



“जीवन प्रकाश” मण्डल कार्यालय ,रानाडे मार्ग, अलवर गेट, अजमेर (राजस्थान) -305001 - E-mail - [sales.ajmer@licindia.com](mailto:sales.ajmer@licindia.com)  
“Jeevan Prakash”, Divisional Office, Ranade Marg, Alwar Gate, Ajmer(Raj)-305001-E-mail- [sales.ajmer@licindia.com](mailto:sales.ajmer@licindia.com)

## NOTICE FOR EMPANELMENT OF MANUFACTURERS/OEM/ SUPPLIERS/ SERVICE PROVIDERS

Applications for a 3 year empanelment are invited from reputed Manufacturers/ OEM/Suppliers/ Vendors & Service providers for the period from 01.04.2024 to 31.03.2027 at L.I .C of India Ajmer Divisional Office, for the following categories:

**Supply Services as per Annexure C** of(1) Electronics items/Electrical items/Appliances/Automobiles & Accessories,(2) Home & Living items, Kitchenware, Personal Care, Life style ( Man/Women/Kids wear),(3) Books, Stationery, Sports, Entertainment, Trophies, Shields, Medals & Gift items (4) Gold & Silver items – Coins etc. & Gift Cards (5) Any Other Utility Articles (Plastic & Non Plastic, Metallic & Non Metallic, Yarn & Fabrics) 6) Supply & Service’s of Publicity materials such as Installation & Repairing of Hoardings/Glow Signs/Signage’s etc/Flex/Banners/ Vinyl Sticker/Boards/Canopies /Standees,(7) Wall Painting (8) Hiring of Mobile Publicity Van.

For complete details and empanelment documents please contact the Sales Department, 1<sup>st</sup> floor at the above address during cash hours on working day or log on to [www.licindia.in](http://www.licindia.in) under the link "Tenders". Any further information such as correction/addition/deletion in terms and conditions if any will be published at our website only.

LIC of India reserves the right to accept or reject any or all applications in full / part without assigning any reasons whatsoever. The firms/Agencies that are already on our panel are also required to apply afresh, if interested. Last date for submitting documents for Empanelment is 3.30 PM on 18.01.2024

Place: Ajmer

Date :

Sr Divisional Manager

**Forms will be available in the Sales Department, LIC of India, Divisional Office, Ranade Marg, Ajmer- 305001; from 17.12.2023 to 18.01.2024 up to 3.30 PM during working day** on payment of a non- refundable sum of Rs 118 ( 100 + 18% GST ) (Rupees One hundred & Eighteen only). The same may be in the form of cash/ DD/ Banker’s Cheque favoring LIC of India, payable at Ajmer. The forms will **also be available online** on our website: [www.licindia.in](http://www.licindia.in) > Tenders link and may be downloaded for applying in the same period. For the forms downloaded online, the forms duly filled must accompany the requisite application fee of Rs 118/- as above in the form of DD/ Banker’s Cheque favoring LIC of India, payable at Ajmer.

Contact Details	<b>Manager ( Sales ), Ajmer Division</b> <b>Telephone No- 0145-2660091, 9414641245</b> <b>E mail Id : <a href="mailto:sales.ajmer@licindia.com">sales.ajmer@licindia.com</a></b>
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“Jeevan Prakash”, Divisional Office, Ranade Marg, Alwar Gate, Ajmer(Raj)-305001-E-mail- [sales.ajmer@licindia.com](mailto:sales.ajmer@licindia.com)

