

## Empanelment of Vendors/Suppliers/Printers/Manufacturers/Service Providers

Applications are invited from reputed Vendors/Suppliers/Printers/Manufacturers/Service Providers for empanelment of following item categories for a period of three (03) years from 01.04.2025 to 31.03.2028

| Sl. No. | Item Categories  | Minimum Average turnover (in lac) during last three (03) financial year |
|---------|--|---|
| 1.      | Table & office stationery such as pens, files, photocopier paper, punching machines, staplers, dusters, towels etc.  | 5.00  |
| 2.      | Computer continuous stationery   | 10.00   |
| 3.      | (i) Computer consumables such as ink cartridges, CDs, pen drives etc.<br>(ii) Repair of printer heads, drums etc., refilling of toner cartridges, printer ribbons etc.   | 10.00   |
| 4.      | Offset/screen printers for printing stationery of forms/ ledgers, visiting cards etc. with or without paper  | 5.00  |
| 5.      | Manufacturer/supplier of cloth/Kraft/ordinary envelopes, policy docketts   | 3.00  |
| 6.      | Preparation of I cards   | 1.00  |
| 7.      | Supply/maintenance (AMC) / Servicing of Note Counting Machines, Fake-note detecting machines   | 5.00  |
| 8.      | Supply/maintenance/servicing of safety & firefighting equipment, fire alarm systems  | 5.00**  |
| 9.      | Hiring of DG Sets up to 40 KVA   | 5.00  |
| 10.     | Hiring of DG Sets from 40 KVA to 100 KVA   | 5.00  |
| 11.     | Hiring of DG Sets over 100 KVA   | 5.00  |
|         | (The firm should have valid trade license, PAN and experience of running of DG Sets of similar capacity in PSUs / Govt. organizations – copies must be enclosed) Empanelment will be done for each Category separately for Serial No 9, 10 and 11. |   |
| 12..    | Supply/maintenance/servicing of water coolers, refrigerators, Air conditioners/Electrical Equipments (Air Cooler , Heater, Gyser etc)  | 5.00**  |

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| Sl. No. | Item Categories  | Minimum average Turnover (in lac) during last three (03) financial year |
|---------|--|---|
| 13.     | Supply/Maintenance/Serviceing of Voltage Stabilizers/UPS/Inverters etc.                                    | 5.00**  |
| 14.     | Supply/maintenance/serviceing of purifiers, R.O. systems, dispensers, aqua guard etc.                      | 2.50  |
| 15.     | Supply of Wooden/Steel/Modular/Fiber furniture & fixture including Table & Chair.                          | 5.00  |
| 16.     | Maintenance/serviceing/Repair of Wooden/Steel/Modular/Fiber Furniture & Fixture including Table & Chair.   | 1.00  |
| 17.     | Security services  | 25.00   |
| 18.     | Office upkeep/maintenance services such as cleaning/mopping, providing helpers and housekeeping staff etc. | 25.00   |
| 19.     | Supply/maintenance/serviceing of CCTV  | 5.00  |
| 20.     | Supply/ maintenance/serviceing of desert / air coolers   | 2.00  |
| 21.     | Dealers for Scrap/obsolete items/ papers   | 1.00  |
| 22.     | Binder services  | NIL   |
| 23.     | Pest control services  | 2.00  |
| 24.     | Travel agents/Cabs/Taxis/Air Tickets/Train Tickets   | 5.00  |
| 25.     | Repair & Maintenance of Electrical installations   | 5.00**  |
| 26.     | Repair & Maintenance of Civil Works  | 5.00**  |
| 27.     | Supply & installation of 11 Selves iron Racks  | 5.00  |
| 28.     | SMF/Lead acid Battery  | 5.00**  |
| 29.     | Horticulture & maintenance of plant  | NIL   |
| 30.     | Canteen services   | 5.00  |
| 31.     | Supply /maintenance/serviceing of PBX/Intercom   | 5.00  |
| 32.     | Goods transportation Services  | 2.00  |
| 33.     | Newspaper Advertisement Agency for Publication of Notice/Tender  | 5.00  |
| 34.     | Name Plate/Office Stamp/Photo state/Photographer   | NIL   |

\*\* For Serial No. 8,25 & 26:-

- 1.Require Bank Solvency of minimum Rs 2 lac. OR Required Net Worth of minimum 0.50 lac
- 2.Three similar works each costing not less than 2 lacs OR Two similar works each costing not less than 2.50 lacs OR One similar works costing 4.00 lacs.

For Serial No. 12,13, & 28:-

1. Require Bank Solvency of minimum Rs 4 lac. OR Required Net Worth of minimum Rs 04 Lac.
2. Three similar works each costing not less than 4 lacs OR Two similar works each costing not less than 5 lacs OR One similar works costing 8.00 lacs.

