



**LIFE INSURANCE CORPORATION OF INDIA
KADAPA DIVISION**

Divisional Office, "Jeevan Prakash", PB No. 10,
College Road, Kadapa – 516 004.
Telephone : 0862-244300
e-mail : os.cuddapah@licindia.com

Ref. OS/KDP/01/2024-25

Dated : 24th December, 2024.

Empanelment of Vendors : OS/KDP/01/2024-25, Dt. 24.12.2024

**Applications are invited from Reputed Suppliers /
Manufacturers / Service Provides / Vendors
For Empanelment for a period of three years**

**Life Insurance Corporation of India
E & OS Department,
Divisional Office, 2nd Floor,
"Jeevan Prakash",
College Road, Kadapa – 516 004.**

Cost of Empanelment Document : Rs.118/- (Rs. 100/- + GST @ 18%)

E & OS Department, Divisional Office, 2nd Floor, "Jeevan Prakash", PB No. 10, College Road, Kadapa – 516 004.

NOTICE FOR EMPANELMENT

Applications are invited from the Vendors / Firms (Including existing empanelled vendors) for the empanelment for various jobs for LIC of India, Divisional Office, Kadapa for THREE years commencing from 01.05.2025 to 31.04.2028.

APPLICATIONS ARE TO REACH BELOW MENTIONED ADDRESS ON OR BEFORE 05:30 P.M. ON 23.01.2025

MANAGER (E & OS) DM
LIC OF INDIA
DIVISIONAL OFFICE
COLLEGE ROAD
KADAPA – 516 004, A.P.

Applications received after the due date will not be considered.

1. Each application must accompany with DD for **Rs.118/- (Rs.100/- + GST @ 18%)/-** towards processing fee. It is NON REFUNDABLE. Demand Draft is to be drawn in favour of **“LIC OF INDIA” payable at “KADAPA”**.
2. Separate application is to be submitted for each category / sub category along with processing fee. However fee may be paid by one DD giving DD details on each application.

PRINTING STATIONERY

(APPLICANTS ARE TO SUBMIT ANNEXURE ‘A’, ‘B’ & ‘C’)

S.No.	Category No.	Item of Empanelment
1	A-1	Printing Stationery
2	A-2	Continuous Stationery Both Blank & Printed Stationery
3	A-3	Envelops, Policy Dockets and Loan Dockets etc.,
4	A-4	Policy Wallets & Plastic Folders
5	A-5	Security Printers – Policy Bond Stationery
6	A-6	Local Vendors for Printing Stationery & Table Stationery

Office Equipment, Fixture, ACS, Water Coolers and Air Coolers

(APPLICANTS ARE TO SUBMIT ANNEXURE ‘A’ & ‘C’)

S.No.	Category No.	Item of Empanelment
7	B-1	Furniture & Fittings (Wooden, Iron & Steel), Safes, Fire / Water Proof Storage equipment and Steel racks/cup boards etc., Weighing machines.
8	B-2	Water Coolers, Water Purifiers, Air Coolers, Photo Copier Machine, R.O. Systems, Air Conditioners (Window, Split & DUCT ACs)
9	B-3	Telecommunication equipments such as EPABX, FAX, Intercom etc., along with Comprehensive AMC.
10	B-4	Note Counting Machines, Fake Note detectors and its Comprehensive AMC

**Service Provides
(APPLICANTS ARE TO SUBMIT ANNEXURE 'A' & 'C')**

S.No.	Category No.	Item of Empanelment
11	C-1	Service Providers for Courier Service
12	C-2	Service Provides for Office Up Keep & Garden maintenance, Housekeeping, General Assistants and Scavengers etc.,
12	C-3	Service Providers for Comprehensive AMC FOR AIR CONDITIONERS (FOR WINDOW, SPLIT & DUCT Acs), Water Coolers and Air Coolers etc.,
14	C-4	Service Providers and Security Services
15	C-5	Booking of Air Travel / Flight Tickets