## **APPLICATION FOR EMPANELMENT OF FIRM**

<b>SL. NO. OF CATEGORY</b>	
<b>NAME OF CATEGORY</b>	

### **GENERAL TERMS & CONDITIONS :**

1. Application is to be submitted along with a non refundable application fee Rs 118/- ( Rupees One Hundred Eighteen only) in cash or by DD in favour of LIC Of India Payable at Ajmer for each category of Empanelment separately. Also a Separate application form will have to be submitted for each category.
2. The envelope sent should be super scribed :  
“ Empanelment under category : -----(Name & Serial No.) with LIC of India, Divisional Office, Ajmer”
3. The envelope is to be sent to following address :  
The Chairman Empanelment Committee, (Sales Department), LIC Of India, Divisional Office, Alwar Gate, Ajmer (Rajasthan) Pin 305001.
4. Last Date of Submission of forms along with requisite fees Rs.118/- ,upto 18.01.2024 3.30 PM.
5. No consideration whatsoever , shall be given for postal or any other kind of delays.
6. The existing, empanelled firms have to re-apply for fresh empanelment.
7. The firm applying for empanelment should not have been black-listed by LIC or any PSU/BFSI organization/Government/Semi Govt./Quasi Govt. Departments in India , as on date of submission of bid in response to the above notice. ( Separate undertaking submitted )
8. Mere submission of application for empanelment does not confer the right of empanelment. Life Insurance Corporation of India reserves it 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 shall neither be liable nor obligatory to inform the applicant the grounds of any such action ( The information furnished in the application would be scrutinized/checked by our officials.)
9. Selected vendors will be informed accordingly of the decision of Empanelment. No further communication will be made with the companies/Firms whose application is rejected.

10. If the Tender value exceeds Rs.2,00,000/- , Earnest Money @ 2% of approximate tender value is to be deposited by DD in favor of LIC Of India payable at Ajmer which is refundable without interest.
11. If the tender value is exceeds Rs. 1,00,000/- then, besides, Tender fees & EMD, a security deposit in the nature of performance guarantee @10%{or as per Govt. revised Circular if any } by DD or Bank Guarantee in favor of LIC of India through scheduled Banks payable at Ajmer is to be deposited which is refundable without interest.
12. TDS shall be deducted as per IT rules, No advance payment shall be made for the orders.
13. After empanelment If vendor / Supplier/Contractor/Manufacturer/Service Provider is blacklisted by any of the office of LIC of India then its empanelment would be cancelled accordingly.
14. 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.
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 referred to for "Arbitration" to the Sr. Divisional Manager, LIC Of India, Divisional Office, Ajmer of the corporation and his decision shall be binding on the supplier/ vendor/service providers shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
16. The empanelment normally valid for 3 Years However Empanelment process can be reviewed and repeated whenever required. The competent authority can extend the terms of the panel by one year. A firm empanelled can be blacklisted/removed during the validity period of the panel.
17. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Ajmer and shall be under adjudication a court in Ajmer.
18. 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 2018, 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. 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 up to the monetary limit for which the unit is registered

General Eligibility Conditions:

The firm/supplier should be in profession for at least 3 years.

The firm/supplier should have registration with state & local authorities for undertaking the profession (copies of proof to be enclosed).

- The Company/ firm shall obtain at their own expenses, all licenses, permissions etc., that may be required for conducting their operations and pay all the Taxes/penalties becoming payable to the Government, Municipality or any other body by reason of their conducting their business at various LIC Offices. The Company/ Firm will also comply with all their statutory obligations.
- Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed)
- **The firm/supplier should keep sufficient stock in hand so as to comply with the Urgent needs without delay.**
- Minimum annual turnover / experience required, for various categories, has been mentioned in a separate annexure- C.
- The Company/ Firm should be on the approved panel of the Divisional Office of LIC where the office of the firm is located (If there is any). Letter from the Division or work order copy during last three copy, must be attached.
- All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the tender document submitted in acceptance of terms & conditions therein.
- Balance sheet & Trading and P&L account (wherever turnover required) is must with IT returns. ( if any )
- Must present PAN No., registration. certificate/ payment receipt, Bank Account No/**GST Registration No/** NSIC/MSME registration wherever applicable.

**Sr Divisional Manager**

**NOTE: Corrigendum, if any, shall be published on the website only.**

**I/ We have read and understood all the terms & conditions and the eligibility conditions and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted. I/we have read the instructions appended to the form 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 shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all loses caused to LIC of India in the process.**

I/We hereby confirm that we have not been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments in India, as on date of submission of bid in response to this Empanelment notice.