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LIFE INSURANCE CORPORATION OF INDIA

The interested firms are required to submit Application Form on or before 5.30 PM on **09/12/2024**. Separate prescribed application forms (Annexure-‘A’) are required to be filled up for each item. All details including application form i.e. Annexure-‘A’ & terms and conditions may be downloaded from our website [www.licindia.in](http://www.licindia.in) (link “Tenders”) or can be obtained from E&OS Department of above mentioned office. The form will be available from **04/11/2024** to **06/12/2024** and the duly filled up form is to be submitted along with Rs. 500/- (Rs 500+GST @18%) for Each Category as processing fee either by cash, DD/Banker’s cheque in favour of LIC of India, and payable at Patna by 5.30 pm on **09/12/2024**. Application for Empanelment duly completed should be submitted to:-

“The Manager (E & OS), E&OS Department, LIC of India, Divisional Office-1, ‘Jeevan Prakash’ Building, Fraser Road, Patna – 800001 in a SEALED ENVELOPE super scribed as “Application for Empanelment of Vendors / Suppliers / Printers / Manufacturers / Service Providers, Item Category No. \_\_\_\_”. Firms/Suppliers who have been black listed/removed earlier by any office of the Corporation need not apply.

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

**Dated:-01/11/2024**

**Senior Divisional Manager**

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OS department, LIC Patna Divisional Office, ‘Jeevan Prakash’, Mazharul Haque Path, Patna 800 001  
Patna 800 001 -2223043; ; os.patna@licindia.com

**Conditions For Empanelment:**

- 1. The applicant firm / supplier should be in profession for at least 3 year as described in Application form.( Applicable where Profit &Loss A/C is required).Copy of proof must be enclosed.**
- 2. The firm should be on the approved panel of at least one (01) reputed firms OR Certificate of satisfactory completion of Work/Work Order / supply issued by at least one concerned Departments / Authority / Reputed firm must be attached as proof.**
- 3. The firm / supplier should have registration with state & local authorities for undertaking the profession. (Copy of proof must be enclosed) except Serial No-6,16,20,21,22,29,33 & 34.**
- 4. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.**
- 5. Firm willing to apply for computer consumables such as cartridge, ribbon, printer head must have manufacturer authorization for the same in the prescribed format and should not have been blacklisted by LIC/any govt. or semi govt. body /PSU/Banks.**
- 6. The firm/company should have a PAN of Income Tax Department and GST Registration. If GST is not applicable, then a declaration on a letter head regarding non-applicability of GST has to be submitted along with application form.**
- 7. All pages of application should be duly signed with seal.**

**Note: - Eligibility criteria for availing benefits under the Public Procurement Policy:**

Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012 “, It is necessary for the enterprise to be registered with the Director of Industries (DI)/District Industries Centre (DIC) as manufacturing/Service enterprises and having acknowledgement of Entrepreneurs memorandum (Part-II) Or are registered with National Small Industries Corporation (NSIC) under Single point vendor registration scheme.” The relevant copy of the Certificate must be enclosed.

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**APPLICATION FORM FOR EMPANELMENT OF FIRM**

Sl. No. of Category: \_\_\_\_\_

Name of Category : \_\_\_\_\_

(Separate application is to be filled up for each category)

| Sl. No. | Particulars   | Information Provided |
|---------|---|----------------------|
| 1.      | Name of the Firm (in Block letters)   |                      |
| 2.      | Address of Correspondence address and telephone nos. & email ID   |                      |
| 3.      | Date of Establishment / Incorporation   |                      |
| 4.      | Address of Head Office (if separate) and telephone nos.   |                      |
| 5.      | Status: Propriety / Partnership Limited Company/ Public Limited Company   |                      |
| 6.      | Names of the Partners / Directors   |                      |
| 7.      | Name of Chief Executive with present address 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 & telephone nos. with whom you maintain the bank A/c   |                      |
| 10.     | Is the Firm registered under the factories Act? If so, state,<br>(a) Labour license No. and validity under various section of labour laws<br>(b) EPF registration No.<br>(c) ESI No. (All copies to be enclosed)<br>(d) License No. (for electrical contractor)<br>(e) Date of renewal of license (copy enclosed)<br>(f) PAN No.<br>(g) GST No. |                      |
| 11.     | Whether holding certificate under shops & establishment act, if 'yes', duly renewed copy should be enclosed.  |                      |



Annexure- 'A' (Continue)

| Sl. No. | Particulars   | Information Provided |
|---------|---|----------------------|
| 12.     | State the latest Income Tax assessed year and the amount of tax assessed (copies of last 3 year, FY-2021-22, 2022-23 & 2023-24) I. Tax returns. Copy of Profit & Loss A/C also to be enclosed where average turn over of Rs 05 Lakh of last three FY is required. |                      |
| 13.     | Turnover for last 3 year<br>FY 2021-22<br>FY 2022-23<br>FY 2023-24  |                      |
| 14.     | Are you agreeable to make deliveries to Corporations offices under Patna Division 1   |                      |
| 15.     | Are you agreeable to abide strictly by the terms and conditions of the tenders and contracts  |                      |
| 16.     | If your firm is empanelled with any of office of LIC or any other PSU (Central), please give name, address & since when you are empanelled with them (Copy to be enclosed).   |                      |
| 17.     | Names, addresses and telephone nos. of some of your most valued clients with recent work orders (separate list may be attached)   |                      |
| 18.     | Approximate value of your output per year   |                      |
| 19.     | Any other information / extra ordinary performance of your establishment, you want to provide   |                      |

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 no. and attach it to the form.

I / We \_\_\_\_\_ request Life Insurance Corporation of India, Patna Divisional Office 1, Patna to consider / include of my / our name in the list of their approved firms/suppliers. We agree to give full satisfaction to the Corporation in the event of their doing so.

Signature

Name:

Designation:

Seal of the Firm / Company

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

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



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## Annexure- 'A' (Continue)

### DECLARATION:

1. I / We have read the instructions appended to the Annexure 'A' and I / We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me / us can be treated as invalid at the sole discretion of the Corporation and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of the Corporation in selection of Vendors / Suppliers / Printers / Manufacturers / Service Providers will be final and binding on me / us.
3. All the information furnished by me/us hereunder is correct to the best of my / our knowledge and belief.
4. I / We agree that I / We have no objection if inspection of my / our premises / workshop, shop etc. is done by the officials of the Corporation.

Signature

Name:

Designation:

Seal of the Firm / Company

Place:

Date:

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## DISCRIPTION OF EMPANELMENT PROCESS

The separate forms (Annexure A) are required to be filled up for each category which may be downloaded from our website [www.licindia.in](http://www.licindia.in) (link tender) or collected from OS department of above mentioned Divisional Office . The application will be available from 04/11/2024 to 06/12/2024. Application for Empanelment dully completed should be submitted to Manager (E&OS), LIC of India, Patna Divisional Office- 1. “ Jeevan Prakash Building,” Fraser Road, Patna 800001 (Bihar) in a closed envelope super scribed as “ Application for Empanelment of Vendors/Suppliers/Printers/ Manufactures/ Service providers, Category Sl. No .....(name of category) along with non refundable application fee of Rs. 500/- for each category, in the form of demand draft in favour of Life Insurance Corporation of India payable at “Patna” or can be deposited at our cash counter in cash during cash hours from 10.A.M to 4.30 PM (Sunday and Saturday closed) on all working days. The last date for receipt of application forms duly completed is on 09/12/2024 up to 5.30 PM.

- 1.The application in questionnaire from (Annexure A) along with the enclosure i.e necessary certificates in evidence of the facts mentioned in the form are to be sent at the above mentioned address. Application could not be considered after due date.
2. Firms/suppliers who have been black listed/removed earlier by any office of the Corporation should not apply. If they apply, their applications will not be considered.
3. Mere submission of application for empanelment does not mean the right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof for which Life Insurance Corporation of India will be liable nor obligatory to inform the applicant the grounds of any such action.
4. Applications incomplete in any respect will not be entertained and are liable to be rejected.
5. Tender will be floated or quotations will be called for as and when required by the office after process of empanelment completed as per approval of the Competent Authority. Terms and condition of tender will be issued separately.
6. The empanelment will be separate for each category of stores and shall be valid for 3 financial years, including the year in which they are empanelled.
7. The empanelment process can be reported at regular intervals of every one year or whenever required.

Senior Divisional Manager

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OS department, LIC Patna Divisional Office, Patna, Bihar, India, 'Jeevan Prakash', Fraser Road, Patna 800001, Bihar, India  
Patna-2223043, ; E-mail: os.patna@licindia.com





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To,  
Senior Divisional Manager  
LIC of India  
Patna Division -1

**ANNEXURE-I**

**BANKERS CERTIFICATE FROM A BANK**

This is to certify that to the best of our knowledge and information that M/s / Sri.....

having marginally noted address as a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs ..... ( Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the offices.

(Signature of Authorized Official of the Bank)

Note:

1. Banker's certificate should be on letter head of the Bank, addressed to Tender issuing authority.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
3. The bid will not be considered valid if any changes to the above format is made.

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OS department, LIC Patna Divisional Office, 'Jeevan Prakash', Mazharul Haque Path, Patna 800 001  
Tel.: 0612-22223043, ; Email: os.patna@licindia.com

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ANNEXURE-II

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

It is to certify as per the audited Balance Sheet and profit & Loss Account during the Financial Year....., the Net Worth of M/s..... ( Name & Registered Address of Individual/Firm/Company) as on 31<sup>st</sup> March..... (previous financial year from the year in which Nit is published/application invited for empanelment) is Rs..... ( Rupees.....) after considering all liabilities. It is certified that computation of Net Worth on my / our scrutiny of the Books of Accounts, Records and Documents is true and correct to the best on my/our knowledge.

(Signature of Chartered Accountant)

Name of Chartered Accountant:

Membership No ICAI:

Date:

Seal

Note:

1. The Net worth Certificate should be on letter head of the Chartered accountant.
2. In case of bidder is partnership firm, certificate should include names of all partners as recorded with the Chartered Accountant.

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