.
17. The Security Agency shall produce forthwith documents in proof of statutory compliances and payment of appropriate wages to the deployed personnels on being whenever demanded by the Corporation or otherwise the Corporation may on this account be entitled to terminate this agreement without giving any notice.
18. The Security Agency shall provide the names, local and permanent addresses of the personnels deployed to the Corporation.
19. The Security Agency undertakes to change the personnel on regular basis with the prior knowledge and information given to the Corporation and also the change of the personnels shall be made at the directive of the Corporation, if the personnels deployed in the opinion of the Corporation are not efficient, diligent, honest, sincere or otherwise.
20. The armed Security personnel must have his personal arm with proper license renewed up to date and under no circumstance the arms of another person should be allowed to be used by the deployed personnel. The Security Agency undertakes to ensure compliance of this clause strictly.
21. If the deployed personnel (s) is / are directly or indirectly involved in any incident resulting in loss of property and / or money to the Corporation, the Security Agency shall indemnify to full extent all such losses occurred to the Corporation. In addition, the Corporation shall also have the right to take appropriate legal action against the personnels involved and also against the Security Agency.
22. If in any manner any loss or harm is caused to the property and / or to the employees of the Corporation during the duty hours of the deployed personnels belonging to the Security Agency, the Security Agency shall fully indemnify by making good loss occurred to the Corporation. In addition the Corporation shall also have the right to take appropriate legal action against the personnels and also against the Security Agency.
23. The Security Agency will be free to work anywhere else or to undertake any other contract but it will remain responsible to the Corporation for the due and efficient execution of the job and related obligations entrusted to it by this agreement.
24. The Security Agency and the personnels deployed by it will have no right or lien whatsoever upon the premises, belonging to the Corporation and the Security Agency and its personnel's will move out of the premises at the instance of the Corporation.
25. The Corporation will not in any manner be responsible for any act, omission or commission of the personnels engaged and deployed by the Security Agency and no claim in this respect will lie against the Corporation. If any such claim is made against the Corporation by any personnel or his heirs engaged and deployed by the Security Agency, which the Corporation is obliged to discharge by virtue of any statute or any provision of Law and Rules due to mere fact of the personnels of the Security Agency working at the premises of the Corporation or otherwise, the Security Agency will be liable to indemnify / reimburse the Corporation all the money paid in addition to the expenses incurred.
26. The duration of this contract is for a period of one year from the date these covenants.

27. The contract may be determined even before the stipulated period by either party by giving the other one month's notice in writing
28. In the event of non- compliance or breach of any terms of the contract or unsatisfactory or inefficient working, the Corporation will be at liberty to revoke the contract by a week's notice in writing. It shall additionally be entitled to remove/ blacklist the Security Agency from the list of empanelled Agencies.
29. It is mutually agreed that any dispute arising out of this Agreement shall be Referred for ' Arbitration' to the Sr Divisional Manager, LIC of India, Delhi Divisional Office-1, Jeevan Prakash 25 KG Marg New Delhi and his decision shall be binding on the parties. The Security Agency shall not raise any question of competence of the Sr Divisional Manager to act as sole Arbitrator. The proceedings shall be carried out as per the provisions of the Arbitration and Conciliation Act, 1996.
30. Courts in Delhi alone will have exclusive jurisdiction in all matter connected with or arising out of this Agreement.
31. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation

SPECIAL TERMS & CONDITION FOR THE COURIER SERVICE PROVIDERS.

1. The Courier Service must have wide network in Delhi and Delhi NCR.
2. Normally consignments to branches in Delhi and Delhi NCR areas are to be delivered within 24 hours,. If the consignments are not delivered in time (except on occasions like imposition of curfew or due to occurrence of unnatural calamities like floods, etc) or damaged in transit, a penalty shall be imposed on the courier at specified rate. The third party charges and construction charges of the consignment, if any shall also be recovered from the courier's monthly bill.
3. In case of loss of documents, the agency should lodge FIR, claim insurance compensation and fulfill every formality as deemed necessary in recovering the documents and making good the loss suffered by the Corporation.
4. The Courier should have registration with the State/ Central Authorities for the following
 - (a) Undertaking the Profession
 - (b) Service Tax/ GST
5. The courier agency should have a functional website for tracking documents
6. Regular submission of Proof of Delivery (POD) which should invariably bear seal of the Consignee and date of delivery. Payment should not be made in respect of consignments for which POD are not submitted.
7. SPECIFY THE TIME which the Office Deems fit to enable the courier to send their pick up personnel for collecting the consignments. The pick-up personnel should be provided with proper letter of authority/ identity card by the courier company.
8. In case the services of the courier are not found satisfactory, the contract may be terminated before the expiry of the contract.
9. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation.

