

**GROUP – II NOTICE -2025**

Application for Empanelment under  
**GROUP-II**

Category:

Applications are invited from the vendors / firms for the empanelment for various jobs as mentioned below for DIVISIONAL OFFICE, AHMEDABAD (Including existing empanelled vendors under Ahmedabad Division for below mentioned Categories.)

**CATEGORY OF VENDOR / FIRM FOR SUPPLY OF :**

**(A) PURCHASE OF GIFT ARTICLES :**

- (1) All type of Household Articles (Kitchen Ware)
- (2) All type of Plastic Home Ware Products
- (3) All type of Seasonal Products
- (4) All type of Festival related Products
- (5) Trophy, Corporate Gift Items
- (6) Any other articles like Medals, Badges for felicitation
- (7) Electronics Items
- (8) Ceramic Items
- (9) Misc. Items that can be given as gift
- (10) Leather bag/ pouch/ other items
- (11) Stationery gift items
- (12) T-shirts/cap with printing of logo /design

**(B) LIC PRODUCTS' ADVERTISEMENT :**

- (1) Hoardings on Rent ( Lit / Non Lit) backlit, front lit, digital screens
- (2) Pole Kiosks (Lit / Non Lit)
- (3) Wall Paintings/Glow sign/Signage/Wrap up
- (4) Advertisement on AMTS / BRTS Buses
- (5) Traffic Island / Barricades / Tree Guards / Auto Rickshaw Back Pannel
- (6) Mobile Van publicity
- (7) All kind of Publicity related product and services.
- (8) Advertisement on Taxis/bus station, railway station/ metro, airport, cycle rickshaw.

**(C) PRINTING OF FLEX / BANNER :**

- (1) Flex and Vinyl Printing (2) danglers,(3) certificates.(4) Flash (5) Soft copies of flash & certificate

**(D) MEETING /TRAINING/EVENT SERVICES:-**

1) stage, sound system, backdrop, projector, Decoration, meeting/training events related all services. 2) Catering (3) wallet parking service, (4) travel services/ tour operators

The vendors / firms desirous to be empanelled with us for above said jobs and fulfilling conditions as per Annexure "A" enclosed, may apply for empanelment of DIVISIONAL OFFICE, AHMEDABAD for jobs undertaken at Division office Ahmedabad for above category.

The applications in questionnaire form along with the enclosures i.e. necessary certificates in evidence for the facts mentioned in the forms are to be sent at the following address so as to reach us on or before 10/02/2025 upto 5.00 p.m.

Sr. Divisional Manager  
LIC of India, 7<sup>th</sup> Floor, Sales Department,  
"JEEVAN PRAKASH" Building,  
Tilak Marg, AHMEDABAD – 380 001.

The Sealed envelope should be super scribed as "Application for empanelment under GROUP-II for \_\_\_\_\_ (Mentioned Category listed above) with Category No. \_\_\_\_\_.

Application form fee Rs. 354/- to be paid by Cash/Demand Draft favouring "LIC OF India" payable at Ahmedabad.

**MANAGER (SALES)**

**NOTE :** 1) Vendors/suppliers who are on our existing panel should also apply for fresh empanelment.  
2) Vendors/suppliers have been blacklisted/ removed earlier, should not apply. If applied, their application will not be considered  
3) The Corporation reserves the right to include/exclude/cancel the name of the Vendors/Suppliers from its approved list at its absolute discretion without assigning any reason.

## **ANNEXURE “A” GROUP - II**

### **CONDITIONS FOR EMPANELMENT**

- (1) The firm should have been established at least three years before (Copy of Registration certificate must be enclosed)**
- (2) Annual turnover should at least Rs.2 lacs. (Attach Balance Sheet for 3 years)**
- (3) The firms should have at least 300 Sq. Feet area of operation for printing, binding, etc., activities and sufficient storage space.**
- (4) The firms should have registration with state & local authorities for undertaking the profession (Copies of state registration & A.M.C License, VSAT / TAN / PAN / CST / GST No. to be enclosed)**
- (5) Vendors / Firms should keep sufficient stock in hand, so as to comply with requirements without delay.**
- (6) Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of authorize dealership must be enclosed)**
- (7) Corporation reserves the right to cancel your application without giving any reason.**
- (8) Application should reach us on or before 10/02/2025 up to 5.00 pm with necessary documents / copy stated in Application for Part – I.**
- (9) Any dispute subject to AHMEDABAD jurisdiction.**
- (10) The approved panel will be valid for 24 months from the date of empanelment.**

**SR. DIVISIONAL MANAGER  
AHMEDABAD DIVISION**

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Ahmedabad Divisional Office, Sales Department,  
7<sup>th</sup> Floor, Jeevan Prakash Building, Tilak Road, Ahmedabad – 380 001.

