



Pune Divisional Office-II, S.No. 688 A+B2, 4<sup>th</sup> Floor, Mahaveer Park Bldg. Pune- Satara Road, Bibwewadi, Pune -37. 1

### Notice for Empanelment

Applications are invited from reputed Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers for Empanelment on our Approved List for 3 Financial Years from 2024-25 to 2026-27 with LIC of India, Pune DO-II located at S.NO. 688, A+B2, 4th Floor, Mahaveer Park Bldg., Satara Road, Bibwewadi, Pune – 411 037 as per following Sr.No., Name of Category and Minimum Turn over.

Sr.No	Name of Category/Service	Minimum Turn over (Amt.in lacs) required per Annum in any of the last 3 years out of last 5 years
1	Printing and Supply of blank/preprinted Computer Continuous Stationery .	Rs.25 Lacs
2	Supply of Computer Consumables, Computer Media, Printer Ribbons, Printer Head, Cartridges, Tonners etc.(Only Authorised dealers. Please note we may insist for MAF from OEM during tender process)	Rs.10 Lacs
3	Purchase and Supply of Table and Office Stationery such as Pens, Files, Punching machines, Calculators, Photo-copier papers, Plastic folders, Staplers and Stapler Pins, Paper Pins, U-Clips, Erasers etc.	Rs.03 Lacs
4	Printing and supply of various Offset Forms/Ledgers (Packets/pads), Registers, Visiting Cards, Publicity Brouchers, Booklets, Leaflets etc.	Rs.10 Lacs
5	Supply/Printing of Cloth/Kraft Envelopes/Ordinary Envelopes/Policy docketts, Policy wallets and Proposal/policy folders with fastener etc.	Rs.10 Lacs
6	Supply/Maintenance/Serviceing of Telecommunication Equipments such as EPABX Systems, Telephone Instruments, Routers, Network Cables & Switches, Modem etc.	Rs.5 Lacs
7	Supply of Courier Services for Local, Within Pune and Solapur District Branches, Mumbai. Hand delivery of local daily Post from Division Office to Branch Offies, Pune DO-I and Vis-a-Vis etc	Rs.05 Lacs
8	Transportation Services for transporting Goods/Stationery/Furniture items from Divisional Office/Stationery Godown to Local/Outstation Branches and vise a versa. Hamal Contractors for shifting of goods etc.	NOT REQUIRED
9	Supplier for Cleaning materials such as Phenyl, Detergent powder, Soap,Colin,Acid, Room Freshners, Dusters, Brushes, Scotch brite etc.	Rs.03 Lacs
10	IATA Agents for Air Ticket Booking, Travel Agent for booking of Railway Tickets, Hiring of Taxi Services	Rs.05 Lacs

	etc	
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11	Supply/AMC/Serviceing of Note Counting machines/Fake Note detector machines etc.	Rs.10 Lacs
12	Supply/Maintenance/Serviceing of Water Coolers, ROs', Water Purifiers etc.	Rs.10 Lacs
13	Hiring/Maintenance of Air Coolers	Rs.03 Lacs
14	Supply/Maintenance/Serviceing of Steel furniture and fixtures, Fire Proof and Water proof Safe, Steel Racks, Cupboards, Tables, Chairs etc.	Rs.15 Lacs
15	Supply and Services for House keeping, Supply of Man Power for office upkeep, office & guest house maintenance	Rs.50 Lacs
16	Carpentary work, Repairs & maintenance of Office furniture	NOT REQUIRED
17	Water Tank Cleaning (overhead & underground)	NOT REQUIRED
18	Supply/Maintenace/Serviceing of Fire Extinguishers etc.	Rs.05 Lacs
19	Providing Services for Pest Control and Rodent Treatment etc.	Rs.03 Lacs
20	Supply of I.Cards	NOT REQUIRED
21	Book Binding	NOT REQUIRED
22	Scrap dealers (Paper/metal like steel etc.) preferably with shredding machine for paper scrap	NOT REQUIRED
23	Waste paper/Garbage lifting	NOT REQUIRED
24	Advertising Agencies for the purpose publishing Advertisements in Newspaper	Rs.05 Lacs
25	CCTV surveillances system supply/installation/AMC	Rs.25 lacs
26	Name Plates/different sign board printing/office stamps (Rubber/Nylon)/Flex/Banners/sign Board	NOT REQUIRED
27	Air Conditioner supply & AMC	Rs.25 lacs
28	Supply of hired DG set & AMC	Rs.10 lacs
29	Supply of Inverter & AMC	Rs.08 lacs
30	Services regarding Electrical work (Supply of tube light,LED fan etc) and any type of Electrical work	Rs. 3 Lacs

