 **Annexure “B”**

**APPLICATION FORM FOR EMPANELMENT OF AGENCY/FIRM**

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| **S.NO.OF CATEGORY : [ ] NAME OF CATEGORY:** |

**(Separate application is to be submitted for each category)**

**Terms & Conditions for Empanelment:**

1) Applications are invited from reputed agencies for Empanelment of following jobs:

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| **S.No.** | **Category** | **Estimated Expenses p.a.** | **Minimum turnover required (In last three years)** |
| 1 | Change of Flex at Hoardings /GSB in own Building; Installation and repair of Neon Sign, Hoarding, GSB etc at own premises | **15 lacs** | **75 lacs** |
| 2 | Printing of Banners/ Backdrop | **5 lacs** | **25 lacs** |
| 3(a) | Designing and Fabrication of stalls at events/fairs and Event Management | **15 lacs** | **75 lacs** |
| 3 (b) | Miscellaneous jobs for publicity during events |

2) The application form as per Annexure “A”( 2 Pages) and Annexure “B” (2 pages) should be kept in a sealed envelope super scribed as **“Application for Empanelment of Category…..”**

3)The applicant Agency/Firm should have been in the same profession for at least 5 years. (Copy of registration certificate must be enclosed).

4) The Agency/Firm should be on the approved panel of at least 3 reputed public sector organizations or must have worked with 3 public sector organizations in the last 5 years.

5) The Agency/Firm should have registration with state & local authorities for undertaking the profession (copies of proof to be enclosed). Firms, who are on any LIC Divisional Office panel, should apply for fresh empanelment.

6) The approved Agency/Firm should be in a position to comply with the urgent need without delay and should be ready to execute the work order within prescribe time frame and locations (within DELHI/NCR).

7) Minimum Annual turnover required for empanelment is indicated above against its category.

8) The empanelment would be done only on the favorable recommendations of the duly constituted committee that would visit and inspect the premises, workshop, shop etc. of the applicants.

9) Firms, who have been blacklisted / removed earlier, should not apply. If applied, their applications will not be considered or may be terminated at any point of time after empanelment without assigning any reason.

10) Period of empanelment is for **03(Three) years.**

11) The Agency/ Firm should not be on the panel of any other Life Insurance Company.

12) Applicant has to deposit **Rs. 118/-(**100+GST 18% **for each category**) in the form of demand draft in favour of Life Insurance Corporation of India payable at New Delhi or can be deposited at our cash counter in cash during cash working hours on any working day. Cash Counter timings **on Monday to Thursday 10.00 am to 4.00 pm** and **on Friday 10.00 am to 4.30 pm.**

13) The prescribed application form is to be sent to “Chairman Stores Committee, LIC of India, O.S. Department, 11th Floor, Tower-II, Jeevan Bharti Building, 124 Connaught Circus, New Delhi-110001 and should reach **before 16.30 hours on 29.04.2025.**

14) Incomplete application will be rejected without assigning any reason, there on.

15) All applicants are required to affix the signature and seal of the Authorized Official of the Company on each Page of Annexure “A” (contains 2 pages) in acceptance of terms and conditions laid therein.

Note: Mere submission of application for empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept any or all applications 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 applicants the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.