



Jorhat Divisional Office, "Jeevan Prakash", P.B. No.83, Rajabari, Jorhat - 785014 (Assam)

JDO/Sales/Empanelment

Date: 02.07.2024

The Executive Director (CC)
LIC OF INDIA
Central Office
Mumbai

Respected Sir,

Re: Empanelment of "Advertising and Publicity" firms.

With reference to the above, we would like to request you kindly to publish the attached advertisement Notice and forms for empanelment of "Advertising and Publicity" firms in our official website." www.licindia.com" .

In this regards, we would like to inform you that the same will be published in local newspaper on 04.07.2024.

With regards,

Yours faithfully,

Divisional Manager(I/C)

मण्डल प्रबन्धक (प्रभारी)

Divisional Manager (I/C)

भा. जी. वी. नि., जयप्रकाश म: का:

LICI, Jorhat Divisional Office



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA

Jorhat Divisional Office, JEEVAN PRAKASH, Garali, Rajabari, Jorhat – 785014 (Assam)

E.mail: sales.jorhat@licindia.com ;

NOTICE

Applications are invited from interested reputed firms/ printers/ advertising agencies having PAN number/GST registration for empanelment as “Advertising / Publicity /Printing of leaflets/Flex, firms for LIFE INSURANCE CORPORATION OF INDIA, Jorhat Divisional Office.

Interested advertising agencies/printers/firms may obtain necessary forms from Sales Dept, LIC OF INDIA, Jorhat Divisional Office, at the above address on payment of non – refundable sum of Rs.100/= (Rupees one hundred only)in the form of Cash/ DD/ Bankers cheque favoring LIC OF INDIA payable at Jorhat to be deposited at our Cash Counter of F & A Dept, 2nd Floor, at the above stated address. Applications may also be downloaded from www.licindia.com (tender link) . In such case, the application should accompany the requisite fees of Rs.100/= at the time of submission of completed forms. The application for empanelment should be in sealed cover envelope superscribed as “Application for Empanelment as Advertising / Publicity/ printing of leaflets” should be submitted as per instructions mentioned in the application form and **should be addressed to “The Divisional Manager (I/C), LIC OF INDIA, Jorhat Divisional Office, Rajabari, Jorhat , Assam Pin-785014”**

. The selection will be at the sole discretion of the Competent Authority. Date of issue of forms: From 04.07.2024 to 24.07.2024 on all working days from 10.00 hrs to 16.30 hrs from Monday to Friday.

Last date of submission of application is 25.07.2024 up to 16.30 hrs . All applications are to be submitted in the Sales Department, 3rd Floor of above stated Address.

The Manager (Sales)

LIFE INSURANCE CORPORATION OF INDIA

Jorhat Divisional office, JEEVAN PRAKASH, Garali, Rajabari, Jorhat – 785014 (Assam)

The Divisional Manager(I/C), LIC of India, Jorhat Divisional Office, reserves the right to accept/ reject/cancel any or all the offer in full or in part without assigning any reason.

In case of any dispute Jorhat is the jurisdiction.

Divisional Manager(I/C)

NOTE:: 1) Firms/Suppliers who have been blacklisted / removed earlier should not applied, Their applications will not be considered.

मण्डल प्रबन्धक (प्रभारी)
Divisional Manager (I/C)
भा. जी. बी. नि., जोरहाट म: का:
LIC, Jorhat Divisional Office

ANNEXURE-A

CONDITION FOR EMPANELMENT

- 1) The Agency should be in profession of publicity/ advertisement and printing of leaflets for at least 3 years (Copy of registration Certificate must be enclosed)
- 2) The Agency should be on the approval panel of at least 3 reputed firms out of which at least should be public sector or Government undertaking.
- 3) The agency should have necessary equipment for wide publicity.
- 4) The agency should have spacious area of operation for activities & sufficient storage space at one place.
- 5) The agency should have registration with state / local authorities for undertaking the profession (Copies of registration licence to be enclosed)

Signature:

**Name &Address of Firm
(With Seal)**

Mobile No:

Mail id:

Cont-

FORM OF APPLICATION FOR EMPANELMENT (Annexure A)

Sl	Information Sought	Information Provided
1	Name of the firm: (In Block Letters)	
2	Mobile No	
3	Mail ID (Compulsory)	
4	Date of Establishment/ In corporation	
5	Registration No. (Please enclose photocopy of Certificate)	
6	Correspondence address and Telephone No.	
7	Address of Head Office (if separate) and Telephone No.	
8	Status: Proprietary/ Partnership/ Private Limited Company / Public Limited Company	
9	Names of the Partners/ Directors	
10	Name of Chief Executive with his/her present addresses and Telephone No.	
11	Name of Representative (s) with Designation who should be calling on us and attending to our jobs.	

12	Name of Bankers with addresses & telephone nos.	
13	PAN No. of Income Tax Department (Please enclose (photocopy)	
14	GST Registration No. (Please enclose photocopy of GST Certificate)	
15	Details if interested with any other Govt. Authority	
16	State the latest Income Tax Assessed year and amount of Tax assessed (Copies of last 3 years IT Returns, Balance sheets & Revenue A/C to be enclosed)	
17	Details of empanelment with any office of LIC of India and / or other PSUs (Central) (Please enclose list giving full details and name and telephone no. of person who may be contacted for confirmation)	
18	Mention any other specialties of your Establishment	

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

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request Life Insurance Corporation of India, Divisional Office, Rajabari, Jorhat, Assam to consider inclusion of my/ our name in the list of their approved vendors. We agree to give full satisfaction to the Corporation in the vent of their doing so.

Dated at this day of2024.

Signature with Seal

Name:

Designation

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