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**APPLICATION FOR EMPANELMENT UNDER GROUP- II  
CATEGORY NO. \_\_\_\_\_**

(1) Name of the Firm / Agency : \_\_\_\_\_

(2) Address of the Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-MAIL ID \_\_\_\_\_

(3) Name of the Proprietor/s Chief Executive  
With Telephone No. / Mobile No. \_\_\_\_\_

(4) Date of Establishment: \_\_\_\_\_  
(Enclose Certificate)

(5) Name and address of present Clients: \_\_\_\_\_  
(Attach separate statement)

(6) Whether Registration Certificate under Shop and Establishment Act duly  
renewed? Yes /  
No ( If yes, attach copy)

(7) Whether holding Registration Certificate issued by Regional Provident Fund  
Commissioner? Yes / No. (If yes, attach copy)

(8) Whether holding Registration Certificate issued by Employees State Insurance  
Corporation? Yes / No. (If yes, attach copy)

(9) Whether holding GST Registration Certificate issued by  
Government of India ? Yes / No. (if yes, attach Copy)

GST NO \_\_\_\_\_

(10) Affidavit by the Proprietor for ownership of the firm should be attached.

Income Tax PAN No. : \_\_\_\_\_

Number of Staff Employed : \_\_\_\_\_

**(11) Copy of Income Tax Clearance Certificate and latest Income Tax return should be attached.**

**(11) Copy of License issued by Office of Labour Commissioner should be attached.**

**(12) Address of workshop, if any :**

**(13) Do you have dealership of any standard Firm / Brand / Make?**

**(14) Other details**

**(15) Whether your Firm / Company black listed by any Govt / Semi Govt? YES / NO. If YES, give the details.**

**Signature with stamp**

**(Name of the Proprietor/s Chief Executive)**

**Date : \_\_\_\_\_**

**Place : \_\_\_\_\_**

**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.**

**P.S.: Application form fee Rs354/- (Rs 300 + GST 54 )paid by Cash/Demand Draft vide**

**M.R.No. \_\_\_\_\_ dated \_\_\_\_\_.**

**Questionnaire for Empanelment under GROUP- II**  
**PART – I GENERAL INFORMATION**

**(1) Name of the Dealers  
(In Block Letters)**

**(2) Date of Establishment / Incorporation :  
(Enclose Certificate)**

**(3) Address and Telephone No.**

**(4) Address of Office ( If separate)  
And Telephone No. / Mobile No.**

**(5) Status whether partnership /  
Private Limited Company/  
Public Limited Company**

**(6) Name of the Proprietor / Partners / Directors**

**(7) Name of Chief Executive with his present address and Telephone No.**

**(8) Name of Representative (s) including Designation who would be calling  
On us and attending to our jobs**

**(9) Name of Bankers with address and Telephone No.**

**(10) If the press registered under the Factories Act? If so, state --**

**(a) License No.**

**(b) Date of Last renewal of license :**  
Copy of the license to be enclosed

**(c) GST No.**

**(d) CST No.**

**(e) VAT No.**

**(f) TAN No.**

**(g) ESIS No. If any**

**(h) EPF Registration No. If any**

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**(11) Whether holding certificate under Shops and Establishment Act duly renewed. Copy should be enclosed**

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**(12) State the latest Income Tax Assessed year and the amount of Tax Assessment copies of last 3 years, It Returns, Balance Sheets and Revenue Act to be enclosed. Please mention you PAN No. (Copy to be enclosed)**

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**13) Turnover of last three years**

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**(14) Are you agreeable to make free Deliveries to our DIVISIONAL OFFICE, AHMEDABAD**

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**(15) Are you agreeable to submit samples whenever called for?**

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**(16) Are you agreeable to enter into a Rate Contract or running contract or Fixed quantity contract?**

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**(17) Are you agreeable to abide strictly by the Terms and Conditions of the tenders and contracts as and when laid down by the corporation (copies annexed)**

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**(18) Area occupied by the Shop / Press**

**(19) Total Number of Employees :** Permanent \_\_\_\_\_  
Temporary \_\_\_\_\_  
Skilled \_\_\_\_\_  
Unskilled \_\_\_\_\_

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**(20) Number of shifts you work normally timing of shifts**

(21) Weekly Holidays

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(22) Name, Address and Telephone Nos. of some of your most valued clients

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(23) Name of the LIC OFFICES whose work you have done during the last 3 years. (Details of jobs given by LIC and completed by you). Enclosed certificates)

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(24) Approximate value of you turnover per year

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(25) Do you carry stocks of papers and any other material. If so, what stocks do you generally hold?

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(26) Do you possess certificate of authorization from manufactures cartridges. If yes, please provide copy of the same

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(27) Mention any other specialities of your establishment

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Signature with stamp

(Name of the Proprietor/s Chief Executive)

Date : \_\_\_\_\_

Place : \_\_\_\_\_

I/WE \_\_\_\_\_ request **Life Insurance Corporation of India, AHMEDABAD DIVISIONAL OFFICE**, to consider inclusion of my/our name in the list of their approved vendors and agree to give full satisfaction to the Corporation in the event of their doing so.

**P.S.: Application form fee Rs. 354- paid by Cash/Demand Draft vide M.R.No. \_\_\_\_\_ dated \_\_\_\_\_.**

Dated:

Signature:

Note (1) Please type this form or fill it legible in ink. If space provided is insufficient, Please write the replies on a separate sheet giving appropriate question number and attached it to the form.

Please affix your firm/company seal with authorized signature on every page.

Note (2) The corporation reserves the right to include/exclude/cancel the name of the Vendors/suppliers from its approved lists at their absolute discretion without assigning any reason.