



OS Department, 2nd Floor, DIVISIONAL OFFICE, Jeevan Prakash", Bistupur, Jamshedpur-831 001.
Phone No. 0657-2321047, E-mail: os.jamshedpur@licindia.com

Notes and Orders

Date: 11.04.2023

Senior Divisional Manager,

Empanelment under various categories for Two Financial Years 2023-2025

We do not have empanelment of vendors/service-providers/suppliers in the categories mentioned here in below.

To make the process of procurement of products and services more transparent and smooth, we request you to allow us to start the process of empanelment preferably from local or outside vendors/service-providers/suppliers under these categories as following schedule:-

S.No	Categories where empanelment is proposed
1.	Transport Services
2.	Photocopy/Xerox Services
3.	Travel Agents
4.	Digital Photography/Identity Cards Services
5.	Scrap/Disposal/Waste Management Services
6.	Note Counting Machine Maintenance/Service

Period of Empanelment	01.05.2023 to 30.04.2025
Date of Publication of Advertisement of Empanelment Notice in Newspaper and our website	13.04.2023
Newspaper	Hindustan Times (English), Dainik Jagran (Hindi)
Last Date and Time for submission of bid document for Empanelment	17.00 hrs (5PM) on 28.04.2023.
Evaluation of Empanelment Applications	By a Dedicated Committee as decided by the Competent Authority
Fee for Application	Rs.500.00 +18% GST= Rs. 590.00

Placed before Senior Divisional Manager for permission

G. Khaw
AO (OS)

Recommended
Manager (OS)
Approved
Senior Divisional Manager



OS Department, 2nd Floor, DIVISIONAL OFFICE, "Jeevan Prakash", Bistupur,
Jamshedpur-831001
Phone No. 0657-2321047

E-mail: os.jamshedpur@licindia.com

NOTICE FOR EMPANELMENT OF VENDORS UNDER VARIOUS CATEGORIES

Applications are invited from intended Vendors/Suppliers/Distributors/Firms/Service Providers for supply of items or providing Services to Life Insurance Corporation of India, Divisional Office, and Jamshedpur under following Categories.

S.No	Category	Tick Select
1.	Transport Services	
2.	Photocopy/Xerox Services	
3.	Travel Agents	
4.	Digital Photography/Identity Cards Services	
5.	Scrap disposal/Waste Management Services	
6.	Note Counting Machine Maintenance/Services	
Fee for empanelment: Rs. 590.00 (including 18% GST)		
MR No:- _____ Date: _____		
or		
D/D Number _____ Dt: _____		
Drawn on _____		

The interested Vendors/Firms desirous to be empanelled are required to apply in prescribed form which can be downloaded from our website www.licindia.in/Tenders or personally contact **OS Department, Divisional Office, Jamshedpur**. The closed envelope containing Application Form & other documents should be marked as "**Application for Empanelment of Vendors for Category/ies _____**" & to be submitted to the Manager (OS) at the above address. The Corporation reserves the right to accept or reject any/all applications without assigning any reason thereof. The last date of submission of application is 5.00 PM on 28.04.2023.

Date: 11.04.2023

SENIOR DIVISIONAL MANAGER




GENERAL TERMS AND CONDITIONS

Life Insurance Corporation of India, Divisional Office, Jamshedpur invites applications for empanelment of Vendors/Suppliers/Distributors/Firms/Service Providers under various categories as mentioned in the notice above having valid registration for supply of the above items / services to the Divisional Office mentioned in Notice for Empanelment on or before 28th April, 2023 up to 5:00 pm in a closed envelope super scribing "**Application for Empanelment of Vendors for Category/ies _____**" addressed to The Manager (OS), L.I.C. of India, Divisional Office, Jeevan Prakash, Bistupur, Jamshedpur-831001.

1. The Firm / Vendor / Dealer should have preferably 2 years' standing.
2. Applicant has to clearly mark(v) the category for which he/she is applying
3. Separate Forms are to be used for each Category.
4. Application Fee for Empanelment is Rs.590.00 (including 18% GST) per Category.
5. The Firm / Vendor / Dealer applying must have PAN & GST Registration both.
6. Vendors/Suppliers/Distributors/Firms/Service Providers, who have been black listed / debarred earlier by any office of the Corporation, should not apply. If applied, their application will not be considered. An undertaking must be submitted regarding this.
7. Applications incomplete in any respect will not be entertained and are liable to be rejected.
8. The duration of empanelment will be from 01.05.2023 to 30.04.2025.
9. Application Form (Annexure A) for Empanelment can be downloaded from our website www.licindia.in or can be obtained from OS Dept., L.I.C. of India, Divisional Office, Jamshedpur.
10. The applications duly completed along with enclosures should be signed by the authorized person and his/her name and status should be indicated below with his/her signature along with Office seal/stamping of the Firm.
11. The existing Vendors on the Panel of other offices of LIC of India are required to apply afresh for Empanelment.
12. The vendors empanelled with ECZO, Patna as on date need not apply afresh. They will be automatically will be on our list of panel.
13. The applications received after the due date and time will not be entertained and therefore deemed to be rejected.
14. The applications submitted with enclosures will be evaluated/scrutinized by the competent committee/authority and short listing will be done after the recommendations made by the said committee / authority.
15. At any point of time, if any of the documents furnished by the Vendors / Distributors/ Suppliers/Service Providers are found to be false / incorrect, it would be deemed to be breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.

16. Incomplete and conditional applications may be rejected.
17. The Corporation reserves the right to include/exclude/cancel the name of the Firm / Vendor / Dealer/Service Provider from its approved list at their absolute discretion without assigning any reason.



, Senior Divisional Manager,
Jamshedpur Division

Tender Terms and Conditions mentioned above are accepted.

Signature of Tenderer Seal of Firm

Place : _____

Date : _____

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

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

Annexure-A

APPLICATION FOR EMPANELMENT OF FIRM/SUPPLIER/SERVICE PROVIDER

PART 1: GENERAL INFORMATION

S.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED	
Applying for the Category		Category No.	
		Category Name	
1	Name of the Firm (In Block Letters)		
2	Date of Establishment/Incorporation		
3	Correspondence address and Telephone/Mobile No. & Email id		
4	Address of Head Office (if Separate) and Telephone No.		
5	Status of the Firm: Proprietary/Partnership limited company/Public Limited Company		
6	Name of 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 & Telephone Nos. including NEFT details	
10	<p>Is the firm is registered under the factories Act? If so, state</p> <p>(a) License No.</p> <p>(b) Date of renewal of License (copy of license to be enclosed)</p> <p>(c) Pan No.</p> <p>(d) ESIS No. if any</p> <p>(e) EPF registration No. if any</p> <p>(f) MSME, if any</p> <p>(g) SC,ST,OBC,GEN</p>	
11	Whether Holding Certificate under Shops Establishment Act(enclose renewed copy)	
12	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts	
13	If your firm is empanelled with any of office of LIC of India or any other PSU (Central) Please give name and address.	
14	Mention any other specialties of Your Establishment.	

19	GST No.(Copy of certificate to be enclosed)	
20	Whether Black listed/ Debarred by any Govt. dept/Public Sector Company	

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, Please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

I/WE _____

request Life Insurance Corporation of India, Divisional Office Jamshedpur to Consider inclusion of my/our name in the list of their approved firms/suppliers. We will live up to your expectations.

