



NOTICE FOR EMPANELMENT

Life Insurance Corporation of India, Divisional Office, Indore is inviting applications for following jobs under its jurisdiction, from reputed firms for Empanelment (For 3 years).

Specification of Job

CATEGORY (A) - PRINTING

S. No.	Job details
01.	Printing of Leaflet , pamphlets , poster, booklet, Agents Kit, I.D. Card and other printing related works
02.	Stationery Items

CATEGORY (B) - PUBLICITY

S. No.	Job details
01.	Flex Printing and Supply, Flex with Stand
02.	Wall Painting
03.	Signage/ Glow Sign / Neon Sign Board Supply ,repairs and Rental.
04.	Hoardings - supply, repairs and Rental Services
05.	Mid Poles, Gantries, Bus shelters, Kiosk and similar publicity utilities jobs
06.	Mobile Van publicity.
07.	Bus Panel and Auto back publicity.
08.	Publicity at Bus Stand / Railway Stations / Airports.
09.	LED Board - Supply and rental.
10.	LED Screens Boards Supply and Installation at various Offices
11.	Acrylic Boards –Supply & Installation.
12.	Supply of Publicity Material such as – Canopy, Caps, T-Shirts, etc.
13.	Supply of Iron Framed Flex Boards
14.	Supply & Installation of Iron Framed Hoardings of Various Sizes at various places.

Divisional Office:"Jeevan Prakash", 19, MG Road Indore -452001

Tel: 0731- 2522227, 2527998 Website: www.licindia.in. e-mail: sales.indore@licindia.com



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15.	Supply of Wooden Framed Flex Boards.
16.	Other Publicity related services not mentioned above.

CATEGORY (C) - Supply of Gift Items

S. No.	Job details
01.	Trophy , Medal , Shield, Citation etc.
02.	Bags , Key Chains
03.	Umbrella and Rain coat
04.	Kitchen ware and Utensil (like Milton / Cello / etc)
05.	Electric & Electronic Items
06.	Shawl , Suiting & Shirting
07.	Canopy, Caps, T-Shirts, etc.
08.	Other Gift Items

Basic eligibility required for the Vendor/Firm:

1. Firm should have experience of at least three years .
2. Firm should have office or representative at Indore.
3. Firm should not be blacklisted or removed from panel of LIC of India or any other PSU.
4. Firm should have turn over of not less than 15 Lacs in last three years.
5. Firm must have valid registration for the jobs applied for empanelment.
6. Vendor who have already empanelled also required to apply for fresh Empanelment

Application forms: It can be purchased from LIC of India, Divisional Office, 19, M.G. Road Indore during office hours in working days from 11.05.2025 to 02.06.2025 till 04.00 PM.or can be downloaded from our website www.licindia.in.

Application for empanelment duly completed should be submitted to

Sr.Divisional Manager

LIC of India,

Divisional Office,

“Jeevan Prakash”

19, M.G.ROAD INDORE 452001

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in a closed envelope super scribed as **"Application of empanelment for Printing / Publicity / Gift Items"** along with non refundable application fee of Rs. 118/- in the form of DD / Banker's Cheque in favour of Life Insurance Corporation of India payable at INDORE or can be deposited at our Divisional Office Indore's cash counter in cash during cash working hours, IN WORKING DAYS.

The selection shall be at the sole discretion of the Competent Authority of LIC OF INDIA, Divisional Office, INDORE. **Firms blacklisted by any office of the Corporation need not to apply.**

Time-schedule of the Empanelment :

1. Date of issue of Application form : 11.05.2025 to 02.06.2025 till 04.00 PM (Working Days)
2. Last date & time of submission of Application form : 02.06.2025 till 5.30 PM.
3. Opening of Applications : 03.06.2025 at 11.30 AM

Application Fee: Rs.118/- (One Hundred Eighteen) Non-refundable
(Cash/DD in favor of Life Insurance corporation of India payable at Indore)

Any corrigendum regarding modification/addition in application or in term & conditions shall only be uploaded/ published on our official website: www.licindia.in (Tender-link). Hence, all interested Applicants are advised to visit our above website regularly for latest information regarding the above tender till the last date of submission.