General Terms & Conditions for Supply of Materials/Service Providers

1. If the Tender value exceeds Rs.1,00,000/-, Earnest Money Deposit @ 2% of the approximate Tender value is to be deposited by DD/Banker's cheque payable at New Delhi which is refundable without interest. And Performance Security deposit for contract more than 100,000 @ 5% shall have to be deposited by the vendor.
2. All paper samples must accompany the tender as per requirement bearing clearly the specifications (make, quality, size and weight), without which the tender will not be considered.
3. 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. All deliveries must be made either at our office, or as per our instructions, FREE OF CHARGE.
4. If after the supply is delivered, it is discovered that the materials supplied are not according to the specification accepted, SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST and they will have to supply materials exactly according to the specifications and in the event of non-compliance with the condition the Corporation will be at liberty to take such action as it deems fit.
5. In case of failure of the Supplier /Vendor/printers /Service Providers to deliver the goods on or before the date specified, the Corporation will be at liberty to purchase the same from any other Supplier / Vendor /
6. Printers /Service Providers, at default, shall make good any loss or damage that the Corporation may suffer thereby or shall pay to the Corporation liquidated damages as provided under Clause No.8 provided hereunder besides removal from the panel of Supplier / Vendor / printers /Service Providers.
7. NO ALTERATIONS IN QUANTITY OR QUALITY of the items indented or in the period of execution and no enhancement in the rate of articles shall be accepted unless previously ratified by the Corporation in writing.
8. If it is found that the supplier/vendor/printer is incompetent to complete the job even after submission of two consecutive proofs or is unable to carry out the instructions as given, the order may be withdrawn by the Corporation without the Corporation being liable for payment of any damages or compensation. In such an event, the supplier/vendor/printer shall be liable to make good the extra charge the Corporation may have to incur to get job done by other Supplier / Vendor / printers /Service Providers as per clause No.9 below.
9. Any tender not in compliance with these terms and conditions will be liable for rejection. If the supplier/vendor/printer fails to comply with the provisions of clause regarding delivery on or before the date mentioned or within such extended time as may be granted by the Corporation or in case it fails to comply with the provisions of OTHER CLAUSES, they shall pay to the Corporation a sum of money equivalent to .5% of amount of order for each day's delay/loss which shall not in any case exceed 1/10th of amount of the order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the other for breach of stipulations contained in the said Clauses and not as penalty, and the Corporation shall be at liberty to deduct such sums from any moneys due to the supplier/vendor/printer/service providers under these circumstances or may otherwise recover the same separately.
10. That it has been mutually agreed between the Corporation and the supplier/vendor/printer that any dispute arising out of this acceptance shall be Referred to for "Arbitration" to the Sr Divisional Manager, LIC of India, Jeevan Prakash 25 KG Marg Delhi Divisional office-1 New Delhi of the Corporation and his decision shall be binding on the supplier/vendor/printer.
11. The Supplier / Vendor / printers /Service Providers shall not raise any question of competence of the Sr Divisional Manager to act as sole arbitrator.

12. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Delhi and shall be under adjudication a court in Delhi.
13. In case of the rates are accepted as Annual Rate Contract, the Annual Rate Contract shall remain valid for a period of one year from the date of Acceptance.
14. 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 contract/annual rate contract but in case of breach of the terms of the contract/ annual, rate contract may be terminated forthwith.
15. The corporation reserves the right to Remove/ Black list any supplier /vendor/printer from the list of empanel agencies for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the corporation.
16. The letter of undertaking to supply materials as per the tender specifications forms part of the tender and the same shall be submitted along with the rates quoted which is given in separate annexure and this forms part of Terms and Conditions.
17. No advance payment will be made for the order.
18. Apart from all the above conditions if a Firm does not participate in any five (05) Tenders the name of the Firm may be removed from our panel of enlisted agencies.
19. Integrity pact form will have to be submitted where value of goods supplied is more than five lakhs.
20. Duly constituted committee will visit & the premises of the vendor, if required.
21. Firms should have all the statutory permission as necessary and applicable by relevant laws/rules in this regard to carry out the activity/business it is engaged in.
22. Application received after the last date & time will not be considered and therefore deemed to be rejected.
23. The Tender may be extended for further one year upon mutual consent of both the parties on the same rates and terms & conditions.

All the above terms and conditions are not exhaustive it is subject to change according to Circumstances by the corporation.

UNDERTAKING

Ref: LIC Empanelment No _____ DATE

Declaration by Manufacturers /Suppliers /Authorized Dealers/Vendors/Printers/Service Providers/Contractors

1. I/ We have read the instructions 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 treated as invalid at the sole discretion of the Life Insurance Corporation of India and I / We will be solely responsible for the consequences.
2. 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.
3. I/We assure that my firm has not ever been Black listed / removed from panel by any of offices of LIC of India, Or attract for removal from panel at any subsequent date.
4. 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 Life Insurance Corporation of India.
5. All the information furnished by me/us here under are correct to the best of my / our knowledge and belief.

SIGNATURE

NAME & DESIGNATION:

SEAL OF THE FIRM/ COMPANY:

PLACE:

DATE:

