



ASANSOL DIVISIONAL OFFICE, "JEEVAN PRAKASH", DIVISIONAL OFFICE, G.T.ROAD (West End), PO ASANSOL, DIST: PASCHIM-BARDHAMAN, WEST BENGAL, PIN 713304.
E-MAIL: os.asansol@licindia.com

ADO/OS

Date:-22/05/2025

NOTICE FOR EMPANELMENT OF FIRMS/SUPPLIERS/SERVICE PROVIDERS 2025-2028

Applications are invited from reputed firms for 'Empanelment for 3 years (2025-2028)' with Life Insurance Corporation of India, Asansol Divisional Office, West End, G.T.Road, Asansol, Dist: Paschim Bardhaman, West Bengal for the following category:-

Sl	Category
1	Supplying of Gift Items / Mementos (customized/branded/non-branded)
2	Event Managers
3	Hoardings, Pole Kiosks etc
4	Wall Paintings
5	Flex Printing
6	Mobile Van Publicity
7	Other Publicity Jobs

The applicant (Vendor) must have at least one Local office or their representative at Kolkata/ /Durgapur/Asansol for providing supply/services. Each vendor has to fill up Annexure- A apart from the specified forms meant for specific/technical jobs. Application fee of Rs.500+ GST 18% = Rs.590.00 (for each category) should be deposited in cash in our cash counter or may be submitted along with the form in the form of a Demand Draft favoring LIC of India payable at Asansol.

The schedule is as follows:-

Sl	Schedule	Date
1	Date of publication of the Empanelment notice at our website www.licindia.in/tenders	22/05/2025
2	Date of publication of the advertisement in News paper having wide circulation	22/05/2025
3	Application form and detail notice of Empanelment may be downloaded from our website www.licindia.in/tender on and from.	22/05/2025
4	Application fees of Rs.590/- may be deposited in cash in Asansol DO Cash counter on office Days from 10.00 am to 4.15 pm on and from 22/05/2025 to 12/06/2025	22/05/2025 to 12/06/2025
5	Last date for Deposit of Application fees :	12/06/2025
6	Last date for submission of hard copy of the forms & credentials to this office	15/06/2025

6) The hard copy of the application for Empanelment with prescribed fees and credentials must be submitted to the following address :

Superscribed as "Application for Empanelment of vendors in LIC Asansol DO, Category SI-No..... Category....."

The Manager (OS)

LIC of India, Asansol Divisional Office

G.T.Road (West End), Asansol, PO

Dist: Paschim Bardhaman, West Bengal PIN 713304.

No application shall be entertained which are not received within the stipulated time and date and such applications arriving late shall be rejected summarily without any further correspondences.

The selection shall be at the sole discretion of the Competent Authority of LIC, Asansol DO. Existing empanelled vendors are also required to apply for fresh Empanelment. Firms blacklisted by any office of the Corporation need not apply. Application incomplete in any respect or not supported by requisite papers shall be summarily rejected.. The Corporation reserves the right to accept or reject any or all applications without Assigning any reason thereof.

Conditions for empanelment

1. The Firm/Supplier/Service Provider should be in profession for at least 3 years. (copy of registration certificate must be enclosed).
2. The Firm/Supplier/Service Providers must have at least one full time operational office/ shop or Working place at Kolkata/Durgapur/Asansol.
3. The Firm/Supplier/Service Provider should be on the approved panel of at least 3 reputed firms out of which at least one should be Public Sector or Govt. undertaking.
4. The Firm/Supplier/Service Provider should have registration with state or local authorities for undertaking the profession (Credentials must be enclosed).
5. Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed).
6. The Firm/Supplier/Service provider should keep sufficient stock in hand so as to comply with urgent need without delay,
7. The Firm/Supplier/Service provider/Vendor shall be empanelled only after positive recommendation of committee duly constituted to visit and inspect the premises/ shops/verification of credentials etc of the applicant. The applicant shall provide access and extend all possible co-operation in this regard.
8. All applicants are required to affix the signature and seal of the authorized official of the Firm on each page and Annexure - A in acceptance of terms and conditions therein.
9. Application without enclosing the mandatory credentials and application fees receipt/ Demand Draft shall not be considered and rejected.
10. Incomplete applications and applications arriving late shall be rejected.

11. Decision of the competent authority of LIC of India, Asansol DO shall be final & cannot be questioned.

12. For any query/Clarification, please contact our office mail at os.asansol@licindia.com

We accept all terms and conditions of the "Application for Empanelment of vendors for LIC, Asansol DO-2025-2028"

Signature, Name, Designation:

Seal of the Company/Firm/Vendor/Service provider

INSTRUCTION FOR FILLING UP THE APPLICATION FORM FOR EMPANELMENT OF VENDORS 2025-2028

1. All applicants must fill up "Annexure A". ***Annexure A is mandatory for all applicants.***
2. All applicants must submit the application fees of Rs.590/- either in cash in Asansol DO cash counter or should enclose D/D favouring LIC of India payable at Asansol. ***(Applicants must submit application fees @ Rs.590/- for each category they shall apply.)***
3. Applicants must attach the relevant certificates/testimonials along with their applications:-
 - a) Certificate of incorporation/Registration with Registrar of companies/Firms in India.
 - b) Contract copies or proof of empanelment for similar categories executed in the last years (2022 onwards)
 - c) Latest issued profession related license certificate.
 - d) Latest certificate issued under Shops & Establishment Act, 1953
 - e) NSIC/MSME Certificate if applicable.
 - f) Audited balance sheet and Profit & Loss account for the last 3 financial year (2023-24, 2022-23, 2021-22)
 - g) Certificate issued by CA for the turnover of the firm for the last 3 years (2023-24, 2022-23, 2021-22)
 - h) Copy of PAN card
 - i) ESI & EPF registration certificates (if applicable)
 - j) GST Registration certificate
 - k) Bank A/C details
 - l) All applicants must submit the address proof of their office/Representative office/s located at Kolkata/ Durgapur/Asansol along with the details of contact person.
- 4) The details of the Annexure enclosed in the notice are as following:-
 - a) Annexure A-General information-compulsory for all applicants (2pages)
 - b) Annexure C- Details of valuable clients

Sr. Divisional Manager