9/5/2023

**General Terms and Conditions for Empanelment of Vendors/Suppliers/Printers/Service Providers:**

1. Application is to be submitted alongwith a non-refundable application Fees of Rs.250/- + Rs.45/- GST (Rs.Two Hundred and Ninety Five only) in Cash OR by Demand Draft favouring LIC Of India payable at Pune for each category of Empanelment separately. In case remittance by cash, please pay at our cash counter at Pune DO-II and attach original receipt.
2. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers should be in profession for preferably atleast 3 years. (Copy of Registration Certificate must be enclosed)
3. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers should be on the approved panel of atleast 2 reputed Firms/Company from Pune & Solapur out of which atleast one should be Public Sector or Government Undertaking.. (Copy of Empanelment to be enclosed)
4. If the applicant is on panel of any office of Corporation (LIC of India), must submit satisfactory Service/Experience Certificate from that office along with empanelment letter.
5. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers should have registration with State and local authorities for undertaking the profession, **where minimum turn over is required.** (Copies of proof to be enclosed for Shops & Establishment Act Lisence, GST Registration Certificate, PAN Card, MSME/NSIC or equivalent registration certificate etc.)
6. The firm/supplier should keep sufficient stock of raw material in hand so as to comply with urgent need without any delay.
7. Vendor should furnish the specific brand or make. (In case of authorized dealer copy of valid authorized dealership certificate must be enclosed).
8. Firms blacklisted/removed earlier either by any Office of the Corporation ( LIC of India)any Govt.Institution/body or by the Company itself in which the Vendor/Supplier deals in, need not apply. If applied, their application will not be considered.
9. The Minimum Annual Turn Over of the Vendors/Suppliers/Contractor/Printer/Manufacturer should not be less than as mentioned against each category in the Notice for Empanelment wherever required. (**Please attach copy of last 3 years turnover & balance sheet**).
10. The Empanelment would be done only on the favourable recommendation of the Committee constituted that may visit and inspect the premises, workshop etc.of the applicant.
11. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers should be GST Compliant **where minimum turnover is required.**
12. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers should have a valid PAN Card.issued by The Income Tax department. (**Kindly enclose a copy**)
13. **The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers who are on our Panel are also required to apply afresh for Empanelment, if interested.**

2/5/2015

14. After Empanelment if Vendor/Supplier/Contractor/Manufacturer/Printer/Service Provider is blacklisted by any of the Office of LIC of India, then its Empanelment would be cancelled.
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
16. referred to for "Arbitration" to the Sr.Divisional Manager, LIC Of India, Pune Division-II who shall act as "Arbitrator" and his decision shall be final and binding to all.
17. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers shall not raise any question on the Competence of the Sr.Divisional Manager to act as a sole "Arbitrator".
18. Any dispute arising out of OR relating to any Tender shall be deemed to have arisen in Pune and shall be under the jurisdiction in a Court in Pune City.
19. The Corporation reserves the right to remove/Black list any Vendor/Supplier/Printer/Service provider/manufacturer from the list of Empanelled Agencies for any deviation from the agreed Terms and Conditions OR if any activity is noticed which is detrimental to the interest of the Corporation.
20. After this empanelment process ,the successful bidder of any quotation has to pay security deposit in the nature of performance guarantee @10% of the approximate tender value if it exceeds 1 lakh in addition to tender fee and EMD should be 2% of estimated value of goods by DD favouring LIC of India payable at Pune. Security deposit will be refundable without interest after completion of the job to our satisfaction.
21. Limited Tenders may be called for purchases upto Rs.25 Lacs. Limited Tenders shall be invited only from amongst the Firms/Vendors on the empanelled approved list.
22. TDS shall be deducted as per prevailing Income Tax Rules.
23. No advance payment will be made against Orders placed.
24. If vendor/Firm does not participate in Two Tenders continuously, the name of the Firm/Vendor may be removed from Empanelment list at the discretion of the Competent Authority.
25. Applicants are required to affix the seal of the Company and signature of Authorised person on each page of the Empanelment documents including Annexures.
26. In case of a Company/Partnership Firm and/OR Proprietorship firm, please attach authority letter from all the Partners/Proprietors/Competent Company Official of the firm certifying the signature of the partner/Person who is authorised to sign the Empanelment documents and Annexures, if any, on behalf of the Firm/Company.
27. **Eligibility Criteria for availing benefits under 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/District Industries Centre as Manufacturing/Service Enterprise 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 upto the monetary limit for which the unit is registered.
28. For any query/enquiry/clarifications you may contact to Manager OS, Pune DO-II.
29. Sealed envelope with non refundable application fee of Rs.250/- + GST Rs45/- (Total Rs.295/-) should reach us on or before 18/10/2024 upto 04.00 pm.
30. NEFT/RTGS particulars to be submitted by the applicant for direct payment to Beneficiary account against the Bill/Invoice payment.

31. Please submit sealed envelopes superscribed as "APPLICATION FOR CATEGORY SR. NO. \_\_\_\_\_ NAME OF THE CATEGORY \_\_\_\_\_ with Name/Address/Mobile No of the vendor or before 18/10/2024 till 4.00 P.M.

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### THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1. In terms of provisions under 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, Registers, 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 under 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 Section 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

We agree with and accept all Terms and Conditions for the Empanelment, which will be a part of the application for Empanelment. It is understood that the stipulated Terms and Conditions are accepted in toto.

Signature  
Name and Seal of Authorised person

Seal and Signature of Vendor.