Life Insurance Corporation of India,
Office Services Department, Divisional Office- Udaipur Tel: 0294-2486640, E-mail: os.udaipur@licindia.com

Ref: OS/TDS **Date: 23.02.2026**

TENDER DOCUMENT

HIRING OF CHARTERED ACCOUNTANT / TAX CONSULTANT SERVICES

FOR

LIFE INSURANCE CORPORATION OF INDIA UDAIPUR

DIVISION

Last Date of Submission: 10.03.2026 up to 4.00PM

Life Insurance Corporation of India,
Office Services Department, Divisional Office- Udaipur Tel: 0294-2486640, E-mail: os.udaipur@licindia.com

Tender for hiring of Chartered Accountant / Tax Consultant Services for Branches and Divisional Office under Life Insurance Corporation of India, UDAIPUR Division

NOTICE

Life Insurance Corporation of India, Divisional Office-UDAIPUR intends to invite sealed tenders in a closed envelope for hiring of Chartered Accountant / Tax Consultant Services for Branches and Divisional Office under Life Insurance Corporation of India-UDAIPUR Division, from reputed Chartered Accountants/ Tax Consultant Firms, full details given in the Tender Document. Tender format containing terms and conditions is available at our web site **www.licindia.in.** The last date of submission of Tenders is **10.03.2026**up to **4.00 PM.** For further details please log on to **www.licindia.in** and go to tenders section.

Senior Divisional Manager, LIC of India, Divisional Office-UDAIPUR reserves the right to accept or reject any or all offers/ tenders in full / part without assigning any reason whatsoever.

SENIOR DIVISIONAL MANAGER

The details of various Annexures are as under:

S. No.	Description	Page from To	No of Pages	Remarks
1	Notice	2 to 2	1	
2	Index	3 to 3	1	
3	Salient features of the tender	4 to 5	2	
4	Instructions to Bidders	6 to 7	2	
5	General Terms and Conditions	8 to 10	2	
10	Technical Bid	11 to 12	2	Annexure-A
15	Financial Bid	13 to 13	1	Annexure-B
17	Affidavit	14 to 14	1	Annexure-C
18	Letter of Authorization	15 to 15	1	
19	NEFT Mandate	16 to 16	1	Annexure-D
20	Check list	17 to 17	1	

Kindly Note:-

Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission.

Life Insurance Corporation of India,
Office Services Department, Divisional Office- UdaipurTel:
0294-2486640, E-mail: os.udaipur@licindia.com

Tender for hiring of Chartered Accountant / Tax Consultant Services for Branches and Divisional Office under Life Insurance Corporation of India, UDAIPUR Division
Salient Features of the TENDER:-05/2025/26

S.NO.	BRIEF DESCRIPTION	DETAILS
1	Tender	**Tender for hiring of Chartered Accountant / Tax Consultant Services for Branches and Divisional Office under Life Insurance Corporation of India,**
2	Name and address to whom the tender is to be submitted	**Tender Receiving Officer** **Life Insurance Corporation of India** **Jeevan Prakash Building, 2 nd floor subcity centre reti stand, UDAIPUR-313002**
3	Tender Fee	**Rs 118/-- (Rs 100/- as tender fee + 18% GST) (non-refundable)** by way of **Demand Draft only**, in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at UDAIPUR.
4	Earnest Money Deposit	**Rs. 4000/- (Rs four thousand only-) in the form of Demand Draft only favoring 'LIC of India'** drawn on any Nationalized / Scheduled Bank payable at UDAIPUR. The Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of the tender. The Earnest Money Deposit will not carry any interest.
6	Last Date and time of submission of tender	**10.03.2026by 4.00 PM.** (Excluding Sundays ,Saturday &, Holidays of the month). Applicants should ensure that their tender is received on or before the date and time specified, as no consideration whatsoever shall be given for postal or any kind of delay.
7	Date of opening of Tender	The sealed tenders will be opened by the Tender Opening Committee on **10.03.2026at 04.30 PM** in presence of the bidders or one of their authorized representatives (Authorization letter as per the format provided with ID proof) who wish to attend at their own cost.
8	Date of opening of Financial Bids	Financial Bids of only those Bidders, who qualify on Technical Grounds, will be eligible for opening. The Financial Bids will be opened on a later date that will be communicated to the technically qualified bidders.
9	Contract Period	The Contract Period shall be initially for a period of **TWO** Years, with further extension by **two** year on the same terms and conditions subject to satisfactory services by CA/Firm and mutual understanding with LIC of India UDAIPUR Division.
10	Notice for termination of contract	The contract is subject to termination at any time if the services are not found satisfactory by LIC or for any other reason whatsoever by serving 30 day notice in writing by LIC and 90 day notice by CA/Firm.

