

Ref: VARANASI/SALES

Dated: 23-09-2021

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE "JEEVAN PRAKASH"
B 12/120, GAURIGANJ, BHELUPUR, VARANASI

Category for Empanelment for publicity related works and Gift Items

S. No.	CATEGORY	Mark the Category for which application is submitted
A-1	Glow Sign Board/Signage*/ Tree Guard/ Hoarding/Bus Shelter/ Train/Bus Panel /Kiosk on rental basis / LCD Walls / Drop Down in Malls.	
A-2	Printing of Flex Banner/ Back Drop	
A-3	Handbills/ Pamphlets/ Offset Print/Identity Card/ Brochures	
A-4	Fabrication, repair and installation of Hoardings/Glow sign board in the city/rural area and in Exhibitions/fairs/events	
A-5	Advertisement through Local Channel/ FM/Cable/electronic media/ Newspaper	
A-6	Publicity through Mobile Van/ Wall painting/Wall wrapping	
B-1	Competition Prizes viz. Gift Articles / Mementoes / Crockery Items / Electronic and Electric Items / Home Appliances / Consumer Durables / Promotional Items and Give aways.etc	
B-2	Trophies / Shields / Plaques	

SEPARATE APPLICATION IS TO BE FILLED UP FOR EACH CATEGORY.

Varanasi Division means Varanasi divisional office and all other offices of LIC established in the following eight districts of Uttar Pradesh :

Varanasi, Ballia, Ghazipur, Jaunpur, Mirzapur, Sant Ravidas Nagar Bhadohi, Sonbhadra, Chandauli.

*Specifications for Signage mentioned in Annexure B.



Varanasi Division

**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE "JEEVAN PRAKASH"
B 12/120, GAURIGANJ, BHELUPUR, VARANASI**

1. The separate forms (Annexure-A) are required to be filled up for each category which may be downloaded from our website www.licindia.in. Application for empanelment duly completed should be submitted at the Sales Department, LIC of India, Divisional Office "Jeevan Prakash", B 12/120, Gauriganj, Bhelupur, Varanasi in a closed envelope super scribed with Number and Name of the category as given above.

The Agencies which desire to be empanelled with us for above said jobs (Category No.A-1 to A-6 and B-1 to B-2) and who fulfil conditions as per Annexure "A" enclosed, may apply for empanelment for jobs undertaken at Varanasi Division (including 8 districts as mentioned). The applications in questionnaire form (Annexure 'A') along with the enclosures i.e. necessary certificates in evidence of the facts mentioned in the forms and Annexure B are to be sent at the address mentioned above on or before 11.10.2021 by 04.30 pm. The Corporation bears no responsibility for applications received after due date and the same are liable to be rejected.

2. Agencies who have been black listed / removed earlier by any office of the Corporation, should not apply. If applied, their applications will not be considered.
3. Mere submission of application for empanelment does 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 is obligatory on its part to inform the applicant the ground of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.
4. Applications incomplete in any respect will not be entertained and are liable to be rejected.
5. If space provided in form is insufficient, please write the replies on a separate sheet giving appropriate question number and attached it to the form. Please affix your firm/company seal with authorized signature on every page.

Sr. Divisional Manager



**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE "JEEVAN PRAKASH"
B 12/120, GAURIGANJ, BHELUPUR, VARANASI**

Application Form for Empanelment of Agencies for publicity related work

S. No. of category	Name of Category

TERMS & CONDITIONS FOR EMPANELMENT

1. The firm should be in business/profession for at least 3 years. (Copy of Registration certificate must be enclosed)
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 Sales/ Divisional Office Varanasi and even in Branches under Varanasi Division.
4. 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.
5. 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.
6. The Firm should necessarily have GST Registration.
7. Period of empanelment shall remain valid for three financial years.
8. Minimum Turnover required for Each Category should be Rs. 10 Lakh per Financial year.
9. The prescribed application form is to be sent to **"Chairman Stores Committee, LIC of India, Divisional Office, B 12/120, Gauriganj, Bhelupur, Varanasi - 221001."**
10. The Application form should be kept in a sealed envelope super scribed as "Application for Empanelment of Category....."
11. Incomplete applications will be rejected without assigning any reason, there on.

NOTE: Mere submission of Application for Empanelment does 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 raise the minimum eligibility criteria for empanelment depending on the response.

