

Ref: LKO/SALES

Dated: 11.03.2019

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE
Jeevan Prakash, 30, Hazrat Ganj,
Lucknow- 226001
Phone: 0522-4038309

Category for Empanelment for publicity related work

Applications are invited from reputed agencies for following works:-

S.No.	CATEGORY
1	Tree Guard/ Hoarding/Bus Shelter/ Train/ Bus Pannel /Kiosk/ Mall façade/traffic islands/unipole / publicity on three wheelers auto rickshaw/ battery operated three wheelers, on rental basis
2	Printing of Flex Banner/ Back Drop/ Cotton Banner/ Silk Banners/Vinyl board printing/ Sun board vinyl/ reflective vinyl/ glossy vinyl banner/ digital vinyl printing/
3	Handbills/ Pamphlets/ Offset Print /Poster/reflective posters
4	Repair and installation of Hoardings structure /3 M Glow sign board/signage in the city/rural area
5	Advertisement through loacal channel/ FM/Cable/electronic media/ Newspaper
6	Publicity through Mobile Van/ Wall painting/Wall wrapping/LED Walls/LED Vans/LED Board Display/ PVC Board/ ACP Sign Board/ Neon Sign Board/ Glow Pole/ Display Board with backlit/ Balloons/Umbrella/ Dangers/ Taxi Cab/ Inflatable hoarding/ 3 D Hoarding/ 3 D acrylic letter/epoxy letter on board/
7	Event Manager
8	Fabrication and design of Stalls and pavilions in Exhibitions/fairs/events
9	Pamphlet insertion in prominent newspapers
10	Making of jingles/short film/documentary



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, 30, Hazrat Ganj, Lucknow-226001 in a closed envelope super scribed as “S. No. 2, Printing of Flex Banner/ Back Drop/ Cotton Banner/ Silk Banners”. **(S.No & Name of the Category)**

The Agencies desirous to be empanelled with us for above said jobs (Category No.1 to 10) and fulfilling conditions as per Annexure “A” enclosed, may apply for empanelment for jobs undertaken at Lucknow Division. The applications in questionnaire form (Annexure ‘A’) along with the enclosures i.e. necessary certificates in evidence of the facts mentioned in the forms are to be sent at the address mentioned above **on or before 27.03.2019 by 4.00 p.m.** 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 grounds 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.

6. The interested agencies/firms are required to apply by paying cash **Rs 118/- (Non Refundable)** at Divisional office, Lucknow OR by sending Demand Draft favoring LIC of India payable at Lucknow along with application form.

7. Empanelled vendors are also required to apply for fresh empanelment.

Sr. Divisional Manager



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 Agencies for publicity related work

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)
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.
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. The Firm should necessarily have **GST Registration**.
8. Period of empanelment is for maximum 3 years or earlier.
9. The prescribed application form is to be sent to “Chairman Publicity Committee, LIC of India, Sales Dept.,Divisional Office, Jeevan Prakash, 30, Hazrat Ganj, Lucknow- 226001.”
10. The Application form should be kept in a sealed envelop super scribed as “Application For Empanelment of Category.....”
11. 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 raise the minimum eligibility criteria for empanelment depending on the response.

ANNEXURE-A



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 Agencies for publicity related work

GENERAL INFORMATION

1.	Name of the Firm (In Block Letters)	
2	Date of Establishment / Incorporation	
3	Address of Head Office (If Separate) and Telephone No.:	
4	Correspondence Address /Telephone No./ E-Mail ID	
5	Status: Proprietary/ Partnership / Private Limited Co. / Pub. Ltd. Co. / Firm	
6	Name of Proprietor/Partners/Directors	
7	Name of Chief Executive with his present address and telephone No.	
8	Name of Representative(s) who would be calling on us and attending to our jobs	
9	Name of Bankers with A/C No.,IFSC No.,address & Tel No	
10	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	
11	Registration with Tax Authorities (Furnish Copies of Income Tax Clearance.)	
(a)	GST No.	
(b)	PAN No.	
12	Details of work executed during the last 3 years: (Enclose Xerox copies of TDS certificate)	

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 commence completion	If work left incomplete or Terminated (Give Reasons)
13	Turnover in last 3 years (Submit Xerox Copy of Balance Sheet)						
Sl. No.	Year	Turnover (Rs.In Lacs)	Income Tax Paid	Service Tax/ GST Paid	Stock available as on 31 st March (If Applicable)		
14	Whether black listed by any Govt.						
15	Are you agreed to execute job to Corporation's office at Lucknow and its branches under its jurisdiction.						
16	Are you strictly abide by the terms and condition of the tender and contracts (Copies enclosed)						
17	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 Proforma 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 accompanying sheet.
5. I/we agree that I/we have not applied in the name of sister concern for subject empanelment process.

Place:

Date:

SIGNATURE.....

NAME & DESIGNATION.....

SEAL OF ORGANISATION