11	Security Deposit	Security deposit @5% of contract value, to be deposited by way of Demand Draft only in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at UDAIPUR. The Security Deposit is to be deposited with LIC within 15 (Fifteen) days from the date of issue of Letter of Acceptance by LIC. Security Deposit will be refunded without any interest, after successful completion of the total Contract Period subject to deductions for any appropriations thereof required to be made by LIC as per the conditions of the contract.
12	Official Website for download of Tender Document	**www.licindia.in** .

SENIOR DIVISIONAL MANAGER

Instructions to Bidders

1. Life Insurance Corporation of India Divisional Office UDAIPUR, invites Tender for Hiring of Chartered Accountant / Tax consultant Services for Filing of quarterly E-TDS return of 24Q, 26Q, 27Q, submission of NSDL fee, correction in demand, dealing with e-TDS default(s), compliances under section 206AB, providing Form 16s & other related statements etc. of all the Branches and Divisional Office under Life Insurance Corporation of India, UDAIPUR Division, in sealed envelope from the reputed CA/Firms. For complete details and formats of Tender Document please log on to LIC's website **www.licindia.in/Bottom- Links/Tenders**. Should there be any changes in the terms and conditions of the tender, they will be duly notified on this official website and no further intimation will be given through any other means.

2. **TENDER FEE:** Tender Document may be downloaded from the website, should be duly filled in and accompanied by a Demand Draft only of **Rs.118/- (Rs.100+18% GST)** favoring 'LIC of India' drawn on any Nationalized/Scheduled Bank payable at UDAIPUR, towards **Non-refundable Tender Fee**.

3. **EARNEST MONEY DEPOSIT:** The tender should be accompanied by a refundable **Earnest Money Deposit** of Rs. 4000/- (Rs Four thousand only-) in the form of **Demand Draft only** favoring 'LIC of India' drawn on any Nationalized / Scheduled Bank payable at UDAIPUR. The Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of the tender. The Earnest Money Deposit will not carry any interest.

4. **TECHNICAL BID:** The bidders are requested to submit the **Technical Bid** (**Annexure A) and supporting documents** in a sealed cover super scribed as **"Technical Bid for Hiring of Chartered Accountant /Tax Consultant Services for LIC of India, UDAIPUR Division".** The envelope shall contain the name, contact no., E-Mail ID and address of the bidder. Along with the Technical Bid, Demand Draft for "Earnest Money Deposit (EMD)" of Rs. 5000/- and "Cost of tender Fee "of Rs. 118/- (Non-refundable), as mentioned in the Tender, should be placed in this envelop. All required documents are to be placed in this envelope **(Envelope-1)**

7. **FINANCIAL BID:** The bidders are requested to submit **Financial Bid** (**Annexure-B)** separately in a sealed cover **(Envelope-2)** super scribed as **"Financial Bid for Hiring of Chartered Accountant / Tax Consultant Services for LIC of India, UDAIPUR Division".**

   These two Sealed Cover Envelopes (Envelop -1, containing Technical Bid, Tender Fee & EMD and Envelop- 2, containing Financial Bid) are to be placed in a bigger sealed envelope super scribed as:

   "**Tender for Hiring of Chartered Accountant / Tax Consultant Services for LIC of India, UDAIPUR Division."**

8. The duly filled in tenders along with all relevant enclosures should be submitted by the bidders either by Regd. Post / Speed Post or in person at the address given below :

Tender Receiving Officer
Life Insurance Corporation of India
Jeevan Prakash Building, 2 nd floor subcity centre reti stand
UDAIPUR-313002

9. The rates quoted shall be written in **FIGURES & WORDS** without any correction. The bidders are instructed not to round off the rates. Rates to be quoted should be strictly as per the Performa of Financial Bid enclosed in the Tender document.
10. For Technical Evaluation following documents are required to submit along with Technical Bid.

    a) Signed Copy of Tender Document as token of acceptance of all terms and conditions.
    b) Self-attested Copies of ITRs for 3 Financial Years i.e. FY 2022-23, 2023-24 & 2024-25.
    c) Self-attested Copy of PAN Card
    d) Self-attested Copy of GST Certificate (If registered under GST Rules).

11. LIC reserves the right to reject incomplete bids and bids lacking in required details or without signatures or without relevant enclosures.

12. Tenders received late, not in properly sealed cover, received telegraphically & conditionally or not conforming to the prescribed conditions or not complete in all respects will be rejected.

