



**APPLICATION
FOR EMPANELMENT OF VENDORS
FOR SUPPLYING AND FIXING OF ALL TYPES OF
LED DISPLAY UNITS
IN
VARIOUS LOCATIONS OF
LIC NORTHERN ZONE**

LAST DATE & TIME FOR RECEIPT OF DOCUMENTS: 12.08.2026 BY 3.00 p.m.

DATE & TIME OF OPENING OF DOCUMENTS : 12.08.2026 AT 3.30 p.m.

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NOTICE FOR EMPANELMENT OF OOH VENDORS

L.I.C. of India, Northern Zonal Office, C.C Dept. Delhi invites applications from the Manufacturers of all types of LED Signage boards/Hoardings for empanelment as suppliers for a period of two years for supplying and fixing all types of LED Display Units in the premises of LIC offices under Northern Zone i.e. State of Delhi, Haryana, Rajasthan, Punjab, Himachal Pradesh, Jammu & Kashmir and Ladakh. The application for Empanelment is attached.

The selection of agencies would be done on the basis of technical competence possessed to supply the items, as listed in Annexure II.

Application Forms may be downloaded from our web site www.licindia.in by clicking "Application for Empanelment of vendors for supplying and fixing of all types of LED Display Units for various locations of LIC under Northern Zone" under the link 'Tenders'.

The filled in Applications are to be submitted on or before 12.08.2026 by 3.00p.m. The documents will be opened on the same day, i.e. 12.08.2026 at 3.30 p.m. In case, any holiday is declared by the Government on 12.08.2026, the Applications will be received/ opened on the next working day at the same time.

LIC of India reserves the right to accept or reject any or all applications in full / part without assigning any reason whatsoever.

Place: New Delhi
Date: 28.07.2026

Regional Manager(CC)

APPLICATION SCHEDULE

Name of Application	Empanelment of suppliers for supplying and fixing of Outdoor LED Display Units
Last date of submission Opening of Technical Bids	12.08.2026 by 3.00 pm 12.08.2026 at 3.30 pm
Eligibility of bidders for empanelment.	Minimum Three Years of experience in the field of manufacturing and supplying LED boards (any type) as on 31.03.2026. The firm should have Minimum Turnover of Rs.1 Crore every year during the past three financial years.
Submission of Application	The application along with relevant copies should be placed in a sealed envelope super scribed as "Application for empanelment of vendors for supplying LED Display Units" and addressed to The Regional Manager (CC), 12th Floor, C.C.Departmentt, LIC of India, Zonal Office, New Delhi-110001. Unsealed covers will not be considered.

ELIGIBILITY CONDITIONS

The eligibility conditions to participate in the Empanelment is as follows:

1. The applicant should be in business for at least 3 years as on 31.03.2026.
2. The applicant should have at least Three Years of experience in the field of manufacture and supply of LED Boards/LED Display Units to Government Departments/Public Sector Units (PSU)/Reputed Commercial Establishments.
3. The applicant must have average turnover of Rs.1 Crore every year during the last three Financial Years.(2023-24, 2024-25 & 2025-26)
4. The applicant should have an office/factory in Delhi.
5. The applicant should possess valid GST Number.
6. The applicant should have Income Tax PAN.
7. The Applications from Individuals / Firms / Organizations (including its partners / Shareholders / Directors) who have been blacklisted / Prosecuted by any department / Statutory bodies in any state or by any Court of law shall not be entertained. An undertaking as per attached format is to be signed by the authorized signatory and should be submitted along with application form.
8. The applicant should not have been black listed by any PSU/any State Government or Government of India.

The applicant should attach copies in proof of the above eligibility conditions, copies of work orders, list of clients with contact details, photos of sign boards fixed etc.

In addition to the above eligibility criteria, the applicant should follow all instructions and satisfy all other terms and conditions of the Application which is stipulated in this Application.

The applicants not fulfilling the above conditions or not attaching proof for the above are liable to be rejected.

