



Date: 20.01.2025

Ref: Mktg./Empanelment/2024-25

OFFICE NOTE

Re: Empanelment of vendors/ distributors/ suppliers/ firms/ dealers for supply of various Gift Articles/ Mementos/ Competition and campaign prizes and reward items/travel and tour operators/agencies, publicity related works including printing and mounting of banners, manufacturing, supply and maintenance of boards and signage boards of various types, printing, mounting and installation of hoardings, manufacturing and/or supply of various publicity/promotional items, wall painting services, mobile van activity services ,other promotional services and Hotels/convention centres with conference hall and banquet services to Life Insurance Corporation of India, Divisional Office, Kozhikode

Ref: CO/Mktg./Oprns/ZD/14/2014 dated 21st April 2014 – Guidelines for purchase of competition, Prizes, Gift articles and Mementos

CO/Mktg./Oprns/ZD/14/2014 dated 21st April 2014 lays down the guidelines for purchase of competition, prizes, gift articles and mementos and specifies the procedures for empanelment of vendors/ distributors/ suppliers/ firms/ dealers for purchase of items. The summary of rules in this regard is:

- (a) Senior Divisional Manager shall engage approved firms and Purchase Committee to purchase the items required in respect of New Business Competition or other motivational and promotional activities undertaken.
- (b) List of empanelled vendors to be maintained and Divisional Office to empanel vendors.
- (c) Divisional Office shall advertise in local newspapers and on website calling for applications.
- (d) Purchase Committee or another duly appointed Committee shall examine the applications and recommend the firms found suitable for empanelment.
- (e) Firms empanelled by other divisions/Zones can be inducted in the panel without further process.
- (f) Panel shall be valid for 24 months from the date of empanelment. The competent authority (SDM) can extend the term of the panel by one year.

The empanelment process in our Division was last undertaken in FY 2021-22 and the validity of empanelled vendors list of our division is up to 30.09.2024, further extended up to 31.12.2024. In order to ensure that purchase and related activities are carried on smoothly and to secure new vendors who might be interested, we may start the process of fresh empanelment of vendors for further period of 2 years.

(A) We may as such, initiate activities for process of Empanelment of vendors/ distributors/ suppliers/ firms/ dealers for supply of various Gift Articles/ Mementos/ Competition prizes/ services (Including household articles, kitchenware, home appliances, textiles and apparels of all kinds, suiting & shirting materials, sarees and dresses, bed sheets, blankets, shawls, furniture and fancy items, all kinds of bags, purses, pouches, wallets and accessories, clocks, watches and similar items, stationery items, seasonal products, festival related products, electric and electronic items, mobile phone and accessories, computers and similar items and accessories, ceramic items, all types and kind of silver and gold articles including coins, mementos, decorative or designer items etc.,



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operations and services, all types of sign boards, wall painting jobs, banner and hoarding printing and indoor and outdoor publicity and promotional items, mobile van activity services, advertising jobs/ services, hotels/convention centres with conference halls and banquet services to Life Insurance Corporation of India, Divisional Office, Kozhikode

(B) In this connection, the following activities and schedules are hereby placed for perusal and approval.

Sl.No.	Activities	Date
1	Sending request by mail to CO/ZO for uploading tender and related documents in Corporate website	24.01.2025
2	Advertisement in local newspapers to be placed on	25.01.2025
3	Last date for receiving the application (Annexure A) and other documents	14.02.2025
4	Scrutiny of applications	19.02.2025

- (C) Application/ Processing fee may be fixed at Rs.100/- + GST Rs.18/- (Total – Rs.118/-) payable by way of Demand Draft favouring LIC of India.
- (D) Applications may be downloaded from our website or may be collected from our Sales Department, LIC of India, Divisional Office, Kozhikode upto 05.30pm on 13.02.2025.
- (E) The advertisements may be issued in Mathrubhumi (Malayalam daily) and Indian Express (English Daily) – Kozhikode, Kannur, Kasaragod, Wayanad & Malappuram editions – dailies with LQ cost for advt. from empanelled advt. agencies - to ensure wide publicity in Divisional jurisdiction.
- (F) Format of Application form, Terms and conditions and advertisement notice as annexed hereto, may be used for this purpose.

All relevant circulars and documents in this regard annexed hereto for perusal.

Specimen Application form (Annexure A), Terms and conditions (Annexure B) and advertisement notice is annexed for approval.

Submitted for approval for undertaking of activities for empanelment of vendors/ distributors/ suppliers/ firms/ dealers/ service providers as enumerated in (A), (B), (C), (D), (E), and (F) above.

Manager (Sales)

Recommended for approval

Marketing Manager

Senior Divisional Manager