



DIVISIONAL OFFICE: Rewa Road, Gahra Nala, Post Box No.5, SATNA-485001 (MP)  
Phone: +919425426006, +919425471659 email-[sales.satna@licindia.com](mailto:sales.satna@licindia.com)

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### NOTICE FOR EMPANELMENT

Life insurance corporation of India, Divisional Office, Satna is inviting applications from reputed firms for Empanelment ( For 3 years ) for supply of (1) Printing Material(Leaflets/Broachers, Handourt, Poster, Plastic Stiker, Souvenirs, Identity Cards etc) (2) Flex and Vinayal Printing (Banner etc), (3) Gift Items, trophy, Cup, Medal, Kitchen ware, Canopy, Mementos, Publicity Materiel etc. (4) Glow Sign/Hoarding, Glowsign/Hoarding Repair, Publicity through Auto Rickshaws, Wallrapp etc.

#### Basic eligibility required for the Vendor/Firms:

1. Firm should have experience of at least three years.
2. Firm should not be blacklisted or removed from panel of LIC of India or any other PSU. (Declaration on 100/- Non-Judicial Stamp Paper)
3. Firm should have Annual Turn over not less than 05 Lakh in last three years.
4. Firm must have valid registration
5. Vendor who are already empanelled are also required to apply for fresh Empanelment

**Application forms:** It can be purchased from LIC of India, Divisional Office, Rewa Road, Gahra Nala, Satna from 21.03.2024 to 08.04.2024 at 3.00 PM or can be downloaded from our website [www.licindia.in](http://www.licindia.in).

#### Time-schedule of the Empanelment :

1. Date of issue of Application form : 21.03.2024 to 08.04.2024 till 3.00 PM (During Working days, All Saturday and Sundays will be holiday)
2. Last date & time of submission of Application form : 08.04.2024 up to 5.00 PM.

**Application Fee:** Rs.118 (Rs.100.00 + GST Rs.18.00) Non-refundable (DD in favor of Life Insurance corporation of India payable at Satna or can be deposited at cash counter Divisional Office, Satna During cash hours)

Any corrigendum regarding modification/addition in application or in term & conditions shall only be uploaded/ published on our official website: [www.licindia.in](http://www.licindia.in) (Tender-link). Hence, all interested Applicants are advised to visit our above website regularly for latest information regarding the above tender till the last date of submission.

The Sr. Divisional Manager reserves the right to accept or reject any/all Application without any reasons what so ever.

Date: 21.03.2024

Sr. Divisional Manager



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ANNEXURE- A

Application for empanelment of Firms/Supplier/Service Provider

Sl.No.of Category	Name of the Category

01	Name of Firm (In Block Letters)	
02	Date of establishment of the firm and Registration No. ( Enclose Copy)	
03	Status of firm (Individual/sole proprietor/partnership/pvt. Ltd/public ltd. Etc.	
04	Name of the proprietor	
05	If firm is in partnership, Name of the partners ( Please enclose attested copy of Partnership deed)	
06	Address & Email-ID	
07	Name of the Contact Person and his contact no.	
08	If the head office is other than in 6 above, give the full address and Contact No.	
09	Is the Firm registered under Factory/company Act? If so State: a) License Number b) Date of last renewal ( Enclose copy of License) c) ESIS No if any d) EPF registration No if any	

10	Whether holding certificate under Shops and Establishment Act. And duly renewed ( Copy should be enclosed)	
11	No. of Employee	a) Permanent ..... b) Temporary .....
12	PAN No.( enclose photo copy)	
13	TAN.( enclose photo copy) if Any	
14	Aadhar No. (enclose photo copy)	
15	GST no. (enclose photo copy of certificate)	
16	Turnover of the firm (Last three years) : 2020-21 2021-22 2022-23 (Enclose the balance sheets and P& L Statements)	
17	State the latest income tax assessed year and amount of tax assessed. (enclose copies of last 3 years ITR, AY 20-21, 21-22 and 22-23 Balance sheet and P&L Account )	
18	Is your firm is empanelled with any office of LIC of India? If yes please give full details and enclose the copy of empanelment letter.	
19	Name , address and contact No. of some of your most valued clients.	
20	Is your firm is ever Blacklisted by any Govt. Deptt./ PSUs or any office of LIC of India ?	
21	Details of previous work experience.	
22	Details of Application fees (Rs.100+GST Rs.18=Rs.118) Including GST	
23	Bank Account details : ( Please enclose a cancel cheque and copy of Current Bank Statement)	Name of Bank : IFSC Code : A/C No. : Type of A/C :

General Conditions:

1. The Firm/Supplier/ should be in profession for at least 3 years (copy of registration certificate must be enclosed).
2. Duly completed application should be submitted in sealed envelope super scribed as **“Application for empanelment for supplying of \_\_\_\_\_”** along with receipt or DD of non refundable application fee of Rs. 118/-.
3. Application form duly filled in should be addressed to **The Chairman Purchase Committee, LIC of India, Divisional Office, Jeevan Prakash, Gahra Nala, Rewa Road, Satna (MP) – 485005.**
4. The Firm/Supplier should have registration with state and local authorities for undertaking the profession (Copies of registration with State and Local authority to be enclosed).
5. The firm/supplier should keep sufficient stock in hand so as to comply with urgent need without delay.
6. The Firm must agree to get valid registration under any new Tax regime in future.
7. The Firms will be empanelled only after positive recommendation of committee duly constituted to visit and inspect the premises / workshop etc. of the applicants.
8. All applicants are required to affix the signature and seal of the Authorized official of the Company/Firm on each page of Annexure “A” in acceptance of terms and conditions therein.

**Note:** Please type this form or fill it up legibly. If space provided is insufficient, please type or write replies on separate sheet giving appropriate question no. Duly authenticating the same with seal and signature and attach it to the form. All required document shall be self attested with seal and signature. All original certificates/documents should be submitted for verification if required by LIC of India.

I/We ----- request the LIC of India, Satna DO to consider our application. I/We agree to abide by all the eligibility criteria & other terms and conditions and scope of service prescribed an addendum and promise to render the services to the best satisfaction of the LIC Of India.

**Declaration**

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 ourselves and corporation, on the basis of the information given by me/us can be treated as invalid by the corporation and I/we will be solely responsible for the consequences. I/ We agree that the decision of the corporation in selection of service providers will be final and binding on me/us. I/We agree that I/We have no objection if enquiries are made about the work performance with our clients.

Dated .....

**Signature with Seal & Name of the firm**