INSTRUCTIONS TO THE APPLICANT & TERMS AND CONDITIONS

(The Bidder/applicant must go through the complete Application document including Terms and Conditions and understand their responsibilities and obligations there under. Seal and Signature of Company's authorized person has to be affixed on all pages)

1. The term Applicant' mentioned in the Application document shall mean the Company/Firm/Proprietor submitting the Application and the term 'Corporation' / LIC' shall mean Life Insurance Corporation of India.
2. Before submitting the Application, the applicants are required to examine carefully the Application Documents, and satisfy themselves about the Terms & Conditions.
3. The Applicant shall submit the documentary proof for qualifying requirements in the same order as mentioned in the Application Document. Irrelevant documents or documents which are not required in the Application should not be submitted.
4. The Corporation has the right to reject any Application without assigning any reason whatsoever or select any Applicant who meets the requirement in full as per LIC's specification. In such circumstances, the Corporation shall reserve the right to re-issue the Application, if required while the Applicant shall not have a right to object to such re-issue. Further Corporation reserves the right to issue any corrigendum in respect of the above Application.
5. The Corporation reserves the right to extend the validity period of the Application to a date as may be convenient to it.
6. The Corporation reserves the right to seek clarification/additional documents, if required from the Applicants.
7. Each Applicant shall submit only one Application either by himself or as a partner in joint venture or as a member of consortium. If an Applicant or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, **all their bids are liable to be rejected.**

8. All the information as required in the Application document should be filled up in the relevant portion and no column should be left unfilled. An incomplete Application document will be summarily rejected.
9. **The envelope containing the Application** must have all the essential documents including necessary proof of satisfying all the criteria, failing which the empanelment application will be deemed as non-responsive and shall be disqualified for processing. The list of documents to be attached with Application is mentioned in Annexure IV (**Checklist for documents**). The Applicant must attach all the documents as per Annexure IV failing which their Application is liable to be rejected.
10. The Application in sealed envelope, should be marked as "**Empanelment of vendors for supplying LED Display Units**" and addressed to **The Regional Manager (CC), Corporate Communications Department, LIC of India, 12th Floor Tower II, Northern Zonal Office, New Delhi-110001**. LIC of India shall not be responsible, if the Applications are delivered elsewhere or are not delivered on time due to postal or any other delays.
11. All overwriting/corrections should be duly signed and sealed by the Applicant.
12. Canvassing or offer of an advantage or any other inducement by any person with a view to influence acceptance of a bid **will result in the rejection of same**.
13. Any bid received by LIC of India after the deadline for submission of bids, as stipulated above, **shall not be considered**.
14. Applicant signing the Application must clearly specify whether he is signing as Sole Proprietor, Partner, under Power of Attorney or as Director/ Manager/Secretary etc., as the case may be.
15. LIC of India may at its discretion, amend/modify the Application and/or extend the deadline for submission of Applications at any time prior to the last date for submission of Applications. LIC of India may, for any reason, whether at its own Initiative or as a consequence of response to a clarification requested by a prospective Applicant, modify the Application documents by corrigendum and information thereof will be uploaded on LIC's website www.licindia.in and shall be binding on all concerned.

