

NOTICE FOR EMPANELMENT OF CORPORATE GIFTING COMPANIES / VENDORS / DEALERS

Life Insurance Corporation of India, Marketing Department, South Central Zonal Office, Hyderabad, invites applications for Empanelment of Corporate Gifting Companies / vendors / dealers, for supply of Gift Articles / mementos etc., in the jurisdiction of South Central Zone (Andhra Pradesh, Telangana & Karnataka States).

- ❖ Application form may be downloaded from www.licindia.in Tenders page.
- ❖ Last Date for receipt of applications along with all required documents is 24.04.2025 by 17.30 Hrs.
- ❖ The Bidder should have a minimum experience of 3 years
- ❖ The Bidder should be fully accredited to supply of Trophies, Mementos, Gift Articles, Leather Items, Bags, Suitcases / Brief cases, Gold, Silver & Pearl items, Electronic & Smart Gadgets, Home Appliances, Cookeries & other household items and any other Corporate Gift articles as per our requirement in Andhra Pradesh, Telangana & Karnataka States.
- ❖ The bidder should have a Minimum average turnover of Rs. 20 Lakhs during last 3 financial years. Attach copies of audited balance sheets and profit & loss account statements / certified statement of accounts by CA. (2021-22 / 2022-23 / 2023-24 / 2024-25). If Accounts for FY 2024-25 are not finalized / not audited, details / copies of FY 2021-22 are to be submitted necessarily.
- ❖ Applications must be accompanied by a non-refundable application fee of Rs. 118/- (inclusive of GST) in the form of Demand Draft in favour of LIFE INSURANCE CORPORATION OF INDIA payable at HYDERABAD.
- ❖ Filled-in applications along with all relevant supporting documents in a sealed cover marked **“Application for Empanelment of Corporate Gifting Companies / Vendors / Dealers”** should reach us by 5.30 PM on 24.04.2025.
- ❖ Life Insurance of India reserves the right to reject any or all the applications without assigning any reasons whatsoever.

Documents/copies to be attached:

- 1) Copy of Registration Certificate of Company / Firm or Partnership deed (in case of Partnership)
- 2) Copy of GST Certificate
- 3) Copy of PAN
- 4) NEFT details & Cancelled cheque
- 5) Annual Turnover: Attach copies of audited balance sheets and profit & loss account statements / certified statement of accounts by CA. (2021-22 / 2022-23 / 2023-24 / 2024-25). If Accounts for FY 2024-25 are not finalized / not audited, details / copies of FY 2021-22 are to be submitted necessarily.
- 6) Earlier Empanelment letter (if any)
- 7) P.O.s/ Contracts/Agreements specifying category of items & quantity supplied
- 8) Any other supporting documents for work Orders / supply / experience
- 9) Non-refundable application of fee of Rs. 118/-(inclusive of GST) in the form of Demand Draft in favour of LIFE INSURANCE CORPORATION OF INDIA payable at HYDERABAD.