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE "JEEVAN PRAKASH"
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ANNEXURE-A

Application Form for Empanelment of Agencies for publicity related work
Serial Number and Name of Category.....

GENERAL INFORMATION

1.	Name of the Firm (In Block Letters)						
2	Date of Establishment / Incorporation						
3	GST Number (Enclose Copy)						
4	Address of Head Office (If Separate) and Telephone No.						
5	Correspondence Address /Telephone No./ E-Mail ID						
6	Status: Proprietary/ Partnership / Private Limited Co. / Pub. Ltd. Co. / Firm						
7	Name of Proprietor/Partners/Directors						
8	Name of Chief Executive with his present address and telephone No.						
9	Name of Representative(s) who would be calling on us and attending to our jobs						
10	Name of Bankers with A/C No., IFSC No. Address & Tel No						
11	Is the firm registered under the factory / Company Act? If so, state (i) License No. (ii) Date of last renewal of license (Encl. Copy) (iii) ESIS No, if any (iv) EPF Registration No, if any						
12.	Registration with Tax Authorities (Furnish Copies of Income Tax, GST Clearance.)						
(a)	GST No.						
(b)	PAN No.						
13.	Details of work executed during the last 3 years: (Enclose documentary evidence as well)						
Sl. No.	Type of work	Work executed for (Name of the Institution)	Nature of work (In brief)	Location	Value Rs.	Duration of work with date comment	If work left incomplete or Terminated (Give Reasons)



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
Varanasi Division

14.	Turnover in last 3 years (Submit Xerox Copy of Balance Sheet)					
Sl. No.	Year	Turnover (Rs. In Lakhs)	Income Tax Paid	Service Tax Paid	Stock available as on 31 st March (If Applicable)	
	2020-21*					
	2019-20					
	2018-19					
15	Whether black listed by any Govt.					
16	Are you agreed to execute job to Corporation's office at Varanasi Division and branches under its jurisdiction.					
17	Are you strictly abide by the terms and condition of the tender and contracts(Copies enclosed)					
18	Is your firm empanelled with any offices of LIC of India or any other PSU (Central), please provide Name and Address of concerned Office.					

DECLARATION

1. 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 us and LIC on the basis of information given by me/us can be treated as invalid by LIC. I/we will be solely responsible for the consequences.
2. I/We agree that the decision of LIC in selection of contractors will be final and binding to me/us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I/We agree that I/we have no objection if enquiries are made about the work listed by me/us in companying sheet.
5. I/We agree that I/we have not applied in the name of sister concern for subject empanelment process.
6. I/ We have enclosed the Detailed List of Enclosures i.e. copies of the required documents.

* If Turnover for 2020-21 is not available then provide turnover for immediately preceding 3 years.

Place:

Date:

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION



Varanasi Division

ANNEXURE B

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE "JEEVAN PRAKASH"
B 12/120, GAURIGANJ, BHELUPUR, VARANASI

DOCUMENTARY EVIDENCES TO BE SUBMITTED ALONGWITH APPLICATION:

1. Experience certificate for supply of items/services to any reputed /government organisation/ MNC during the last three years.
2. Copy of GST Certificate.
3. Copy of Empanelment letter, if already empanelled with any other office of Life Insurance Corporation of India.
4. Balance Sheet clearly mentioning turnover for last three years.
5. Copy of Income Tax Returns filed in the last three years.
6. In case of authorized and approved vendor / dealer, Copy of valid authorized dealership certificate must be enclosed.

SPECIFICATIONS FOR SIGNAGE:

1. 3M Panagraphics Flex (P III) and 3M 2330 series (2630-19 Yellow, 2630-09 vivid Blue) vinyl with 20mm X 20mm square tubing with Aluminium extrusion tensioning system.
2. Main frame: MS square pipe of 1X1 cross section, 20 gauge thickness. The box frame to be covered from top, bottom and sides by 26 gauge pre coated GI sheet and back side to be covered by 26 gauge plain GI sheet.
3. Tension System: Aluminium L angle tensioning system for edge to edge lighting.
4. Electrical Accessories: Tube light to be placed for every 4 square feet of ISI mark with electronic choke. Drip cap with 25 mm extension. Overlap between two tube lights to be minimum 75 mm to prevent dark bands. The lighting should be uniform and even throughout the box.
5. All components of signage/wrap except electrical accessories should have a consolidated three years warranty.
6. Media: 3 years warranted with over-lamination.