



**Delhi Division-II, "Scope Minar, 9th Floor, Laxmi Nagar, Delhi -110092**

**Email : sales.delhi-do2@licindia.com**

**Contact No. 011-28822222**

**NOTICE FOR EMPANELMENT**

**Invitation of applications For Empanelment of Supplier/ Vendors/Firms for various types of Gift Items & Publicity through Wall Painting/Mobile Publicity Van**

LIC of India, Divisional Office-II, Delhi intends to invite applications for empanelment for supply of various types of Gift items/ Mementos /Competitions prizes & Publicity through Wall Painting/Mobile Publicity Van as per detailed below in seal envelope from reputed Firms/Vendors /Suppliers/Firms having sound financial capacity, proven track records of at least 3 years in their respective field with their offices/operating offices in Delhi.

Category-	Jurisdiction Area of Operation	Name of Categories	Average min. turnover for last three years
A-1	Delhi-II Division Area Jurisdiction	House hold articles/Kitchen ware/Plastic Home Ware Products/Ceramic items/Utensils/Crockery items/Seasonal Products/Festival related Products	5 Lakhs
A-2	Delhi-II Division Area Jurisdiction	Trophies/Medals/Badges/Shields/Mementos	5 lakhs
A-3	Delhi-II Division Area Jurisdiction	Electronics/Electrical appliances/Mobiles/Laptops/I-Pads/Watches & Clocks	5 Lakhs
A-4	Delhi-II Division Area Jurisdiction	Suiting/Shirting Materials/Bed Sheets, Blankets, Shawls and Towels	5 lakhs
A-5	Delhi-II Division Area Jurisdiction	Travel Bags/Trolley Bags/Travel items –Leather OR other items	5 Lakhs
A-6	Delhi-II Division Area Jurisdiction	Gold and Silver Coins/Articles,	5 lakhs
A-7	Delhi-II Division Area Jurisdiction	Publicity through Wall Painting	-
A-8	Delhi-II Division Area Jurisdiction	Mobile Publicity Van	-

- The application meeting the Minimum Turn over mentioned in front of each category and Criteria specified in the application format shall be considered for further evaluation.
- The application forms of empanelment will be available from 10.00 AM to 3.00 PM on all our working days from Sales Department, Divisional Office –II Delhi -110092. Alternatively Annexure 'A','B','C' and Declaration can be downloaded from the link "Tender" of our website [www.licindia.in](http://www.licindia.in) . The application needs to pay an amount of Rs 354.00 (Rs. 300+ 18% GST) towards application fee for submission of application for empanelment by way of Demand Draft in favour of LIC of India, Payable at Delhi along with application form or can be deposited at our cash counter in cash during working hours.
- Application should be submitted in the form provided in the web site in sealed cover super scribed as "Application for Empanelment to (Name of Category) along with enclosures and non refundable application fees. The sealed envelope should be addressed to Manager (Sales), Delhi Division-II, "Scope Minar,9th Floor, Laxmi Nagar Delhi -110092.
- The validity of the contract for the panel of Suppliers/Vendors/Service providers will remain valid for a period of 02 (Two) years from the date of empanelment/issuance of Acceptance letter, whichever is later. The Competent authority can extend the terms of the panel by one year.
- The schedule for processing is as follows:

S. no.	Department Stage	Date and Time
1	Availability of applications forms in Web site	28.07.2025,10.30 Hrs
2	Demand Draft OR Miscellaneous Receipt deposited at cash counter of LIC of India, DO-II should be deposited in	28.07.2025 TO 11.08.2025,

	(sealed envelope) in the LIC Office before the expiry of last date of submission of tender.	15.00 Hrs
3	Last Date of submission of application for empanelment	11.08.2025,15.00 Hrs
4	Opening of application	12.08.2025,15.30 Hrs

6. The sealed covers containing the application forms will be opened on the date and time specified above. The applicant or his authorized representative duly authorized by a letter of authorization may be present at the time of opening the sealed covers. After preliminary scrutiny of applications forms, verification of credentials, the empanelment to vendors will be done in respect of only that application forms are found eligible.
7. The bidding agency must note that mere submission of tender document does not confer the right for empanelment. Life Insurance Corporation of India reserve its right to reject, accept or cancel the process of empanelment without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
8. No alterations or additions are to be made by the vendors of the text of the Schedule of these tender papers. Violation of this instruction entails rejections of the tender at the discretion of the Senior Divisional Manager.
9. Any tender who proposes any alterations to any of the condition/s laid down or which proposes any other conditions of any description whatsoever is liable to be rejected at the discretion of the Senior Divisional Manager.
10. Tenders containing errors are liable to be considered non- bonafide at the discretion of the Senior Divisional Manager.
11. Tenderer should note that tender should remain open for consideration for a minimum period of **Three Months** from the date fixed for the receipt of tenders.
12. The vendor is required to check the numbers of the pages and should any page be found missing or in duplicate, or the figure or writing indistinct, be must inform the Sr. Divisional Manager at once and have the same rectified. Should the vendor be in doubt about the precise meaning of any item or figure, for any reason may be decided upon before the date for the submission.
13. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate pages , indistinct writing or any other error in the tender document , which should have been rectified in the manner described above.
14. Any corrigendum regarding modification /addition in application or in term and condition shall be uploaded on our official website [www.licindia.in\(Tender-Link\)](http://www.licindia.in(Tender-Link)). Hence all applicants are advised to visit regularly for latest information regarding the above tender till the last date of submission.
15. The Senior Divisional Manager, LIC of India, DO-II, Delhi reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for his/her actions and decisions. The Senior Divisional Manager, LIC of India, DO-II, Delhi also reserves to himself/herself the right to accept any bid in part or to split the contract between two or more bidders. The Senior Divisional Manager, LIC of India, DO-II, Delhi does not bind himself to accept the lowest tender.

The Senior Divisional Manager reserves the right to modify/change/alter any condition of empanelment without assigning any reason whatsoever.

Sr. Divisional Manager



**APPLICATION FORM**

For Empanelment of manufactures/suppliers and service providers

(To be provided on Vendors Letterhead, compulsorily along with requisite Annexure)

Category-	Name of Categories	STATE CATEGORY APPLIED FOR
A-1	House hold articles/Kitchen ware/Plastic Home Ware Products/Ceramic items/Utensils/Crockery items/Seasonal Products/Festival related Products	
A-2	Trophies/Medals/Badges/Shields/Mementos	
A-3	Electronics/Electrical appliances/Mobiles/Lap tops /I-Pads/Watches & Clocks	
A-4	Suiting/Shirting Materials/Bed Sheets, Blankets, Shawls and Towels	
A-5	Travel Bags/Trolley Bags/Travel items –Leather OR other items	
A-6	Gold and Silver Coins/Articles	
A-7	Publicity through Wall Painting	
A-8	Mobile Publicity Van	

Sl. No.	Information Sought	Information Provided
1.	Name of the Firm / Agency / Dealer ( In Block Letters )	
2.	Nature of Ownership	
3.	Date of Establishment / Incorporation of the Firm, Registration No. (Please enclose photocopy of Certificate )	
4.	Address for Correspondence & Telephone nos., Mobile no./s E-mail Id Website Address of the Firm / Agency / Dealer if any.	
5.	Complete Address of Head Office (if separate) and Telephone no., Fax no. & E-mail Id.	
6.	Status: Whether Proprietary / Partnership / Private Ltd. Company	
7.	Names of the Proprietors / Partners / Directors / Head of Firm or Agency / Dealer.	

8.	Profile of Firm / Agency / Dealer	
9.	Name(s) of the representative(s) with Designation who would be coordinating with us, with their mobile numbers.	
10.	Name of the Banker with address and Telephone nos. Bank Account Details : ( Please enclose a cancelled cheque Or Copy of Bank Statement ) Bank : Branch : IFSC Code : A/c type : A/c number :	
11.	PAN No. ( Please enclose photo copy )	
12.	Labour License no. and validity under section of Labour Laws. ( Please enclose photo copy )	
13.	Whether holding certificate under Shops & Establishment Act duly Renewed? (Please enclose copy of certificate)	
14.	GST No. ( Please enclose photo copy of certificate )	
15.	Turn Over For Last 3 Years Gross Revenue/Net Income FY-2022-2023 FY-2023-2024 FY-2024-2025 (Please attach copy of audited Balance sheet and P&L A/c)	

16.	Details of empanelment with any office of LIC of India? If yes, please give full details and enclose the copy of the Empanelment letter.	
17.	Have your firm ever blacklisted / removed by any Govt. Depts. / PSU or any office of LIC of India? If yes, then Give details.	
18.	Are you agreeable to abide strictly by the Terms and Conditions for Empanelment (as per Annexure B) and for Contracts, if awarded, from time to time as per Prevailing LIC Rules.	
19.	Mention any other specialties and services of your Establishment	
20.	Details of previous Work Experience as Testimonials. Names and addresses and telephone numbers of three (3) of Your most valued clients. (separate list may be attached)	
21.	Are you agreeable to make deliveries of material/items to Branches (i.e. Faridabad, Palwal) under the Division-II, Delhi of the Corporation.	
22.	Details of Application Fee of Rs.354/- Mention Demand Draft NO. / Date / Bank details etc. OR LIC Miscellaneous Receipt No. / Date :	

# Please type in 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.

# All the pages of the Application Form (Annexure-A) must be signed and required copy of documents should be self-attested with seal and signature. All original certificates / documents should be submitted for verification, if required by LIC of India:

# Refer Annexure B for Terms and Conditions. Submit Annexure B duly signed with seal, along with Application [Annexure A] and other documents and Application Fee of Rs.354/- [Demand Draft / LIC Miscellaneous Receipt]:

I/We \_\_\_\_\_ request Life Insurance Corporation of India, Delhi Division-II, Delhi to consider inclusion of my / our firm / company in the list of their approved Firm/Agency/Dealer and hereby assure to extend full co-operation to the satisfaction of Corporation upon being considered/ selected for empanelment.

I/We agree to abide by the rules and instructions of LIC of India given from time to time.



### **DECLARATION**

1. I / We have read the 'Terms and Conditions' for empanelment listed by LIC of India in 'Annexure-B' and 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.
2. I/We understand and agree that mere submission of Application form for empanelment does not confer the right of Empanelment and agree that LIC of India reserves the right to decide / modify/change / alter the empanelment criteria/process and/or accept or reject any application for empanelment or cancel the process of empanelment without assigning any reason thereof for which LIC of India will not be liable in any way whatsoever.
3. I/We understand that the application for empanelment or selection in empanelled list does not confer on me/us/our firm any right whatsoever in any aspect pertaining to the process of empanelment or initiation of purchase/calling for purchase/selection for purchase or any other decision as may be taken by LIC of India or its Officials.
4. I/We agree that the decision of the Corporation in selection of Firm/Agency/ Dealer 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 and my/our premises/ workshop, shop etc. is inspected by the officials of the Corporation.
5. I/We understand that my/our application and declarations and documents submitted will form the basis of any decision of LIC of India regarding empanelment / selection for purchase etc and in case of any doubt/clarification/dispute etc., the decision of LIC of India or its Officials will be binding on me/us/our firm.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 2025.

Signature with Seal:

Name:

Designation:



**Delhi Division-II, Scope Minar, 9th Floor, Laxmi Nagar, Delhi -110092**

**Phone: 011-28822222, Email : sales.delhi-do2@licindia.com**

Annexure-‘B’

Ref: DO-II/Sales/Empanelment/2025-26

Dated:

**TERMS AND CONDITIONS FOR EMPANELMENT**

Life Insurance Corporation of India (LIC); Delhi Division-II; 9<sup>th</sup> Floor, SCOPE Minar, Laxmi Nagar, Delhi-110092 invites application for empanelment of Firms / Agencies / Dealers for Competition Prize Articles / Gift Articles/ Mementos/Trophies & Publicity through Wall painting / Mobile Publicity Van on or before **11<sup>th</sup> Aug 2025 up to 3 p.m.** in a closed envelope super scribing **“Application for Empanelment for Competition Prize Articles /Trophies/Gift Articles / Mementos/Publicity through Wall Painting /Mobile Publicity Van** addressed to Manager (Sales), Sales Department, Life Insurance Corporation of India, Delhi Division-II, 9<sup>th</sup> Floor SCOPE Minar Laxmi Nagar Delhi-110092

1. The Firms/ Agencies/ Dealers must have valid Registration for supply of the said items & shall have at least 3 years standing in the field and having GST Registration ( copy of proof must be enclosed ).
2. The form (Annexure-A) is required to be filled up for each category which may be downloaded from our website [www.licindia.in](http://www.licindia.in) or can be collected from our Sales Department, LIC of India ,9<sup>th</sup> Floor , SCOPE Minar , Laxmi Nagar , Delhi-110092. A non-refundable amount of Rs.354/- in the form of demand draft in favour of “ LIC of India” payable at New Delhi or can be deposited in cash at our cash counter during cash working hours (Cash Hours from Monday To Friday 10.00 am to 4.15 pm with Lunch break of 1.30 pm to 2.00 pm ).
3. The Firms/ Agencies/ Dealers desirous to be empanelled with us for supplying Competition Prize Articles/Trophies/Gift Articles/Mementos/Publicity through Wall Painting/Mobile Publicity Van and fulfilling conditions as mentioned hereby, may apply for empanelment to Divisional Office-II , Delhi. **The application in questionnaire form (Annexure ‘A’) along with the enclosures i.e. necessary certificates in evidence of the facts mentioned in the forms are to be sent at the address mentioned above on or before 11.08.2025 by 3.00 p.m.**
4. The applications with enclosures should be signed by the authorized person and his / her name and status / designation should be indicated below with his/ her signature along with official seal / stamping of the Firm / Agency / Dealer.
5. The applications submitted with enclosures will be evaluated / scrutinized by the Competent Authority / Committee and short listing will be done after the recommendations made by the said authority / committee.
6. The applications received after due date and time will not be entertained and therefore deemed to be rejected.
7. Applications incomplete in any respect will not be entertained and are liable to be rejected.
8. At any point of time, if any of the documents furnished by the Firm/ Agency/ Dealer are found to be false / incorrect, it would be deemed to be breach of terms of contract making the firm liable for legal action besides termination of empanelment.
9. Mere submission of Application for empanelment does not confer any right of empanelment. LIC reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. LIC shall neither be held liable nor obligatory on its part to inform the applicant the grounds on any such action. The corporation



- reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.
10. Firms/ Agencies/ Dealers who have been black listed / removed earlier by any office of the Corporation, should not apply. If applied, their applications will not be considered.
  11. The members of the committee may visit the premises of the applicant or may call for interview with the Proprietor / Head of the Firm/ Agency/ Dealer.