16. LIC of India reserves the right to accept or reject any or all the Applications without giving any notice or assigning any reason and shall not be bound to accept the lowest Application. The decision of LIC of India in this regard shall be final and binding on all.
17. The Application document shall be opened on **12.08.2026 at 3.30 pm** at 12th Floor Tower II, Jeevan Bharti Building, LIC of India, Northern Zonal Office, New Delhi.
18. The Application Opening Committee of LIC OF INDIA shall open only the Applications which are properly sealed. Unsealed or improperly sealed Applications are liable to be rejected. **Conditional bids will also be summarily rejected.**
19. Incomplete, conditional Applications and fax / e-mail / telegraphic Applications are liable to be rejected.
20. In order to satisfy itself about the credentials of the Applicant, LIC of India may depute its Officer (s) or authorized representative to visit the factory/office of the Applicant for inspection. Besides, LIC of India may also arrange for verification of any document/ testimonial submitted by Applicant in support & compliance of technical criteria as laid down in the Application document. It will be mandatory for the Applicant to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the Applicant fails to cooperate or where after verification it is revealed that Applicant does not meet with the criteria as laid down in the Application Document, then his application would be considered as nonresponsive and their applications are liable to be rejected.
21. The Bids of those Applicants, where LIC of India after its Scrutiny/Inspection/Investigation/Verification is satisfied with regard to compliance of technical criteria as laid down in the Application Document, will be declared as found responsive and will be considered for Empanelment of vendors for supply of LED Display Units for a period of **Three Years**.
22. **The Applicant should affix authorized person's Signature with seal on all pages of the Application as a token of acceptance of the Application procedure, terms and conditions.**

23. LIC does not bind itself to accept any Application and reserves the right to reject any Application without assigning any reason whatsoever. LIC also reserves the right to cancel the empanelment process without assigning any reason. The decision of LIC in this regard shall be final, conclusive and binding on the Applicants.
24. No order or billing payment on any other sister concern/associate company will be released by the Corporation. Outsourcing/subcontracting of the work will not be permitted.
25. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to/sought from the Zonal Manager, LIC of India, Zonal office, New Delhi whose decision in the matters shall be final and binding on the Applicant/Contractor. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Regional Manager (CC), LIC of India, Zonal office, New Delhi whose decision will be final and binding on the Applicant.
26. The Applicant shall comply with the instructions provided by LIC of India, Zonal Office, New Delhi from time to time relating to the supply, quantity, fixing etc.
27. The Applicant shall abide by the rules, guidelines, policies and procedures applicable to LIC at all times during the supply period and the regulations issued by the various Government Authorities under whose jurisdiction this agreement will fall, from time to time.
28. If at any stage, it is revealed that documents/certificates/testimonials submitted by the Applicant are forged or have been manipulated, the empanelment letter issued to the Applicant **shall be cancelled** and the Applicant shall be liable for action as appropriate under the relevant laws.
29. LIC of India, Zonal office, New Delhi shall accept no liability explicit or implicit or any financial loss suffered by the Applicant at the time of production, transport, fixing of boards etc.
30. The Applicant should comply with Government rules, laws in force, safety provisions, workman insurance etc. and also ensure safety to the public, occupants of the premises during execution of the work. The damages/loss to the public property or LIC property while erection of boards should be the

responsibility of the Applicants. The execution of fixing should be done in a professional manner engaging experienced workers causing minimal or no inconvenience to the occupants/visitors to the building.

31. Any dispute arising out of or relating to this Application shall be deemed to have arisen at the Zonal headquarters of the Corporation's Office placing the order i.e. New Delhi and shall be subject to adjudication by a Court in that City.
32. All payments to the Applicant shall be made by National Electronic Fund Transfer (NEFT) after deduction of all statutory dues as per the provisions of extant tax rules as amended from time to time and a certificate to this effect shall be provided to the agency.
33. The applications will be processed based on the copy of documents attached with the application. If required, LIC may call for further documents in support of vendor experience, turnover, etc. LIC may also depute their officials to visit applicant's office, factory or the location where sign boards have been previously installed by them. LIC will keep the selected vendors informed about the empanelment. The empanelment may be valid for a period of three years. Empanelled vendors will receive enquiries from LIC for supply and fixing of LED Signage boards for submitting their sealed quotations. Empanelled vendors, not responding to LIC enquiries, for quotations on more than three consecutive occasions, maybe removed from the panel of suppliers.
34. All the permissions from local Government Authorities/ Municipal Corporations are to be obtained by the vender. LIC will not be responsible for any type of requirements/ objections from local Government Authorities.
35. The Applicants have to submit an integrity pact along with the Application (format Attached as Annexure III).