



Life Insurance Corporation of India
Patna Divisional Office: 1 "Jeevan Prakash", Mazharul Haque Path, Patna, Pin-800001, Bihar
Phone:- 0612-2200181, email-sales.patna@licindia.com

EMPANELMENT NOTICE

Application is invited from vendors/firms for the empanelment for various jobs as mentioned below for Sales Deptt Patna Divisional Office 1 .

- 1. Making of Posters/Banners/Leaflets/Booklets**
- 2. Making of Signages of different specifications, Wall paintings, Hoardings, Mobile Van Activities ,etc.**
- 3. Supply of competition prizes, Stationary items, Gift Items related to kitchen ,Utensils, Cloths, Blankets, Badges and Medals, Trophies & Shields, Electricals and Electronic items ,Bags of different specifications ,Gold & Silver Coins etc.**

The vendors/firms desirous to be empanelled with us can visit "<http://www.licindia.in/>" for details or personally meet Sales department, Patna Division 1 within office hours.

The Application for empanelment along with necessary enclosures are to be sent to the Sales Deptt on aforesaid address and should reach us on or before 21.04.2025 up to 4.00 PM.

LIC of India reserves the right to accept or reject any or all applications in full/part without assigning any reasons whatsoever.

Dt-06.04.2025

Sr. Divisional Manager



Life Insurance Corporation of India

Sales depts., Patna Divisional Office: 1 "Jeevan Prakash", Mazharul Haque Path, Patna, Pin-800001, Bihar

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Annexure-A

Ref: Patna/SALES/2024-2025

Dated: 06.04.2025

Applications are invited from reputed agencies/firms for below mentioned works under Patna 1 Divisional Jurisdiction:

Category for Empanelment for publicity/Prizes/Gift items

Cat. No.	CATEGORY
1	Installation / repair /Change of Hoardings
2	Installation / repair /Change of Glow Sign Board
3	Installation / repair /Change of Flex/Display Board
4	Installation / repair /Change of Wall wrap-up
5	Supply of Trophies, Mementos, Metal/Wooden Certificates/Plaques
6	Household and Kitchen use Items
7	Electrical & Electronics goods
8	Gold, Silver & Other Precious Metals
9	Bed sheets, Blankets & Shawls
10	Hiring of Mobile Van Publicity/ LED display Vans
11	Wall Painting
12	Bags of Various specifications
13	Readymade Garments & Suiting Shirting's
14	Gift Articles, Other useful Items like Umbrella, Raincoat, Paintings, etc.
15	Stationary items of various kinds

Seal and Signature of authorized Official of Company/Firm



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Annexure-A

Instructions for Bidders regarding empanelment in LIC Patna Division 1

Empanelment form is required to be filled by vender mentioning category of work in which he is participating. Form may be downloaded from our website www.licindia.in or available at Sales department, Divisional Office, Patna. Fee of Rs. 500/- plus GST @18% (non refundable), must be enclosed with Empanelment form in shape of DD/MR. Application form for empanelment duly completed should be submitted to the Manager Sales, LIC of India, Patna Divisional Office 1, Jeevan Prakash, Mazharul Haque Path, Patna, Pin-800001, Bihar through speed post/courier/by hand, in a closed envelope super scribed as "Application for empanelment of Publicity/Prizes/Gift Items".

1-The agencies desirous to be empanelled with us for above said jobs (Category No. 1 to 15) should clearly mention the number of categories (in which he is participating) in Empanelment form and may apply for empanelment for jobs undertaken at Patna Division 1. The application forms along with enclosure 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 **21-04-2025 by 4:00pm**. 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 accepts 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 reject.

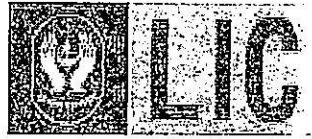
5-If space provided in form is insufficient; please write the replies on a separate sheet giving appropriate details.

