



LIFE INSURANCE CORPORATION OF INDIA

JEEVAN PRAKASH, DIVISIONAL OFFICE

B 12/120, GAURIGANJ ,BHELUPUR ,VARANASI-221001

E-mail: sales.varanasi@licindia.com

VARANASI DIVISION

1. The separate forms (Annexure-A) are required to be filled up for each category which may be download from our website www.licindia.com. 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-221001 in a closed envelope super scribed with Category Number and Category Name as given.

The Agencies which desire to be empanelled with us for above said Jobs (Category A-1 to A-6 and B1 & B-2) and who fulfill the terms & conditions as given may apply for empanelment for jobs undertaken at Varanasi Division (including 8 districts as mentioned). The application 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 08.11.2024 till 3.00 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 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.

Senior Divisional Manager

VARANASI DIVISION

Category for Empanelment of Publicity related works and Gift Items.

Cat. No.	CATEGORY	Mark the Category for which application is submitted
A-1	Glow Sign Board /New Hoardings/Signage*/Tree Guard/ Bus Shelter/Train/Bus Panel/Kisok on rental basis/LCD Walls/ Drop Down in Malls	
A-2	Printing of Flex Banners/Backdrops/Standees/Canopies/Sunboards	
A-3	Printing of Hand Bills/Pamphlets/Offset Print/Identy Cards/Brochures	
A-4	Fabrication ,repair and Installation of Hoarding/ Glow sign board in the city/ rural area and in exhibition/ 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/ Mementos/ Crockery Items/ Electronic and Electric Items/ Home Appliances/ Consumer Durables/ Prpmotional Items and Give Aways etc.	
B-2	Trophies/ Shields/ Plaques	

SEPERETE APPLICATION IS TO BE FILLED UP FOR EACH CATEGORY

Varanasi Division means Varanasi Divisional office and all other offices of LIC situated in the following eight Districts of Uttar Pradesh:-

Varanasi,Ballia,Ghazipur,Jaunpur,Mirzapur,San Ravidas Nagar Bhadohi,Sonebhadra,Chandauli.

***Specifications for Signage mentioned in Annexure B.**

Issuing Period of Application Form:- 08.10.2024 to 30.10.2024

Last date of Submission of Application Form:-08.11.2024 till 3.00 PM

Opening date of Application Form :- 08.11.2024 at 4.00 PM

Application form for Empanelment of Vendors/ Firms/ Dealers for Publicity Related Work in Sales Department.

Category No. and Name of Category:-

General Information (to be filled clearly in capital letters)

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 Correspondence Address (if other than Head Office) Contact No. (Mobile)						
10	Name of Bankers with A/C NO..IFSC No. Address & Telephone 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	Nature of work (In brief)	Location	Value Rs.	Duration of work with date commence	If work left incomplete or Terminated (Give Reasons)

		Institution)				completion	
(a)							
(b)							
(c)							
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)
(a)	FY 2023-24*						
(b)	FY 2022-23						
(c)	FY 2021-22						
15	Any other Specialties of your establishment.						
16	Whether black listed by any Govt. Dept. / Pub. Sector Company						
17	Are you agreed to execute the job to Corporation's office at Varanasi Division and branches under it's jurisdiction.						
18	Are you strictly abide by the terms and condition of the tender and contracts (Copies enclosed)						
19	Is your firm empanelled with any offices of LIC of India or any other PSU (Central).Please provide Name and Address of concerned Office. Must Enclose copy of empanelment letter.						

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 FY 2023-24 is not available then provide turnover for immediately preceding 3 years.**

Place:

Date:

SIGNATURE.....

NAME & DESIGNATION.....

SEAL OF ORGANISATION

VARANASI DIVISION

Application form for Empanelment of Vendors/ Firms/ Dealers for Publicity Related Work

Category No.	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/works at LIC of India, Divisional Office Sales/Divisional Office Varanasi and even in Branches under Varanasi Division Jurisdiction.
4. The empanelment would be subject to satisfaction of the Stores 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 TIN No./VAT/SAT/GST Registration.
7. Applicant has to deposit Rs.500/- + GST@18% (Rs.590/-) in cash at our cash counter of Divisional office, Varanasi or in the form of DD favoring LIC OF INDIA, Payable at Varanasi.
8. Period of empanelment shall remain valid for three years.
9. Minimum Turnover required for each category should be Rs.10 Lakh per Financial Year.
10. The prescribed application form Annexure-A is to be sent to **“Chairman Stores Committee, LIC of India, Divisional Office ”Jeevan Prakash”, B 12/120,Gauriganj ,Bhelupur ,VARANASI-221001**
11. The Application form should be kept in a sealed envelope super scribed as **“Application for Empanelment of Category.....”**

Last date of Submission of Application Form : 08.11.2024 till 03.00 PM

13-Incomplete application 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.



VARANASI DIVISION

ANNEXURE-B

DOCUMENTARY EVIDENCES TO BE SUBMITTED ALONGWITH APPLICATION

1. Experience certificate for supply of items/services to any reputed /government organization/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 vendors/firms/ dealers , 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 20 mm square tubing with Aluminium extrusion tensioning system.
2. Main Frame : MS square pipe of 1 X 1 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.