Signature of Tenderer/ Vendor with Seal

**Date:**

**Place:**



“जीवन प्रकाश” मण्डल कार्यालय ,रानाडे मार्ग, अलवर गेट, अजमेर (राजस्थान) -305001 - E-mail -  
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**ANNEXURE – A : APPLICATION FORM**  
**FOR “ EMPANELMENT OF FIRM/SUPPLIERS/SERVICE PROVIDERS REQUIRED**  
**BY LIC OF INDIA, DIVISIONAL OFFICE , AJMER “**

**( TO BE PROVIDED COMPULSORILY, ALONG WITH THE REQUISITE ANNEXURE)**

**GENERAL INFORMATION:**

S.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED
1	Name of the Firm ( In Block Letters)	
2	Date of Establishment/ Incorporation	
3	Correspondence Address & Tel/Mobile No. With Email address of the Firm	
4	Address of Head Office ( if Separate ) & Tel/Mobile No.	
5	Status : Proprietary/Partnership/Private Limited Company/Public Limited Company	
6	Name of Partners/Director	
7	Name of Chief Executive with his present Address & Telephone no./Mobile No	
8	Name of Representative(s) with Designation who would be calling on us and attending to our job	
9	Name of Bankers with Address & Telephone no.	
10	Is the Firm is registered under the factory act/if so , state : a) License No. b) Date of last renewal of license (Copy of license to be enclosed) c) PAN No. d) ESIS No. , if any e) EPF Registration No. , if any	
11	Whether holding certificate under shops & Establishment act, duly renewed copy should be enclosed	
12	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)	
13	Turnover for last Five Years ( Any three for qualified turnover )	FY 2022-23 : FY 2021-22 : FY 2020-21 : FY 2019-20 : FY 2018-19 :
14	Whether Black Listed by any Govt. Dep't./Public Sector Company	
15	Are you agreeable to abide strictly by the terms and conditions of the tenders & contract	
16	Are you agreeable to make deliveries to corporation's office at Ajmer & other offices outside Ajmer when so directed	
17	If your firm is empanelled with any office of LIC of India or any other PSU ( Central), please give name and address	
18	Name , Address & Telephone/ Mobile No's of some of your most valued clients ( Separate list may be attached )	
19	Approximate value of your output per year	
20	Mention any other specialties of your Establishment	
21	PAN NO.  GST NO. ( Please attached Copies )	
22	NEFT DETAILS ( Please furnish details & attached Cancelled Cheque )	

**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, Ranade Marg, Alwar Gate, Ajmer to consider inclusion of my/our name in the list of their approved firms/Suppliers.**

**I/We agree to give full satisfaction to the Corporation in the event of their doing so.**

**Dated at .....this.....day of.....2023.**

**Signature:**

**Name & Designation:**

**Seal of the Firm:**



ANNEXURE: B

MANUFACTURER'S/DEALER'S AUTHORISATION FORM (MAF)  
(for categories: wherever authorized dealer/distributor is mentioned in Annexure- C)

**[ TO BE SUBMITTED IN SAME FORMAT & IN ORIGINAL ONLY ]**  
**[ OTHERWISE TENDER WILL NOT BE CONSIDERED ]**

THE CHAIRMAN [STORES COMMITTEE]  
LIC IN INDIA DIVISIONAL OFFICE AJMER: 305001

Dear Sir,

Sub: For 3- year empanelment under category: \_\_\_\_\_ (Name of Category) with LIC of India,  
Divisional office- Ajmer.

We, M/S ..... who are established and reputed Manufactures of  
, having Factories/Depot at .....

authorize M/S.....

(Name & address of bidder) to offer their quotation and conclude the contract with you against the above invitation for the Bid, as one of our authorized Dealers.

We hereby, extend our full guarantee and comprehensive warranty as per term and condition of the Tender for our product offered against this invitation for Bid by the above firm.

Dated at ..... this ..... day of 2023

Authorized Signatory Signature

Name  
Mobile /contact number

To be submitted on Company (OEM's/Dealer's in case of sub-dealers) letter head duly signed by the Authorized Signatory of Company.