3. Time-schedule of the application for empanelment:

1. . Date of issue of application/advertisement for empanelment: 06.04.2025.
2. Last date & time of submission of application for empanelment: 21.04.2025 till 4:00 PM
3. Date & Venue of opening of application for empanelment: 21.04.2025 at 5:00 PM Divisional Office, Jeevan Prakash, Patna 1

Sr. Divisional Manager

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Annexure-B

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- . Amount of turnover should be up to Rs. 2 Lacs for small jobs, Rs. 2 Lacs to Rs. 10 Lacs for medium jobs and above Rs. 25 Lacs for big jobs in any of 3 financial years. (Attach Balance Sheet for last 3 years)
- 2-Firms, who are on our Divisional Office existing panel, should also apply for fresh empanelment.
- 3-Application form is to be submitted along with non refundable Application fee of Rs.500/- plus GST@18%
- 4-The Firm should be on the approved panel of at least one Division of LIC OF INDIA or 3 reputed firms from Patna, out of which one should be public sector or government undertaking.
- 5-Members of a duly constituted committee may visit and inspect the premises, workshop, shop etc of the applicants.
- 6-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 and Annexure-B** in acceptance of terms and conditions laid therein.
- 7-The Firm should have registration with state/local authorities for undertaking the business/profession.
- 8-The approved firm/vendor should be in position to comply with the urgent need without delay and ready to supply the items at LIC of India, Patna Divisional Office 1, Jeevan Prakash, Mazharul Haque Path, Patna, and ready to work within the jurisdiction of Patna Division 1.
- 9-In case of Authorized and approved Vender/dealer, Copy of valid authorized dealership certificate must be enclosed.
- 10-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.
- 11-Firms, who have been blacklisted/remove earlier, should not apply. If applied, their applications will not be consider or may be terminated at any time after empanelment without assigning any reason.
- 12-The Firm should necessary have TIN No./VAT/PAN and GST Registration .

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- 13-Period of empanelment is for maximum 3 years or earlier.
- 14-The prescribed application form in sealed envelope super scribed as "Application for empanelment of Publicity/Prizes/Gift items " is to be sent to "Manager Sales, LIC of India, Patna Divisional Office 1, Jeevan Prakash, Mazharul Haque Path ,Patna,Pin-800001,Bihar, so as to reach us within 16:00 hrs on 21.04.2025
- 15-Incomplete application will be rejected without assigning any reason, there on,
16. If there is any query please get clarification from office before submission of application form.
17. The LIC has right to change the terms and conditions at any point of time.
18. 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.
19. 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.
20. Income Tax will be deducted as per rules.
23. Sr. Divisional Manager is competent authority to amend or add any condition or cancel the application fully or partially.
24. If any dispute regarding empanelment arises it will be decided under jurisdiction of courts at Patna.

Sr. Divisional Manager

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APPLICATION FORM FOR EMPANELMENT IN LIC PATNA DIVISION 1

Note: Registration/Application Fees Rs. 590/- (500/- Fee + GST@18%).
(Kindly write Yes or No in below column of category of work)

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

Sl. No.	Information Sought	Information Provided
1	Name of the firm (In Block Letters)	
2	Date of Establishment/ Incorporation	
3	Registration No. (please enclose photocopy of Certificate)	
4	Correspondence address and Telephone No.	
5	Email id	
6	Address of Head of Office(if separate) and Telephone No.	
7	Status : Propriety / Partnership / Private Limited Company / Public Limited Company	
8	Names of the Partners/ Directors	
9	Name of the Chief Executive with his/her present address and Telephone No.	
10	Name of the representative(s) with Designation who should be calling on us and attending our jobs	

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11	Name of Bankers with addresses and Telephone Nos. IFSC Code, Account Number, Bank Name and Branch (NEFT – Details)	
12	PAN No. of Income Tax Department (Please enclose photocopy)	
13	Goods and Services Tax Registration No. (please enclose photocopy of certificate)	
14	Details if interested with any other Govt. Authority(ies)	
15	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 enclosed)	
16	Turnover for Last 3 Years FY 2016-17 FY 2017-18 FY 2018-19	Gross Revenue Net Income
17	Has your firm been blacklisted / removed earlier by LIC or any of the PSUs / BFSI / Govt / semi Govt. Quasi govt departments in India.	
18	Details of empanelment with any office of LIC of India	

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19	Mention any other specialties of your establishment	
20	Are you agreeable to abide strictly by the Terms and conditions of the Tender and contracts (copies annexed)	
21	Are you agreeable to do work at all the 14 Branch offices & 23 SO's under Patna Divisional jurisdiction (Some of which are out of Patna)	

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.

I/We _____ request Life Insurance Corporation of India, PATNA Divisional Office 1, to consider inclusion of my / our firm / company in the list of their approved firms / suppliers / Service Providers for Publicity related work and hereby assure to extend full cooperation up to the satisfaction of Corporation in the event of their doing so.

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

Dated at _____ this _____ day of _____ 2025

Signature with Office Seal

Name

NAME & DESIGNATION.....

Seal and Signature of authorized Official of Company/Firm