



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Srinagar Division

NOTICE FOR EMPANELMENT OF FIRMS

Applications are invited from reputed firms for empanelment for providing Signage's / Glow Sign Boards / Hoardings / LCD Walls / Design on Flex (Front Lit / Back Lit) / Handbills / Pamphlets / Offset prints/ Identity Cards and other publicity through Mobile vans / Wall painting / Newspaper / Local media etc. The empanelment is required for total J&K and Leh Union Territory.

Other than the above publicity activities applications are also required for providing Competitions prizes Gift Articles / Mementoes / Trophies / Shields / Crockery Items / Electric and Electronic Items / Home Appliances etc.

The interested Firms / Suppliers / Contractors are required to collect an application form from the above address during the office hours or download the same from our website www.licindia.in (link- "tenders") on payment of non-refundable application cost of Rs 590/- (including GST) by demand draft in favour of Life Insurance Corporation of India payable Jammu or by depositing cash at our cash counter during working days from 10.00 am to 04:15 PM before 17.01.2024.

Last Date of Submission of Application is 17.01.2024 up to 04.15 PM

Senior Divisional Manager

Ref: SGR/SALES

Dated: 26.12.2023

Notice for Empanelment of for empanelment of suppliers/ manufacturers / printers/ service providers/ gift item vendors for providing different services under Srinagar Division.

Applications are invited from reputed **SUPPLIERS/ MANUFACTURERS / PRINTERS/ SERVICE PROVIDERS/ GIFT ITEM VENDORS** for empanelment with Sales Department of LIC of India, DO Srinagar for following items:

S. No.	CATEGORY	Mark the Category for which application is submitted	Average Annual Turnover For Last Three Financial Years
A-1	Glow Sign Board/Signage/ Fabrication, repair and installation of Hoardings/Glow sign board in the city/rural area and in Exhibitions/fairs/events/ Tree Guard/ Hoarding/Bus Shelter/ Railway Station Advertisement/Bus Panel /Kiosk on rental basis / LCD Walls / Drop Down in Malls		10
A-2	Printing of Flex Banner/ Back Drop/ Cotton Banner/ Silk Banners/Posters/Certificates/Podium/Booklets Handbills/ Pamphlets/ Offset Print/Identity Card		10
A-3	Advertisement through Local Channel/ FM/Cable/electronic media/ Newspaper		5
A-4	Publicity through Mobile Van/ Wall painting/Wall wrapping/Auto/ E Rickshaw		5
B-1	Competition Prizes viz. Gift Articles / Mementoes / Crockery Items / Electronic and Electric Items / Home Appliances / Consumer Durables / Promotional Items and Giveaways etc.		5
B-2	Medals/Trophies / Shields / Plaques/Frames/Printed fabrics and items (T Shirts, Caps, Cups etc) required		5

1. The Separate Forms (Annexure-A, B, C) are required to be filled up for each category from S. No A-1 to A-4, B-1 and B-2.
2. Application for empanelment duly completed and addressed to

**Chairman Stores Committee,
LIC of India,
DO Cell Jammu,**

should be submitted at the below mentioned address

**LIC of India,
Sales Department, Divisional Office Cell,
Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu-180012**

in a closed envelope super scribed as

“Application for empanelment of SUPPLIERS/ MANUFACTURERS /PRINTERS/ SERVICE PROVIDERS/ GIFT ITEM VENDORS Category S.No:..... Name of the category:.....”

Srinagar Division

along with non-refundable application fee of **Rs 118**-including GST (**Separate Fee for Separate Category**) in the form of Demand Draft only in favor of **LIC of India, payable at Jammu** or can be deposited at our cash counter in cash during cash hours on any working day excluding Saturday, Sundays and holidays.

3. The applications (Annexure –A, B, C) 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 17.01.2024 up to 4.15 PM. The corporation bears no responsibility for applications received after due date/time and are liable to be rejected. Applications shall be opened by the Tender Opening Committee on 18.01.2024 at 11:00 am.
4. Existing empanelled vendors with Sales Department, LIC of India with their empanelment valid up to 31.03.2024, are also required to apply fresh for the empanelment.
5. The **SUPPLIERS/ MANUFACTURERS / PRINTERS/ SERVICE PROVIDERS/ GIFT ITEM VENDORS** who are blacklisted/ removed as on date by any office of the Corporation should not apply, if applied, their application will not be considered.
6. 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 applicant the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.
7. Applications incomplete in any respect will not be entertained and are liable to be rejected.