**ANNEXURE- C**

**For 'Empanelment of manufacturers/ Suppliers and service providers required by LIC of India  
DO Ajmer**

<b>S No</b>	<b>Category (Purchase, supply &amp; installation)</b>	<b>Minimum annual turnover</b>
1.	Electronics items/Electrical items/Appliances/Automobiles & Accessories	03 LACS
2.	Home & Living items, Kitchenware, Personal Care, Life style ( Man/Women/Kids wear)	03 LACS
3.	Books, Stationery, Sports, Entertainment, Trophies, Shields, Medals & Gift items	03 LACS
4.	Gold & Silver items – Coins etc. & Gift Cards	03 LACS
5.	Any Other Utility Articles (Plastic and Non Plastic/Metallic and Non Mettalic/Yarn & Fabrics)	03 LACS
6.	Supply and services of Publicity materials such as Installation & Repairing of Hoarding/Glow Signs/Signage's etc/Flex/Banners/Vinyl sticker/ Boards/Canopies /Standeers	03 LACS
7.	Printing of Publicity Materials/Magazine's etc	03 LACS
8.	Wall Painting	03 LACS
9.	Hiring of Mobile Publicity Van	03 LACS

**Date:**

**Place:**

**Signature of Tenderer/ Vendor with Seal**



## ANNEXURE- D

For 'Empanelment of manufacturers/ Suppliers and service providers required by LIC of India,  
Divisional Office, Ajmer'

### Details of LIC or any other PSU clients of the firm

(Separate page must be submitted for each Client with evidence like certificates from said customers )

Name of the Company:

Address of the Company:

Name, designation of contact person with telephone no. and e-mail ID Name:

Designation:

Landline No.:

Cell No.:

Email ID:

Details of material supplied in last 3 years (Ref.No, date of work order with photo copy of same)

Signature of Tenderer/ Vendor with Seal

**Date:**

**Place:**

### Details of other valuable clients

(Separate page must be submitted for each Client with evidence like certificates from said customers )

Name of the Company:

Address of the Company:

Name, designation of contact person with telephone no. and e-mail ID Name:

Designation:

Landline No.:

Cell No.:

Email ID:

Details of material supplied in last 3 years (Ref.No, date of work order with photo copy of same)

Signature of Tenderer/ Vendor with

Seal

**Date:**

**Place:**

**ANNEXURE- E For ‘Empanelment of manufacturers/ Suppliers and service providers required by LIC of India, Divisional office , Ajmer**

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED(Apart from duly filled & signed tender documents**

1. Certificate of registration with Registrar of Companies/ Firms in India.
2. Documentary proof that the Company/ Firm has been in business for the last 3 years in India.
3. Contract copies of similar orders executed in the last 3 years of applied category.
4. Latest issued Factory license no & certificate. OR Latest Certificate issued under Shops & Establishment Act, 1953.
5. NSIC/ MSME certificates, if applicable.
6. Audited Balance Sheet and Profit & Loss statement for the last 5 financial years: 2022-23,2021-22, 2020-21,2019-20,2018-19 [ If income is more than 2.5 Lakh ] ( Minimum Three Years )
7. Manufacturer’s/ Dealer’s authorization form.( if applicable )
8. Copy of PAN of the Company/ Firm.
9. GST registration certificate if applicable
10. Cancelled Cheque for NEFT details.
11. Annexure- A
12. Annexure- B
13. Annexure- C
14. Annexure- D
15. Annexure- E
  
16. Undertaking form

NOTE: All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the tender document submitted in acceptance of terms & conditions therein.

All the supporting documents, like certificates, proofs, etc., which are being submitted along with the tender forms, should necessarily be attested by the authorized signatories of the firm. Without proper attestation, the document shall not be considered.

I/ We have read and understood all the terms & conditions and the eligibility conditions and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.

I/we agree that the decision of the corporation in selection of vendors/suppliers/Manufacturers will be final and binding on me/us.I/we agree that I/we have no objection if inspection of my/our premises/workshop, shop is done by the official of the corporation. ( if any )

Date  
Place

Signature of Tenderer/ Vendor with Seal



**ANNEXURE “ F ”**

**UNDERTAKING**

**We hereby confirm that we have not been blacklisted by LIC or PSU/BFSI Organization /Government?Semi Government/Quasi Govt. Departments in India as on date of submission of details in response to the above.**

**We also agree with you terms & conditions quoted in formatr .**

**Dated at-----this-----day of -----2023.**

**Authorized Signatory Signature:**

**NAME :**

**DESIGNATION :**

**Name & address & Seal of the Firm / Company :**