



LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE,
Jeevan Prakash, 30, Hazrat Ganj,
Lucknow- 226001

E-mail: sales.lucknow@licindia.com

Application Form for Empanelment of Firms/Vendors/Agencies for publicity related work and Supply of Gift Articles/Mementos etc

S.No. of category	Name of Category

TERM & CONDITIONS FOR EMPANELMENT

1. The firm should be in business/profession for at least 3 years.(Copy of Registration certificate must be enclosed). The Firm should necessarily have **GST Registration, Balance sheets of last 3 financial years and ITRs.**
2. The firm should have registration with State/Local authorities for undertaking the business/profession Firms, who are on our Divisional Office panel, should also apply for fresh empanelment.
3. The approved firm / vendor should be in position to comply with the urgent need without delay and ready to supply the items at LIC of India, Divisional Office, Jeevan Prakash, 30, Hazrat Ganj, Lucknow- 226001.
4. In case of Authorized and approved vendor/ dealer, Copy of valid authorized dealership certificate must be enclosed.
5. The empanelment would be subject to satisfaction of the Inspection committee, which shall visit the Shop/ Work shop of the Vendor to evaluate the capacity of the applicant to execute the assigned job. Applicant for categories from A1 to A6 should have their setup and establishment within the state of uttar Pradesh. Merely providing an addressed of office will not be sufficient.The committee will assign officials for physical verification of offices and the setup of the vendors/Agencies and only on satisfaction of the competent authority, vendors will be empaneled.
6. Firms, who have been blacklisted /removed earlier, should not apply. If applied, their applications will not be considered or may be terminated at any time after empanelment without assigning any reason.
7. Period of empanelment is for maximum 2 years and can be extended upto one year after completion of two years subject to approval from competent authority.
8. The prescribed application form is to be sent to “Chairman Stores Committee, LIC of India, Sales Dept.,Divisional Office, Jeevan Prakash, 30, Hazrat Ganj, Lucknow- 226001” **on or before 09.06.2026 , 3.00 pm.**
9. The Application form should be kept in a sealed envelope super scribed as “Application For Empanelment of Category “---- ”. A Separate application is required for each category along with fee for each category.
10. Incomplete application will be rejected without assigning any reason, there on.

NOTE: Mere submission of Application for Empanelment dose 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 alter the terms & conditions, raise the minimum eligibility criteria for empanelment depending on the response. Received tenders will be opened on 10.06.2026 in the presence of officials of applicant and our committee.

Senior Divisional Manager,LIC of India, Lucknow Division