Dated at _____ this _____ day of _____ 2023

Signature with seal

Name:

Designation:

 **भारतीय जीवन बीमा निगम**
 जमशेदपुर मंडल कार्यालय, कार्यालय सेवा विभाग, दूसरी मंजिल,
 'जीवन प्रकाश', मेन रोड, बिष्टुपुर, जमशेदपुर - 831001
 फोन: 0657-2321047

सूचीबद्धता के लिये सूचना

भारतीय जीवन बीमा निगम, मण्डल कार्यालय, जमशेदपुर द्वारा निम्नलिखित सेवाएँ प्रदान करने हेतु सूचीबद्धता (empanelment) के लिये वेन्डरों / फर्मों (जिनका कार्यालय जमशेदपुर, राँची एवं अन्य क्षेत्रों में हो) से आवेदन आमंत्रित करता है।

श्रेणियाँ: (1) ट्रांसपोर्ट सर्विस (2) फोटो कॉपी सर्विस (3) ट्रेवल एजेंट (4) डिजिटल फोटोग्राफी / आइडेंटिटी कार्ड सर्विस (5) स्कैप / डिस्पोजल / अवशेष प्रबंधन सेवा (6) रूपया काउंटिंग मशीन मेनटेनेन्स / सर्विस

संपूर्ण विवरण दस्तावेज के लिये कार्य दिवसों पर 10.00 बजे प्रातः से 03.00 बजे अपराह्न के बीच ऊपर दिये गये पते पर अथवा फोन नम्बर पर प्रबन्धक (का.से.) से (रविवार, शनिवार तथा सार्वजनिक अवकाश के दिनों को छोड़कर) सम्पर्क करें या www.licindia.in पर लॉग ऑन कर ट्रांसपोर्ट सर्विस / फोटो कॉपी सर्विस / ट्रेवल एजेंट / डिजिटल फोटोग्राफी / आइडेंटिटी कार्ड सर्विस / स्कैप / डिस्पोजल / अवशेष प्रबंधन सेवा / रूपया काउंटिंग मशीन मेनटेनेन्स / सर्विस की सूचीबद्धता (empanelment) के लिये "निविदा" लिंक पर विवरण करें।

आवेदन पत्र उपरोक्त कार्यालय से कार्यालय अवधि के दौरान रु. 500/- + 18% जीएसटी, कुल रु. 590.00 (वापसी योग्य नहीं) नकद या "भारतीय जीवन बीमा निगम" के पक्ष में डिमांड ड्राफ्ट जमशेदपुर में देय का भुगतान कर प्राप्त कर सकते हैं।

दस्तावेज जमा करने की अंतिम तिथि 28.04.2023 को अपराह्न 05.00 बजे तक है।

निगम के पास बिना कोई कारण बताए किसी भी या सभी प्रस्तावों को पूर्ण / आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।

दिनांक : 11.04.2023

ह0/- वरीष्ठ मंडल प्रबंधक

 **LIFE INSURANCE CORPORATION OF INDIA**
 Jamshedpur Divisional Office, Office Services Department,
 2nd Floor, "Jeevan Prakash", Main Road, Bistupur
 Jamshedpur-831001. Ph.: 0657-2321047

NOTICE FOR EMPANELMENT

LIC of India, Divisional Office, Jamshedpur intends to invite applications from reputed **Vendors / Firms** having their Branch Offices in Jamshedpur, Ranchi and other areas for the empanelment to provide the following services.

CATEGORIES: (1) Transport Services (2) Photocopy / Xerox Services (3) Travel Agents (4) Digital Photography / Identity Cards Services (5) Scrap / Disposal / Waste Management Services (6) Note Counting Machine Maintenance / Services.

For complete details and Technical bid documents, please contact **The Manager (OS)** on the above address and phone number between 10.00 AM to 3.00 PM (Except Sundays, Saturdays & Public Holidays) on working days "or" log on to www.licindia.in and go to "Tender" and click on the link "Tender for Empanelling of Transport Services / Photocopy / Xerox Services / Travel Agents / Digital Photography / Identity Cards Services / Scrap / Disposal / Waste Management Services / Note Counting Machine Maintenance / Services."

Application form are available at above office address by paying **Rs. 500/- + 18% GST, Total Rs. 590.00** by CASH OR DEMAND DRAFT in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at Jamshedpur during Cash hours (non refundable).

Last Date for submitting bid documents is 17.00 hrs (5.00PM) on 28.04.2023.

The Corporation reserves the right to accept or reject any or all offers in full part without assigning any reasons whatsoever.

Date : 11.04.2023

Sd/- Senior Divisional Manager