The Sr. Divisional Manager reserves the right to accept or reject any/all Application without any reasons what so ever.

Date: 11.05.2025

Sr. Divisional Manager



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Application Form for Empanelment

ANNEXURE- A

Work (s) for which applied for Empanelment	Category (A) PRINTING Category (B) PUBLICITY Category (C) GIFT ITEMS
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Note- Please tick in the category. Firm may apply more than one category.

Application fee Rs.118/- is same if applies for more than one category.

01.	Name of Firm (In Block Letters)	
02.	Date of establishment of the firm and Registration No. (Enclose Copy)	
03.	Status of firm(Individual/sole proprietor/partnership/pvt. Ltd/public ltd. Etc.	
04.	Name of the proprietor	
05.	If firm is in partnership, Name of the partners (Please enclose attested copy of Partnership deed)	
06.	Local address (at Indore) of the firm	
07.	Contact Person Name with Mobile No.	
08.	If the head office is other than in 6 above, give the full address and contact no. with email id	

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09.	Whether holding certificate under Shops and Establishment Act. And duly renewed , if yes (Copy should be enclosed)	
10.	PAN No.(enclose photo copy)	
11.	TAN if Any . (enclose photo copy)	
12.	GST No. (enclose photo copy of certificate)	
13.	Turnover of the firm (Last three years) : 2023-24 2022-23 2021-22 (Enclose the balance sheets and P& L Statements)	
14.	State the last 3 years income tax assessed year and amount of tax assessed. (enclose the copies of ITR along with Balance sheet and P&L Account)	
15.	Is your firm is empanelled with any office of LIC of India? If yes please give full details and enclose the copy of empanelment letter.	
16.	Name, address and contact No. of some of your most valued clients.	
17.	Is your firm is ever Blacklisted by any Govt. Dep't. / PSUs or any office of LIC of India?	
18.	Details of previous work experience.	
19.	Details of Application fees (Rs. 118/-) If the firm is register under MSME (Enclose Certificate)	
20.	Bank Account details : (Please enclose a cancel cheque and copy of Bank Statement first page)	Name of Bank : IFSC Code : A/C No. : Type of A/C :



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General Conditions:

1. The Firm/Supplier/Service Provider should be in profession for at least 3 years.
2. Duly completed application should be submitted in sealed envelope super scribed as **“Application for empanelment of Printing / Publicity / Gift items related jobs”** along with receipt or DD of non refundable application fee of Rs. 118/-.
3. The Firm/Supplier/Service Provider should have registration with state and local authorities for undertaking the profession (Copies of registration with State and Local authority to be enclosed).
4. In the empanelment process, we may depute our officers to inspect/visit firm’s premises. Your co-operation is required for the same.
5. The Firms will be empanelled only after positive recommendations of the and further approval of the competent authority.
6. All applicants are required to affix the signature and seal of the Authorized official of the Company/Firm on each page of Annexure “A” in acceptance of terms and conditions therein.

Note: Please type this form or fill it up legibly. If space provided is insufficient, please type or write replies on separate sheet giving appropriate question no. Duly authenticating the same with seal and signature and attach it to the form. All required document shall be self attested with seal and signature. Original certificates/documents should be submitted for verification if required by LIC of India.

I/We ----- request the LIC of India, Indore DO to consider our application.
I/We agree to abide by all the eligibility criteria & other terms and conditions and scope of service prescribed an addendum and promise to render the services to the best satisfaction of the LIC of India.

Declaration

I/ We have read the instructions appended to the Performa and I/we understand that if any false information is detected at a later date, any future contract made between ourselves and corporation, on the basis of the information given by me/us can be treated as invalid by the corporation and I/we will be solely responsible for the consequences.

I/ We agree that the decision of the corporation in selection of service providers will be final and binding on me/us.

I/We agree that I/We have no objection if enquiries are made about the work performance with our clients.

Dated

Signature with seal & Name of the firm