Sr. Divisional Manager

APPLICATION FORM FOR EMPANELMENT OF FIRM

S. No. of CATEGORY:	NAME OF CATEGORY:

(Separate application is to be submitted for each category)

Conditions for Empanelment:

1. The applicant must submit the Chartered Accountant certified proof of Turnover for the **FY 2020-21 2021-22 & 2022-23** in support of Average Minimum Annual turnover required for empanelment as indicated against each category.
2. The applicant **SUPPLIERS/ MANUFACTURERS / PRINTERS/ SERVICE PROVIDERS/ GIFT ITEM VENDORS** should be in the same profession for at least 3 years as such is required to submit the copy of work orders / experience certificate executed in each **FY 2020-21 2021-22 & 2022-23** for the works against the category in which applied.
3. The applicant must submit the certified copy of Pan card & GST certificate
4. The applicant must be registered with State / UT / Local authorities; certified copy certificate of registration is required to be submitted along with application.
5. Participating vendors having registration / offices outside the UT of Jammu & Kashmir are required to be on panel of any of the Divisional office / Zonal office / Central Office of LIC of India, else they shall not be considered for empanelment. Vendors are required to submit the certified copy of letter of empanelment issued by respective office of LIC of India for verification.
6. For participating vendors having registration / offices within the UT of Jammu & Kashmir, members of constituted committee would visit and inspect the premises, workshop, shop etc. of the applicants. Empanelment would be done only on the recommendations of the constituted committee that would visit and inspect the premises, workshop, shop etc. of the applicants.
7. The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
8. All applicants are required to affix the signature and seal of the Authorized Official of the Company on each Page of Annexure "A" in acceptance of terms and conditions laid therein.

Sr. Divisional Manager

Annexure "B"

APPLICATION FOR SUPPLIERS/ MANUFACTURERS / PRINTERS/ SERVICE PROVIDERS/ GIFT ITEM VENDORS

PART 1: GENERAL INFORMATION

S.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED	
		S.No as per List	Category Name
	Category under which application submitted		
1	Name of the Firm (In Block Letters)		
2	Date of Establishment/Incorporation of the firm		
3	Correspondence Address, Telephone No. Mobile No & Email Id		
4	Address of Head Office (if Separate) and Telephone No.		
5	Status of the Company/ Firm: Proprietary/Partnership/ limited company/Public Limited Company		
6	Name of the Official/Officials who would be calling on us and attending to our jobs and Telephone Nos		
7	Is the firm registered under the Factories Act? If so, state		
	(a) Labour License No and validity under various section of Labour Laws. (Enclose photocopy)		
	(b) EPF registration No. if any(Enclose copy)		
	(c) ESI No. (Enclose copy)		
	(d) PAN No. of Income Tax Department (Enclose self-certified copy)		

8	Whether holding certificate under Shops & Establishment (Duly Renewed Copy to be enclosed)	
9	Chartered Accountant certified proof of turnover for Last Three Financial Years to be enclosed	FY 2020-21
		FY 2021-22
		FY 2022-23
10	Whether Blacklisted by any Govt. Dept/Public Sector Company	
11	GST No (Certified copy to be enclosed)	
12	Do you agree to make deliveries to corporation's office at Jammu? Addressed at: LIC of India, Jeevan Jyoti Building 18 A Rail Head Complex Jammu-180012	
13	Do you agree to abide strictly by the terms and conditions of the Tenders & Contracts?	
14	If your firm is empaneled with any office of the LIC of India, attach self-attested copies of letter of empanelment	
15	Are you registered as MSE Enterprise, kindly enclose attested copy of certificate	
16	Mention any other specialties of your establishment	
17	Website details of any	

Signature with seal

Name:

Designation:

DECLARATION

1. I / We have read the instructions appended to the Annexure "A" and I / We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me / us can be treated as invalid at the sole discretion of the Corporation and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of the Corporation in selection of **SUPPLIERS/ MANUFACTURERS / PRINTERS/ SERVICE PROVIDERS/ GIFT ITEM VENDORS** will be final and binding on me / us.
3. I/we agree to notify LIC of India Divisional office Srinagar accepting the Tender and registering my/our Firm for empanelment of suppliers / manufacturers / printers / service providers / vendors, of any changes in the foregoing particulars as and when they occur and to verify and confirm the same to LIC of India.
4. I/We agree that I/We have no objection if Inspection of my/our premises/workshop/shop etc is done by the officials of LIC of India.
5. I/We hereby confirm that all the information furnished is correct to the best of my/our knowledge and belief.
6. I/We affirm and declare that to notify the fact of my / our amalgamation with another contractor / Firm Life Insurance Corporation of India may remove my / our name from the list of empaneled suppliers / manufacturers / printers / service providers / vendors and any contract I/We may be holding may be rescinded.

Dated at _____ this _____ day of _____ 2023

Signature with seal

Name:

Designation:

Note: The Corporation reserves the right to cancel the name of the supplier/firm from its approved lists at its absolute discretion without assigning any reason

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of Agency :
.....

Phone / Mobile no. :
(FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

Agency Bank Account No.:
(Full Digit 11-16)

Type of A/c : Saving A/c Current A/c OD A/c CC A/c
(Tick)

Bank IFSC Code No. :

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(11 DIGIT IFSC CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Signature with seal
Name:
Designation: