



LIC

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA

JAMSHEDPUR DIVISIONAL OFFICE, "Jeevan Prakash Building"

Main Road, Bistupur, Jamshedpur - 831001

EMPANELMENT NOTICE

Applications are invited from interested vendors for EMPANELMENT of their firms for various jobs as mentioned below under Jamshedpur divisional jurisdiction. The empanelment will be valid for 36 months from the date of empanelment. We require reputed vendors for providing Signage / Glow Sign Boards / Hoardings / LED Walls (Boards) / Flex (Front Lit / Back Lit) / Banners / Canopies / Radium Plates / Handbills / Pamphlets / Offset Prints / Identity Cards and other publicity jobs like Mobile Vans / Wall Paintings / Wall Wrappings / Designing & Fabrication of Stall at Events / Fair Branding and Renovation work at Park / Street / Bus Shelter / Police Booth / Traffic Banners / LED Display / Transporting work from Division to Branches for Stationary & Gift Items etc. Other than above jobs we also require vendors for supplying items like Gift Articles / Mementoes / Trophies / Shields / Crockery items / Electric items / Kitchen & Home Appliances / Cloths / Blankets / Badges / Medals / Bags / Folders etc. Application details are as below:

1.	Application Fee (Non Refundable)	Rs. 500/- + 18% GST, Total Rs. 590/-
2.	Date of Availability of Application form	From Date 20.04.2024
3.	Last Date for receiving duly completed form	Date 20.05.2024 till 04.00 PM

Detailed instruction and Application Form etc. are displayed on Divisional Office Notice Board. The vendors desirous to be empanelled with us can refer to our website: www.licindia.in (Tender Section) or can contact Sales Department, Jamshedpur Divisional Office within office hours or can mail to sales.jamshedpur@licindia.com for any query. The duly completed Application shall be received only on prescribed Performa, must be accompanied with DD/MR of Rs. 590/- on address "Manager (Sales), LIC of India, Divisional Office, 2nd Floor, Jeevan Prakash Building, Main Road, Bistupur, Jamshedpur-831001". It should reach us within the stipulated date and time as mentioned above.

The Life Insurance Corporation of India, Divisional Office, Jamshedpur reserves the right to cancel the empanelment process without any prior notice or information whatsoever.

Sd/- Sr. Divisional Manager



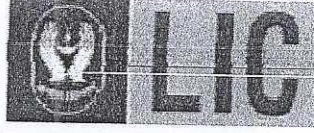
Jamshedpur Divisional Office, "Jeevan Prakash", Main Road Bistupur, Jamshedpur, Pin-831001 Phone :
0657 2320304, e-mail – sales.jamshedpur@licindia.com

Annexure-A

CATEGORY FOR PUBLICITY RELATED WORK

Category No.	Type of Jobs
1	Installation/Repair/Change of Hoarding, Glow Sign Board, Signage
2	Installation/Repair/Change of Flex/Banner/Display Board/Wall Wrap/Canopies/ Radium Plates /Sun board etc.
3	Installation/Repair/Change of Electronic Display/ LED Display
4	Supply of Hand Bills/Leaflets/Pamphlets/Brouchres/Folders/Booklets/Dangler/Offset prints/Identity Cards and other print materials
5	Hiring of Mobile Publicity Van/LED Display Van etc.
6	Wall Painting/ Digital wall painting
7	Supply of Trophies/Gift Items/Memento/Shields/Plaques/Wooden or Metal Certificates/Medals etc
8	Crockery, House hold & Kitchen use items
9	Electrical & Electronic Goods
10	Gold, Silver & Other precious metals
11	Bed-Sheets, Blankets, shawls, Towel, Dohar etc
12	Bags/Luggage of various specifications
13	Readymade Garment & Suiting /Shirting , Dress material, Saree etc
14	Stationary items of various kinds
15	Branding/Designing/Fabrication of stalls at Fair/Events, Renovation/Maintenance Work at Park/Street/Bus-Shelter/Police Booth/Traffic-Barrier
16	Transportation work for Gift Items/ Stationary etc. from Division to Branches.

Seal and Signature of authorized Official of Company/Firm



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Annexure-B
Instructions for Bidders regarding empanelment in LIC Jamshedpur Division

Empanelment form is required to be filled by vender mentioning type of work in which he is participating .Form may be downloaded from our web site www.licindia.in or available at Sales department, Divisional Office, Jamshedpur. Application Fee of Rs. 500/- plus GST(nonrefundable), must be closed with Empanelment form in shape of DD/MR. Application form for empanelment duly completed should be submitted to the Manager Sales, LIC of India, Jamshedpur Divisional Office, Jeevan Prakash, Main Road, Bistupur, Jamshedpur, Pin-831001, Jharkhand through speed post/courier/by hand ,in a closed envelope super scribed as "Application for Empanelment of Publicity related work".

1- The application forms along with 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 **20/05/2024 by 3:00pm**. 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 or application for empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserve 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.

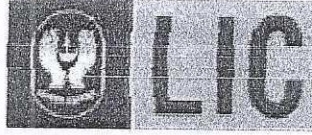
4- Applications incomplete in any respect will not be entertained and are liable to be rejected.

5- If space provided in form is insufficient; please write the replies on a separate sheet giving appropriated details.