**On empanelment and entry into a contract with the Corporation:**

- (a.) Empanelled Firms/ Agencies/ Dealers shall display the articles with the Divisional Office-II on the appointed day for selection of articles.
- (b.) Sales Department, Division Office will place purchase orders with the selected empanelled Firms/ Agencies/ Dealers as per requirements and specifications.
- (c.) Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order is mandatory, preferably by E-mail and subsequently by hard copy.
- (d.) The supply of articles should be delivered as per the time frame agreed upon while taking the purchase order.
- (e.) In case of delay in supply of orders, the concerned Empanelled Firm/ Agency/ Dealer should send a communication to the concerned office at least 7 days before the due date for seeking required time to supply the same for which approval shall be at the discretion of the Competent Authority.
- (f.) NO ALTERATIONS IN QUALITY OR QUANTITY of the items indented or in the period of execution and no enhancement in the rate of the article shall be accepted unless previously ratified by the Competent Authority in writing.
- (g.) Each and every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- (h.) If after supply is delivered, it is discovered that material / items supplied are not according to the specification accepted, SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST or may be accepted with deduction in cost. So, supply of materials / items should be exactly according to the specifications and in the event of noncompliance with the conditions the Corporation will be at liberty to take such action as it deem fit.
- (i.) If the reason for delay is justified with adequate proof, Competent Authority may consider extending the time limit to supply as may deem fit.
- (j.) All deliveries must be made as per our instructions FREE OF CHARGES. That means NO CARRIAGE & FREIGHT, COOLIE, LOADING/UNLOADING CHARGES, or any other related taxes etc. will be paid by the Corporation.
- (k.) Price quoted should be excluding taxes. Taxes should be quoted / reflected separately (eg. GST) if any. TDS shall be deducted as per rules. Appropriate Certificate from the concerned office should be submitted along with the Bill / Invoice if TDS is not required to be deducted at source.
- (l.) That it has been mutually agreed between the Corporation and the Firms/Agencies/Dealers that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr. Divisional Manager of the Corporation and whose address is Life Insurance Corporation of India, Delhi Division-II, 9<sup>th</sup> Floor, SCOPE Minar, Laxmi Nagar, Delhi-110092 and his/her decision shall be final and binding on the Firms/Agencies/Dealers. The Firms/Agencies/Dealers shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
- (m.) The decision of accepting supply of cancelled orders is at the sole discretion of Sr. Divisional Manager and the decision of the Competent Authority shall be final in this regard.
- (n.) A Firm/ Agency/ Dealer empanelment may be terminated/ dropped/ blacklisted from the panel of suppliers on non-fulfillment of any of the conditions cited above.



LIC of India shall be at liberty to terminate the empanelment of the Firms/ Agencies/ Dealers without any prior notice and also reserves the right to claim the amount of loss incurred by the Corporation, based on the available invoices submitted by the empanelled Firms/ Agencies/ Dealers due to breach of any terms of agreement or unsatisfactory / inefficient working on the part of the Firm/ Agency/ Dealer. If at any time, it is found that the information provided by the empanelled Firm / Agency/ Dealer in any form, service and related matters are incorrect and result in losses in any form to LIC of India.

All matters and disputes related to supply are subject to the legal jurisdiction of Hon'ble Courts situated in New Delhi.

**Sr. Divisional Manager**

Terms & Conditions from Sl. No. 1 on page 1 to Sl. No. 11 on page 2 and Point (a.) on page 2 to Point (n.) on page 2 are accepted.

Signature of Tenderer / Authorized Official:

Seal of the Firm:

Name:

Designation:

Date:

Place:



**Delhi Division-II, Scope Minar, 9th Floor, Laxmi Nagar, Delhi -110092**

**Annexure-C**

For Empanelment of manufactures/Suppliers/and service providers required Details of LIC or any other PSU Clients of the firm: in the last 3 financial years

S.NO	Name of the client	Addresses	Financial Year	Whether contract copies/work orders /experience letter attached.

Kindly note that details regarding contract/empanelment/work orders pertaining to last 3 tears only should be mentioned.

Place:

Date

**Signature of Tenderer/Vendor with Seal**