13. The last date for submission of tenders is as stipulated in the 'Salient features of the Tender'. If any of the dates mentioned in the 'Salient features of the Tender' happens to be a holiday, the transaction will be made on the next working day.

14. The tenders will be opened by the "Tender Opening Committee" on the day as mentioned in the 'Salient features of the Tender' in the presence of bidders or their authorized representatives if they are willing to attend at their own cost.

15. Please note that only Technically Qualified Bids will be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date which will be communicated to technically qualified bidders separately.

16. The Senior Divisional Manager, LIC of India, UDAIPUR Division reserves the right to make any modification/s in the tender before the last date of submission of tenders. The modification/s, if any, will be published on our website www.licindia.in/Bottom-Links/Tenders and will form part of the tender.

17. If two or more Persons/Persons, quote the same rate, the lowest Bid after negotiations, will be considered.

18. The Senior Divisional Manager, LIC of India, UDAIPUR Division reserves the right to reject, accept any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for her/his actions and decisions. The Senior Divisional Manager, LIC, UDAIPUR Division also reserves the right to accept any bid in part or to split the contract between two or more bidders. The Senior Divisional Manager, LIC of India, UDAIPUR Division does not bind himself to accept the lowest tender.

19. The LIC reserves the right for inclusion/ exclusion of Terms and Conditions of the contract as per the requirement.

SENIOR DIVISIONAL MANAGER

Tender for hiring of Chartered Accountant / Tax Consultant Services for Branches and Divisional Office under Life Insurance Corporation of India, UDAIPUR Division

GENERAL TERMS & CONDITIONS

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, herein after termed as Corporation

2. Tender which is received on account of any reason whatsoever including postal delay etc. after expiry of time and date i.e. fixed for submission of tenders shall be termed as "LATE' tender and will not be considered for technical evaluation. Such tenders shall be returned to the concerned party without opening the same.

3. All columns of the tender documents must be duly filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted/ furnished is found incorrect.

4. Overwriting/corrections in the tender document are not allowed.

5. Incomplete, conditional tenders and fax / e-mail/ telegraphic tenders will not be considered and will be rejected.

6. The offer will remain valid at least for a period of 06 (Six) months to be reckoned from the date of opening of "Technical Bid".

7. There should not be any deviation in terms and conditions that have been stipulated in the tender documents. Tenders with imposed conditions which may lead to any deviation with respect to the terms and conditions mentioned in the tender document will not be considered and will be rejected.

8. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be rejected.

9. Canvassing or offer of an advantage or any other inducement by any person with a view for influencing acceptance of a bid will result in the rejection of the bid.

10. Income Tax will be deducted at prevailing rate.

11. GST will be reimbursed to the successful bidder only if registered under GST Rules.

12. LIC shall have the right to amend or modify any of the terms and conditions during the period of the Contract.

13. The Competent Authority reserves the right to change the relevant dates to accept or reject all or any of the applications, to accept any higher bid, or to cancel all tenders without assigning any reasons whatsoever.

14. The Technical Bids of those bidders, where LIC after its scrutiny / inspection / investigation / verification is satisfied with regard to the compliance of technical criteria as laid down in the tender document, will be declared as found eligible for financial bid opening.

15. **The Financial Bids of only those Tenderers whose Technical Bids are found responsive by LIC, will be further processed and evaluated.**

16. LIC will communicate to the successful bidder by letter sent through Courier / Registered Post / E-mail that his bid has been accepted.

17. **PERIOD OF CONTRACT:** The agreement will be signed by both the parties within 30 days from the date of contract with Manager (OS) LIC of India Divisional Office UDAIPUR. The contract shall remain in force initially for a period of **TWO Years** from the date of approval by the Competent Authority with further extension by TWO year on the same terms and conditions with mutual agreement by both the parties**.** Renewal of the contract will be subject to no enhancement of Quoted Rates by CA/Firm. However, the contract is subject to termination at any time if the services are not found satisfactory by LIC or for any other reason whatsoever by serving 30 days' notice in writing by LIC and 90 days' notice by CA/Firm.

18. **PAYMENT PROCEDURE:** The payment shall be made through NEFT for which the successful bidder has to submit an enclosed NEFT mandate form along with cancelled Cheque of his/her Bank Account and a self-attested photocopy of PAN Card. The demand /GST IN Bill will be submitted on quarterly basis to **Manager (OS) LIC of India, Divisional Office UDAIPUR.** The bills raised should be provided with the following documents for verification and release of payment:
    a) Income Tax or any other applicable taxes shall be deducted at source at the time of payment in accordance with the provisions of the relevant Acts/Rules as applicable from time to time.

19. CA/Firm shall be responsible for their Personal taxes as applicable and shall indemnify to hold LIC harmless for any liability in this regard.

20. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated Authorities of LIC and CA/Firm. Any dispute arising out of the Contract/Agreement shall come under the jurisdiction of the Honorable Courts in UDAIPUR.

21. The successful bidder will indemnify and keep indemnified LIC from claim, loss or damage that may be caused to LIC on account of failure of CA/Firm under various laws, towards LIC due to acts of omissions of CA/Firm. The successful bidder has to furnish an Affidavit to LIC on a Stamp Paper of appropriate value.

22. In order to satisfy itself about the nature and quality of services rendered by the tenderer, LIC of India may depute its officer(s) or authorized representative to visit the institute/establishments mentioned by the bidder. Besides, LIC may also arrange for verification of any document/testimonial submitted by the bidder in support and compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to cooperate or where after verification, it is revealed that bidder does not meet with the criteria as laid down in the tender document, his bid would be considered as non-responsive and his financial bid will not be processed any further and EMD will be forfeited.

23. The Bidder should affix authorized person's signature on all the pages of the tender as a token of acceptance of the terms and conditions.

24. In case of any dispute arising with any State/ Central Agency, owing to happening of any incidence CA/Firm shall be solely responsible for it and LIC will not have any liability in this regard whatsoever.

25. **TERMINATION CLAUSE :**
    LIC may also terminate the contract by serving one month Notice and the decision of the Sr. Divisional Manager, LIC of India, UDAIPUR Division, in this regard shall be treated as final and binding on the other side. If CA/Firm refuses to provide the required facilities to LIC at any stage before the expiry of the period of contract, the contract shall be liable to be terminated by LIC without giving any notice along

with forfeiture of the EMD.

26. **TERMINATION OF CONTRACT**:
The contract may be terminated during the operative period by giving 30 days' notice in writing by LIC and 90 days' notice in writing by the CA/Firm.

27. **RIGHT TO ACCEPT ANY BID AND TO REJECT ANY BID OR ALL BIDS**:
Every Bidder must note that his/her Bid shall be liable to be rejected in case the tender stipulations are not complied with strictly or the services do not conform to the required specifications indicated therein. The Sr. Divisional Manager, LIC of India, UDAIPUR Division, reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for its actions and decisions. The Sr. Divisional Manager, LIC of India, UDAIPUR Division also reserves the right to accept any bid in part or split the contract between two or more bidders.

28. Relaxation in prior experience, turnover may be provided to MSE vendor. MSE vendor shall be exempted from payment of tender document fee & EMD. Valid udyam registration must be submitted along with the Bid.

SENIOR DIVISIONAL MANAGER

Life Insurance Corporation of India,
Office Services Department, Divisional Office- Udaipur Tel: 0294-2486640, E-mail: os.udaipur@licindia.com

Tender for hiring of Chartered Accountant / Tax Consultant Services for Branches and Divisional Office under Life Insurance Corporation of India, UDAIPUR Division

ANNEXURE -'A'

TECHNICAL BID

S. No	Information Sought	Information Provided
1	Name of the CA/Firm (**in Block Letters**)	
2	Full Residential Address(s):-	
3	Postal /Present /Office Address(s):-	
4	Contact Details: 1. Land Line No 2. Mobile 3. E-Mail ID	
5	Name of Representative(s) who would be calling on us and attending to the jobs (With Mobile No and E-Mail ID.	
6	Name of Bankers with addresses & Telephone Nos. & IFSC Code & Bank Account Details.	
7	Permanent Account Number. (Please enclose attested photocopy)	
8	GST Number (Please enclose attested photocopy)	
9	Income Tax Return details (Copies of last 3 years IT Returns to be attached)	FY 2022-23 FY 2023-24 FY 2024-25
10	Details of Tender Fees	Amount Demand Draft No: Date: Bank:

11	Details of Earnest Money	Amount Demand Draft No: Date: Bank:

I/We declare that the above information is correct and complete to the best of my knowledge and belief.

Signature(s) of the Owner/Owners/Partners
(Name):
Address:
Mobile:
Email Id:

Life Insurance Corporation of India,
Office Services Department, Divisional Office- Udaipur Tel: 0294-2486640, E-mail: os.udaipur@licindia.com

Annexure "B"

FINANCIAL BID

Financial bid for Hiring of Chartered Accountant / Tax Consultant Services for Branches and Divisional Office under Life Insurance Corporation of India, UDAIPUR Division, to be submitted by the Bidder.

