



Marketing Department, Eastern Zonal Office, 4 C.R. Avenue, Kolkata – 700072

Tel. No. 033-2212-9285,033-2212-6482,033-2212-4956 Fax No. 033-2212-4914,

E-mail ID ez_marketing@licindia.com

EMPANELMENT OF FIRMS/DEALERS/VENDORS/EVENT MANAGERS

NOTICE

Applications are invited from reputed Firms/Dealers / Vendors etc across India for purchase of Prizes, Gift articles , Mementos and for event management desirous of empanelment with our Eastern Zonal Office, Kolkata. This is a fresh empanelment and the panel shall be valid for 2 years from the date of empanelment.

The Firms/Dealers/ Vendors etc . seeking empanelment with us, fulfilling Terms & Conditions as per attached Annexure “A”, may apply for the aforementioned category and send the application form duly filled in all respects and signed with seal to the following address so as to reach us on or before 20/12/2023 (Upto 3:30 PM).

LIC OF INDIA, EASTERN ZONAL OFFICE

MARKETING DEPARTMENT

HINDUSTAN BUILDING(3RD FLOOR)

4, C.R. AVENUE, KOLKATA-700072

WEST BENGAL

The cover should be superscribed as “**Application for Empanelment of Firms/Dealers/Vendors/ Event Managers**” and to be submitted to the marketing department, 3rd floor/ to be sent by post/ Courier. **Application sent by email will not be accepted.**

Applications received after due date and time shall not be considered.

REGIONAL MANAGER (Marketing)

Note:-

1. The Firms/ Dealers / Vendors etc .should be in profession for at least 3 years (Copy of registration certificate must be enclosed.)
2. The Firms/ Dealers/ Vendors etc. should necessarily have GSTIN/ UIN registration.
3. The Firms/ Dealers/Vendors etc. should have registration with State & Local authorities for undertaking the profession (Copies of State registration/ Municipality / Municipal Corporation license (License to be enclosed).

4. **Empanelment processing fee of Rs.118/- (Fee- Rs. 100/- + Rs. 18/- for GST) to be given in Demand Draft favouring LIC of India payable at Kolkata. (Please attach your D/D along with application).**
5. **The Corporation reserves the right to include/exclude/cancel the name of Firms/Dealers/Vendors etc from its approved list at its absolute discretion without assigning any reason.**
6. **Firms/Dealers/ Vendors etc who are on our existing panel are also requested apply afresh.**
7. **Firms/Dealers/Vendors etc have been blacklisted/removed , should not apply. If, applied their application will not be considered.**