

Notice

Empanelment of Firms/ Vendors/ Dealers/ Agencies/ Suppliers/ Printers/ Manufacturers/ Service Providers

(From date of approval of empanelment till 30.09.2028)

Applications are invited from reputed Firms /Vendors /Dealers /Agencies /Suppliers /Printers /Manufacturers / Service Providers for Empanelment for following items:

Sl. No.	CATEGORY	Minimum Turnover in last three years (Rs.)
1	Preparation of Signage / Hoarding / Pole Kiosks/ Gates & other outdoor publicity display	10 Lacs
2	Wall Painting	5 Lacs
3	Printing of Flex / Banner / Leaflet / Poster / Hand bills / Dangers / Booklets / Certificates & Other allied Publicity materials	5 Lacs
4	Competition prizes / Gift Items /Trophies / Mementos/ Sash/ Uttoriyo	5 Lacs
5	Publicity through mobile vans	3 Lacs
6	Event Management	5 Lacs
7	Catering Service	3 Lacs
8	Supply of stationery items like Note Pad / Plastic files / Pen etc	3 Lacs

- 1) Separate application forms (Annexure 'A') are required to be submitted for each category. The application form may be downloaded from the LIC website (www.licindia.in). The duly completed application form, along with the necessary supporting documents as specified in Annexure 'A' and a **non-refundable application fee of ₹236/- (₹200 + GST ₹36)**, should be submitted to the following address in a sealed envelope super scribed:

"Application for Empanelment of Suppliers/Vendors/Service Providers under Category No. ____ (Name of the Category)"



Address:
Sales Department,
Life Insurance Corporation of India,
Bardhaman Divisional Office,
Ghordour Chati, Sreepally,
Bardhaman – 713103

The application fee shall be paid either by Demand Draft drawn in favour of Life Insurance Corporation of India, payable at Bardhaman, or by cash at the Corporation's cash counter during cash working hours. The applications, complete in all respects and accompanied by all required documents, must reach the above office on or before 17.08.2026 by 5:00 p.m. Applications received after the stipulated date and time shall not be considered. The Corporation shall not be responsible for any postal delay or any other reason leading to late receipt of applications.

- 2) Firms/Suppliers/Service Providers already empanelled with this or any other office of the Corporation shall also be required to apply afresh if they wish to be considered for empanelment under this notice.
- 3) Firms/Suppliers/Service Providers that have been blacklisted, debarred, or removed from the panel by any office of the Corporation shall not be eligible to apply. If such firms submit applications, the same shall be liable to be rejected.
- 4) Mere submission of an application for empanelment shall not confer any right to empanelment. The Life Insurance Corporation of India reserves the right to accept or reject any or all applications, cancel or modify the empanelment process, or revise the minimum eligibility criteria without assigning any reason whatsoever. The decision of the Corporation in this regard shall be final and binding.
- 5) Applications that are incomplete in any respect or are not accompanied by the requisite documents shall be liable to be rejected.
- 6) The Corporation reserves the right to verify the information and documents submitted by the applicants at any stage. Any false declaration, suppression of facts, or submission of forged or fabricated documents shall result in rejection of the application and may lead to debarment from future empanelment.
- 7) Empanelment shall not guarantee the award of any work. Work orders shall be issued solely based on the Corporation's requirements, subject to the terms and conditions applicable from time to time.


Sr. Divisional Manager