3. Time-schedule of the application for empanelment:

1. Date of issue of application/advertisement for empanelment: **20/04/2024**
2. Last date & time of submission of application for empanelment: **20/05/2024 till 4:00PM**
3. Date & Venue of opening of application for empanelment: **24/05/2024 at 4:00 PM** Divisional Office, Jeevan Prakash, Jamshedpur

Seal and Signature of authorized Official of Company/Firm



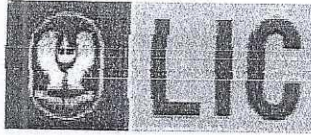
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Annexure-C

Term & Conditions for Empanelment

- 1- Firms, who are on our Divisional Office existing panel, should also apply for fresh empanelment.
- 2- Application form is to be submitted along with non-refundable Application fee of Rs.500/- plus GST.
- 3- All applicants are required to affix the signature and seal of the Authorized official of the company/firm on each page of **application, Annexure-A, Annexure-B and Annexure-C** in acceptance of terms and conditions laid therein.
- 4- The approved firm/vendor should be ready to work within the jurisdiction of Jamshedpur Division.
- 5- In case of Authorized and approved Vendor/dealer, Copy of valid authorized dealership certificate must be enclosed.
- 6- 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.
- 7- 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.
- 8- **The Firm should necessarily have GST Registration.**
- 9- The empanelment will be valid for 36 Months from the date of empanelment.
- 10- The prescribed application form in sealed envelope superscribed as "**Application for Empanelment of Publicity related work**" is to be sent to "Manager Sales, LIC of India, Jamshedpur Divisional Office, Jeevan Prakash, Main Road, Bistupur, Jamshedpur, Pin-831001, Jharkhand, so as to reach us within 16:00hrs on 20/05/2024
- 11- Incomplete application will be rejected without assigning any reason, thereon.

Seal and Signature of authorized Official of Company/Firm



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- 12- If there is any query, please get clarification from office before submission of application form.
- 13- The LIC has right to change the terms and conditions at any point of time.
- 14- The applications submitted with enclosures will be evaluated/scrutinized by the competent committee/ authority and short listing will be done after the recommendations made by the said committee/authority.
- 15- At any point of time, if any of the documents furnished by the Venders/ distributor / Suppliers are found to be false/ incorrect, it would be deemed to be breach terms of contract making the firm concerned liable for legal action besides termination / Black Listing of empanelment.
- 16- Income Tax will be deducted as per rules.
- 17- Sr. Divisional Manager is competent authority to amend or add any condition or cancel the application fully or partially.
- 18- If any dispute regarding empanelment arises it will be decided under jurisdiction of courts at Jamshedpur.

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APPLICATION FORM FOR EMPANELMENT OF VENDORS/FIRMS/DEALERS FOR PUBLICITY RELATED WORK IN SALES DEPARTMENT IN LIC JAMSHEDPUR DIVISION

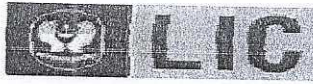
Note: Application Fee Rs.590/- (500/- Fee + 90/- GST).

(Kindly write YES or NO in below column of category of work you are applying)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Sl. No.	Information Sought	Information Provided
1	Name of the firm (In Block Letters)	
2	Date of Establishment/Incorporation	
3	Status: Propriety/Partnership/ Private Limited Company/Public Ltd. Company	
4	Name of Proprietor/Partners/Directors with Mobile No. & e-mail id.	
5	Name of the Chief Executive: Address of Head Office : Contact No.(Office) : Contact No.(Mobile) : E-Mail :	
6	Name of the representative(s) with Designation who should be calling on us and attending our jobs Mobile No. :	
7	PAN No. of Income Tax Department (Please enclose photocopy)	
8	G S T No. (Goods and Services Tax Reg. No.) (please enclose photocopy of certificate)	
9	MSME Registration No. (If any) (please enclose photocopy of certificate)	

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10	Name of Bankers with addresses and Telephone Nos. IFSC Code ,Account Number, Bank Name and Branch (NEFT–Details)	
11	Is the firm registered under the Factory/Company Act? If so, state 1. License No. 2. Dt. of renewal of license 3. ESIS No (If any) 4. EPF Reg. No. (If any) (Please enclose photocopies)	
12	Details if interested with any other Govt. Authority (ies)	
13	State the latest Income Tax Assessed year and amount of tax assessed (Copies of last 3 years IT Returns, Balance Sheet and Revenue A/c to Be closed)	
14	Turnover for Last 3 Years - FY 2020-21 FY 2021-22 FY 2022-23	Gross Revenue Net Income
15	Has your firm been blacklisted / removed earlier by LIC or any of the PSUs/BFSI/Govt. /semi Govt. Quasi govt. departments in India.	
16	Details of empanelment with any Office of LIC of India	

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17	Mention any other specialties of Your establishment	
18	Are you agreeable to abide strictly by The Terms and conditions of the empanelment(copies annexed)	
19	Are you agreeable to do work for all the 19 Branch offices & 14 SO's under Jamshedpur Divisional jurisdiction (Some of which are out of Jamshedpur)	

Please type the form or fill it legibly in ink. Use separate sheet if space provided is insufficient. All the pages of application form and documents must be signed with seal.

1. I/We _____ request Life Insurance Corporation of India, Jamshedpur Divisional Office, to consider inclusion of my/our firm/ company in the list of their approved firms /suppliers /Service Providers for PUBLICITY RELATED WORK IN SALES DEPARTMENT IN LIC JAMSHEDPUR DIVISION and hereby assure to extend full cooperation up to the satisfaction of Corporation in the event of their doing so.

2. I/We have read the instructions given in the Performa & Annexure and I/ We understand that if any false information is detected at a later date ,any 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.

3. I/We agree that the decision of LIC in selection of firms/vendors will be final and binding to me/us.

4. All the information furnished by me/us hereunder are correct to the best of my knowledge and belief.

5. I/We agree that I/We have not applied in the name of sister concern for subject empanelment process.

6. I/We agree to abide by all the rules & regulations framed by the Corporation from time to time.

Dated at _____ this _____ day of _____ 2021

Signature with Office Seal

NAME & DESIGNATION.....

Seal and Signature of authorized Official of Company/Firm