Name of the CA/Firm: _____

S. No	Description of Required Services in Branch and Divisional Office	Quoted Rates for one OFFICE for one TAN number per Quarter (Excluding GST)
Col. (1)	Col. (2)	Col. (3)
1	Filing of Qly e-TDS 24Q	
2	Correction in e-TDS 24Q	
3	Filing of Qly e-TDS 26Q	
4	Correction in e-TDS 26Q	
5	Filing of Qly e-TDS 27Q	
6	Correction in e-TDS 27Q	
7	Download & generate all form no 16 Per year Soft copy of traces	
8	Download & generate all form no 16 A Per Quarter Soft copy of traces	
9	Challan correction	
10	Filing of Qly e-27EQ	
11	Correction in e-TDS 27EQ	
L1 price	Grand total	

- **, whereas if any other fees charged by NSDL shall be reimbursed on production of receipts.**

Note: - CA/Firms are requested to go through the Tender Document before Quoting Rates

I/ We hereby submit that the above conditions are acceptable to me/us and the rates offered have been offered

Authorized Signatory
(Name
Mobile/Email Id:
Date:

ANNEXURE -'C'

AFFIDAVIT
(TO BE GIVEN BY SUCCESSFUL BIDDER)

I/We _____, being Indian Citizens residing at -_____do hereby solemnly
Affirm and state as under:-

Whereas Life Insurance Corporation of India has floated tender for Hiring Chartered Accountant / Tax Consultant Services for Branches/Divisional Office under UDAIPUR Division and in respect of the same, I/we being one of the Bidders, confirm that I / We strictly follow various laws as mentioned in the Terms & Conditions of the Tender.

I/We further state that I/ we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon Life Insurance Corporation of India and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due to or to become due to us.

I/We state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me / us in this affidavit. I / We further state that non-compliance of any provisions shall be sufficient reason for Life Insurance Corporation of India to terminate the contract. Besides taking recourse to other legal remedies available in the Contract.

Solemnly affirmed at_____this_____Day of _____2024 before me.

Notary

Life Insurance Corporation of India,
Office Services Department, Divisional Office- Udaipur Tel: 0294-2486640, E-mail: os.udaipur@licindia.com

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

The Manager (OS)
Life Insurance Corporation of India
Divisional Office-UDAIPUR

Sub: Authorization for attending bid opening on……..……..…at.....Hrs

Following person is hereby authorized to attend the bid opening of Tender floated by LIC of India, UDAIPUR Division, for Hiring Chartered Accountant / Tax Consultant Services for Branches/Divisional Office under UDAIPUR Division on behalf of

…….
…..... (Bidder)

Name of the Person	Specimen Signature

Authorized Signatory
(Name
Mobile/Email Id:
Date:

Note: Only one representative for any Bidder shall be authorized and permitted to attend the BID OPENING. Such person shall carry this authorization letter & I Card along with him to be present during the process of bid opening.

Life Insurance Corporation of India,
Office Services Department, Divisional Office- Udaipur Tel: 0294-2486640, E-mail: os.udaipur@licindia.com

ANNEXURE -'D'

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :
…….
(As per Bank A/c)

PAN NO. : ……
(Compulsory)
Address of Agency :
…….

……..

Phone / Mobile no. : …….
(FOR SMS Alert)

Email ID :
…….

Agency's Bank name :
…….

Bank Branch Name :
……..

Address of the bank :
……..

Agency Bank Account No. :
……..
(Full Digit 11-16)

Type of A/c : **Saving A/c** ☐ **Current A/c** ☐ **OD A/c** ☐ **CC A/c** ☐
(Tick)

Bank IFSC Code No. :
(11 DIGIT IFSC CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Authorized Signatory
(Name / Designation and Seal of the Firm / Company)
Mobile/Email Id:
Date:

Kindly enclose cancelled cheque leaf for verification of details.

ENCLOSURE CHECK LIST

S. No	PARTICULARS	YES	NO
01	Demand Drafts for Tender Fee & EMD enclosed with Technical Bid.		
02	All Annexures i.e. A, D, duly signed and stamped are enclosed.		
03	Financial Bid Annexure B is duly signed and enclosed in a separate envelope		
04	All Rates in the financial bid are covered with cello tape		
05	All documents are duly signed & stamped		
06	Signed Copy of Tender Document as token of acceptance of all terms and conditions		
07	Self-Attested copy of ITR for 3 years (2022-23, 2023-24, 2024-25) enclosed		
08	Self-Attested copy of PAN Card enclosed		
09	Self-attested copy of GST registration (If applicable)		
10	NEFT Details along with cancelled cheque enclosed		

Bidders are requested to ensure that the self-attested documents, as required under Tender conditions are enclosed while submitting the Tender to Life Insurance Corporation of India UDAIPUR Division.