



Divisional Office Jeevan Prakash, Block No.14-15, SDA Complex.
Kasumpti, Shimla-171009 (HP). Ph.0177-2629207,208
Email: sales.shimla@licindia.com

NOTICE FOR EMPANELMENT OF FIRMS/SUPPLIERS/SERVICE PROVIDERS/VENDORS

Life Insurance Corporation of India Shimla Division, Intends to Shortlist the reputed firms/suppliers/service providers/vendors for following categories:

CATEGORY	DESCRIPTION
A	Dealer dealing in Gift Items & Novelty items i.e. Key Chains(Plastic & Steel), Crockery of Steel & Plastic(Branded), Leather Bag & purses, Handicraft items of wooden, Metal & Leather, brief cases & Suitcase, Electronic Home appliances, Electronic items like LCD/LED /Electrical lights, Cameras, Utility items, Mobile phones, Trophies, Wall Clock, Wrist Watch, Shields, Woolen Shawls, Caps, Blanket, Bed Sheets & Suit Length/T.Shirts with Logo/Caps with Logo/Track Suits with logo etc. & Misc. items/Mementos/gift items required for competition purposes.
B	Dealers dealing in Glow sign Board, Flex Banners, Hoarding, Flex gates, fabrication of mobile van, Signage, Vinyl Printing, Canopy/Standee/Stickers/Back Drop/LED Display Screens/ OOH and advertisement on LED platform across Himachal Pradesh etc.
C	Dealers dealing in Printing work of Leaflets, Pamphlets, Posters, Hand bills , Certificate, Booklets, Coupons, Dangers, Badges etc.
D	Dealer/Service providers of Mobile Publicity van (Preferably Pick up/ACE Mega/Super ACE) and Taxis on Hire.

The Interested Vendors/Dealers/firms/service providers/Suppliers are required to apply in the prescribed form which can be downloaded from our website www.licindia.in (Tender link). The envelope containing the application form and other documents should be super-scribed as "Application for Empanelment" and to be submitted to Marketing Manager, LIC Of India, Divisional Office, Jeevan Prakash Building, Block No.14-15, SDA complex Kasumpti Shimla-H.P 171009, along with non-refundable amount of Rs.236/- (two hundred thirty six only) in the shape of DD in favor of LIC of India, payable at Shimla. Separate application forms are required to be filled up for different categories. The selection shall be at the sole discretion of the appropriate authority of LIC of India, Shimla Division. Application forms for empanelment can also be obtained from this office during cash hours by paying non-refundable amount of Rs.236/- (including GST). The Corporation reserves the right to accept/reject any/ all applications without assigning any reason what so ever. Last date of submission of application is 16:00 hrs on 10.04.2026. The eligibility and other details please visit www.licindia.in (Tender link).

Sd/-
Sr. Divisional Manger

APPLICATION FORM FOR EMPANELMENT

(Annexure A)

Work (s) for which applied for Empanelment	
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Sr.No	Information Sought	Information Provided
1	Name of firm (In Block Letters)	
2	Date of Establishment/Incorporation of the firm/Company and Registration No.. (Enclose Copy)	
3	Status of firm(Individual/Sole Propriety/Partnership/Private Limited Company/Public Limited Company etc.)	
4	Names of the Proprietor	
5	If firm is in partnership, Name of the partners(Pl. enclose attested copy of Partnership Deed)	
6	Correspondence address with Telephone No & Email ID	
7	Name of the Contact Person and his contact no.	
8	If the Head office is other than in Sr.No. 6 above, give the full address and Contact No.	
9	Is the Firm registered under Factory/Company Act? If so State: a) License Number b) Date of last renewal(Enclose copy of License) c) ESIS No., if any, d) EPF registration No. (if any).	
10	TAN No (Enclose photocopy) if any, PAN No. (Pl. enclose the Copy) GST No. (Enclose Copy)	

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		<u>Gross Revenue</u>	<u>Net Income</u>
11	Turnover of the firm(Last 3 Years): FY2022-23 -- FY 2023-24 -- FY2024-25 --		
12	State the latest Income Tax Assessed year and amount of tax assessed(copies of last 3 years ITRs, Balance Sheet and P & L Accounts to be enclosed)		
13	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.		
14	Name, address and contact No. of some of your most valued clients.		
15	Mention any other specialties & services of Your establishment		
16	Is your firm is ever Blacklisted by any Govt. Deptt/PSUs or any office of LIC of India?		
17.	Are you agreeable to abide strictly by the terms and conditions of the Tenders and contracts as and when laid down by the Corporation?		
18.	Details of previous Work Experience.		
19.	Bank Account details: (Pl. enclose a cancel cheque or copy of Bank Statement)	Name of Bank: IFSC Code: Type of A/c:	A/C No.

Application form fee Rs.236/- Paid by cash/DD vide MR No. _____
Date _____.

Note: Please type 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. 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. All original certificates/documents should be submitted for verification, if required by LIC of INDIA.

ELIGIBILITY CRITERIA & OTHER GENERAL CONDITIONS.

1. The firm/Company/supplier/Dealer should have experience of at least 03(Three) Years.
2. Annual Turn Over should be up to Rs.3 lacs in any of 3 financial years(Attach Audited Balance Sheet, P&L Account and ITR for last 3 years).
3. The firm/Company/ should have a PAN No. of Income Tax Department, GST No.
4. The firm/Company/ should have executed works with reputed Private/Public Limited Companies and Government Institutions.
5. Your request for empanelment, The duration of the empanelment will be upto next empanelment date notified by this office only.(subject to approval by competent authority).
6. The eligibility conditions and application form(Annexure A) can be downloaded from our web site www.licindia.co.in or the same can be obtained from Manager(Sales), Life Insurance Corporation of India, Jeevan Parkash Building, Block No. 14-15, SDA complex, Kasumpti Shimla H.P-171009 and the duly completed application form and other documents should be submitted in closed envelope super-scribed as "**Application for empanelment**" along with a non-refundable application fee of Rs.236/- in form of demand draft in favour of Life Insurance Corporation of India, payable at Shimla.
7. The Firm/Company/Supplier/Dealer should keep sufficient stock in hand so as to comply with urgent need without delay.
8. The Firms will be empanelled only after positive recommendation of committee duly constituted to visit and inspect the premises/ workshop etc. of the applicants.
9. 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.
10. Mere submission of application for empanelment doesn't confer the right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of empanelment with our assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the guards of any such action.
11. That it has been mutually agreed between the Corporation and the vendor/firm/ Company/Supplier that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr. Divisional Manager ,LIC of India, Divisional Office, Shimla of the Corporation and his decision shall be binding on the Supplier/ Vendor/Firm/ Company.
12. The Supplier/Vendor/Firm/Company shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator. The Corporation reserves the right to remove/black list any Supplier/Vendor/Firm /Company from the list of empanelled agencies for any deviation from the agreed terms and conditions, if any activity is observed which is detrimental to the interest of the Corporation.
13. No advance payment will be made for any work order.
14. All the above terms and conditions are not exhaustive. It is subject to change according to circumstances by the Corporation.

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I / We _____ request Life Insurance Corporation of India, Divisional Office, Jeevan Parkash Building, Block No.14-15, SDA Complex Kasumpti Shimla H.P-171009, to consider inclusion of my /our name in the list of their approved vendors. 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 at _____ this _____ day of _____ 2026

Signature with Seal & Name of the firm

Sr. Divisional Manager