**Vendors / Suppliers for Gift Articles
(Applicants are to submit Annexure 'A' & 'C')**

S.No.	Category No.	Item of Empanelment
16	D-1	Vendors for supply of Competition Prize articles, Gift Articles, Gold / Silver coins, Mementoes, Trophies, Home Appliances, Signages / Glow Signs, Flex Printing, Wall Paintings / Bus Panels, Maintenance of Welcome Boards etc.,

SENIOR DIVISIONAL MANAGER

ELIGIBILITY CRITERIA & TERMS AND CONDITIONS

1. Separate application is to be submitted for each category.
2. D.D. for Rs.118/- (Rs. 100/- + GST @18%) drawn in favour of “LIC OF INDIA” payable at “KADAPA” is to be enclosed along with each application towards application fee. It is non refundable. Application without application fee will not be considered. The fee is payable by Demand Draft drawn in favour of “LIC OF INDIA” payable at Kadapa.
3. A firm/vendor may apply for different categories / sub categories for empanelment along with application fee. However one DD may be drawn cumulative for all the applications. The details of DD particulars are to be furnished on each application.
4. Application form should be placed in sealed cover super scribing as “*Application for Empanelment to _____*”.
5. Application form should be either typewritten or neatly and legibly handwritten with dot-pen.
6. Application must produce relevant documentary evidence along with the application form.
7. Non disclosure of relevant information or furnishing incorrect information / documents will suffer disqualification.
8. The applicant must not be declared as insolvent, convicted for any offense, must not have been prosecuted / penalized for violation of any law nor BLACK LISTED.
9. Firms / Suppliers who have been BLACK LISTED / REMOVED EARLIER by any of the Corporation NEED NOT APPLY. Such applications even applied will not be considered.
10. **Application for empanelment along with Application Fee must reach on or before 05:30 p.m. on 23.01.2025.**
11. LIC of India is not responsible in any manner for the Postal delay / loss / non receipt of the application form.
12. The applicant must be a Registered / Authorized Organization / Partnership Firm / Sole Proprietorship.
13. The firm should have been established at least THREE YEARS before. (Enclosed copy of registration).
14. The firms should be on the approved panel of at least THREE reputed firms out of which at least one must be from PSU / Government undertakings. (Enclose copy of letter of empanelment of duly Self Attested).
15. The firms should have at least 300 sq.feet area of operation for printing, binding etc., activities and sufficient storage space.
16. The Vendor should furnish the specific brand or make in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed).
17. The firms should have registration with State & Local authorities for undertaking the profession.
18. ESI & EPF Registration is compulsory for Service Providers.

Signature of the Vendor Name & address seal

19. VAT Registration and TIN Number details are to be furnished in case of Vendors.
20. ISO Certificate and License from the Police Authorities are compulsory in respect of Security Service Providers.
21. Applicants should fulfill all the Statutory Requirements in respect of Business / Services. Such Proof of evidence is to be enclosed duly self attested.
22. The firm / Supplier should keep sufficient stock on hand so as to comply with the urgent need without delay.
23. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
24. Mere submission of Application for empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserves the right to accept or reject any application or cancel the process of empanelment without assigning any reason thereof. Life Insurance Corporation of India shall neither be held liable nor obligatory on its part to inform the applicant the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.
25. The empanelment would be done only on the favourable recommendations of the duly constituted committee that would visit and inspect the premises, workshop, shop, industry etc., of the applicants.
26. The existing vendors must apply afresh for empanelment.
27. All selected vendors will be intimated about empanelment which is valid for three years from 01.05.2025 to 31.04.2028.
28. No correspondence will be entertained in this regard.
29. Any dispute subject to KADAPA Jurisdiction.

Signature of the Vendor Name & address seal

ANNEXURE – A

LAST DATE FOR SUBMISSION OF APPLICATION	23.01.2025 BY 05:30 P.M.
CATEGORY / SUB CATEGORY No.	
NAME OF THE CATEGORY	

- Note : 1. Separate application form is to be submitted for each sub category.
2. Application fee of Rs.100/- (Rs.100/- + GST @ 18%) is to be paid for in the form of DD drawn in favour of LIC of India, payable at Kadapa.

GENERAL INFORMATION ABOUT THE MANUFACTURER / SUPPLIER / AUTHORIZED DEALER / VENDOR / PRINTER / SERVICE PROVIDER / CONTRACTOR

S.No.	INFORMATION SOUGHT	INFORMATION PROVIDED
1.	Name of the Dealer (IN BLOCK LETTERS)	
2.	Date of Establishment / Incorporation (Enclose Certificate)	
3.	Full address with telephone Numbers and email ids	
4.	Full address with telephone Numbers and email ids for correspondence (if the address is separate)	
5.	Status : Proprietary / Partnership / Private Ltd., (Enclosed copies of agreement / documents)	
6.	Name of the Partners / Directors / Chief Executives and their Present address with their Phone Numbers.	
7.	Name, Designation & Phone Numbers of authorized person for attending our jobs	
8.	Name of the Bankers with Addresses & Telephone Nos. & e-mail ids.	
9.	PAN No. (Enclose copy of PAN Card)	
10.	TAN No. (Enclose copy)	

SIGNATURE WITH ADDRESS SEAL

S.No.	INFORMATION SOUGHT	INFORMATION PROVIDED
11.	VAT / TIN No. (Enclose copy)	
12.	GST No. (Enclose copy)	
13.	Is the firm is registered under Factories Act. Please provide License No. Date of Last Renewal and Next due date of Renewal. (Enclosed copy of Latest Renewal).	
14.	Provide Income Tax details for the last three years. 1. 2021-22 2. 2022-23 3. 2023-24 (Enclose copies of Income Tax Department)	
15.	What is your Service Tax Registration No. (Enclose valid copy of the same)	
16.	Is your firms is registered under MSME (Micro / Small / Medium / Enterprise) (Enclose registration copy)	
17.	Is your firms is registered under MSME under SC / ST Category (Micro / Small / Medium / Enterprise) (Enclose registration copy)	
18.	Name, Addresses & Telephone Nos. of your most valued customers including any government organization. (Enclose copy of letters)	
19.	Name & address of LIC Officers who have registered in their empanelment. (Enclose copy of empanelment letter)	
20.	Are Dealer / Distributor for any type of Stationery / Printing / Furniture etc., (Enclose copy of dealership).	
21.	Are you able to engage the Technically qualified persons service for rendering C A M C (For Service Providers)	
22.	ESI Number (for service providers)	
23.	EPF Number (for service providers)	
24.	ISO Certificate No. and valid upto (Enclose self attested copy)	
25.	Whether License issued by the Police ? (Enclose the self attested copy) License Number : Valid upto : Area of Operation : (For Security service providers)	

SIGNATURE WITH ADDRESS SEAL

S.No.	INFORMATION SOUGHT	INFORMATION PROVIDED
26.	What is your average annual turnover ?	
27.	Is your Firm is registered under Shops & Establishment Act with local Municipality/ Bodies (Enclose latest renewed copy)	
28.	No. of Employees working with you. Permanent : Temporary : Skilled : Semi Skilled : Unskilled : No. of shifts you work normally :	

Note : If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate Question numbers and Answers thereto duly authenticated the same with Signature and Office Seal.

I/We _____
request Life Insurance Corporation of India, Divisional Office, Kadapa to consider our application for Empanelment commencing from 01.05.2025 to 31.04.2028. I / We agree to abide by all the Eligibility criteria and other Terms & Conditions prescribed in the format and assure to render the service to fullest satisfaction of the Corporation.

Dated at _____ this _____ day of _____ 2025.

Signature of the Vendor Name & address seal

SIGNATURE WITH ADDRESS SEAL

ANNEXURE – B

TECHNICAL INFORMATION

FOR PRINTING / COMPUTER CONTINUOUS STATIONERY ETC. (CATEGORY A-1 TO A-6)

S.No.	INFORMATION SOUGHT	INFORMATION PROVIDED
1.	Please furnish particulars of Composing facilities DTP system a) Make b) Packages c) Languages d) Other Features, if any	
2.	Other composing facilities such as hand composing	
3.	Particulars of scanning machines being used	
4.	Printing Machines Offset Machine a) Make b) Size c) Colour d) Speed e) Other features if any	
5.	Pre-Printed Continuous Stationery Machine a) Make b) Size c) Colour d) Speed e) Other features if any	

SIGNATURE WITH ADDRESS SEAL

S.No.	INFORMATION SOUGHT	INFORMATION PROVIDED
6.	Letter press machines	
7.	Screen Printing facility	
8.	Particulars of Positives and Plate making facility	
9.	Binding & Finishing	
10.	Particulars of Punching Machines	
11.	Particulars of Perforating Machines	
12.	Particulars of Photo-type setting machines	
13.	Is the Machinery under you possession is under lease, Hire purchase. Please furnish the agreement	

Note : If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate Question numbers and Answers thereto duly authenticated the same with Signature and Office Seal.

Dated at _____ this _____ day of _____ 2025.

Signature of the Vendor Name & address seal

SIGNATURE WITH ADDRESS SEAL

ANNEXURE – C

**DECLARATION BY MANUFACTURER / SUPPLIER / AUTHORIZED DEALERS /
VENDORS / PRINTERS / SERVICE PROVIDER**

I/We have read the instructions appended to the Annexure-A / B 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 consequence.

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.

All the information furnished by me / us here under is correct to the best of my / our knowledge and belief.

I / We agree that I / We have no objection if inspection of my / our premises / workshop etc., is done by the officials of the Life Insurance Corporation of India.

Dated at _____ this _____ day of _____ 2025.

Signature of the Vendor Name & address seal

Date : 24.12.2024

NOTICE FOR EMPANELMENT

The Life Insurance Corporation of India, Divisional Office, Kadapa is inviting applications for empanelment from all interested firms / agencies / service providers as under;

Supply of Office tables (Iron & Computer), Chairs (s-type, visitors, revolving, computer), Filing Cabinets, Almirahs, iron Safes, Fire / Water Proof storage equipments, Policy Racks etc;l T Bundle Note / Loose Note Counting cum Fake Note Detector Machines; CCTV Cameras Suppliers & Maintenance; Fire Alarm / Fire Extinguishers Suppliers and Maintenance; House Keeping & Maintenance Services of Office / Guest House; Security / Care Taker Services; Catering services; Table Stationery & Office Stationery; News Paper Advertising Agencies; Courier Services; Transport Services / Packers & Movers; Dress Materials Suppliers, Bed sheets, Towels etc; Identity Cards / Rubber Stamps / Binding work etc; Cleaning Material Suppliers; Pest Control Services; Railway & Air Ticket Booking Agencies; AMC & CAMC for Water Coolers / Dispensers, Air Coolers, Water Purifiers, RO Systems / Aqua Guards, ACs DG sets, HT maintenance, LT Electrical services, Supply of Misc. Electrical material etc., Printing & Stationery such as Forms, Paper etc.; Computer Continuous Stationery – Printed / Blank; Security Printers for printing of Policy Bonds, Envelops suppliers, PVC / Plastic wallets, folders etc.; Computer consumables (Printer ribbons, Cartridges, Toner cartridges, Laser printer toners, Ribbon cartridges, Inkjet MFPs etc.)

The details of application *forms* are available in our website www.licindia.com/tenders. Last date for submitting the duly filled in applications is **05:30 P.M. on 23.01.2025**.

Date: 24.12.2024

Senior Divisional Manager