

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, NEHRU COLONY, HARIDWAR ROAD, DEHRADUN-248001
MAIL sales.dehradun@licindia.com

NOTICE FOR EMPANELMENT OF FIRMS FOR SALES RELATED PRINTING WORK and SUPPLY OF GIFT ITEMS/MEMENTOES INCLUDING HOUSEHOLD ARTICLES, KITCHENWARE, HOME APPLIANCES, BADGES, PURSES, WALLETS/ TROPHIES, MEDAL CITATION, CORPORATE GIFT ITEMS, SALES PROMOTIONAL GIFT ITEMS, JUTE BAGS, LAPTOP BAGS etc.,

ELIGIBILITY CRITERIA & OTHER CONDITIONS

1. The firm/company should have at least three years work experience and also at least three years standing with a minimum turnover of Rs Ten Lakh during the last three years.
2. The firm/company must have a PAN/TIN and GST Registration. Please give the details of PAN/TIN/GST Registration details on attached format.
3. The duration of the empanelment will be for a period of 2 years from the date of empanelment that may be discontinued at any time without giving any reason by the Corporation.
4. The duration of empanelment may be extended for one more year if required after expiry of the term.
5. The eligibility conditions and application form (Annexure A) can be obtained from Manager (Sales), LIC of India, Divisional Office, Dehradun (U.K.) or can be downloaded from our website www.licindia.in (link tenders).
6. In case of Authorized and approved vendor/ dealer, copy of valid authorized dealership certificate must be enclosed.
7. The Firm based outside Dehradun, must have their office and work shop in Dehradun also. Otherwise the firm will not be empaneled.
8. The empanelment would be subject to satisfaction of the Inspection Committee, which shall visit the Office & Work shop of the vendor to check the credentials and to evaluate the capacity of the applicaht to execute the assigned job.
9. Existing empaneled vendors for printing related jobs are also required to apply for fresh empanelment.
10. Completed application form and other documents should be submitted in a closed envelope mentioning "Registration of firm for Sales related printing Work" or "Registration of firm for Supply of Gift Items/Mementoes" to Manager (Sales), Sales Department, Divisional Office, Nehru Colony, Haridwar Road, Dehradun. Last date of receiving the application form duly completed is **09.06.2025 up to 4.30 p.m.**
11. Incomplete application will be rejected without assigning any reason, thereon.
12. The Corporation reserves the right to cancel the empanelment without assigning any reason at any time.
13. The Corporation reserves the right to remove/ black list any supplier/vendor/firm/company from the list of empaneled agencies for any deviation from the agreed terms and conditions at any point of time, if any activity is observed which is detrimental to the interest of the Corporation.
14. The firm should be ready to deliver all items at LIC of India, Divisional Office, Nehru Colony, Haridwar Road Dehradun.
15. No advance payment will be made for any order.
16. Mere submission of application for empanelment doesn't confer the right of empanelment.
17. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of empanelment without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the guards of any such action.
18. It will be mutually agreed between the Corporation and the vendor/firm/company that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr. Divisional Manager, LIC of India, Divisional Office, Dehradun, of the Corporation and his decision shall be binding on the supplier/vendor/firm/company. The supplier/vendor/firm/company shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
19. The competent authority reserves the right to modify any condition in case it is required due to some changes in system & procedure of the Corporation and Govt. Laws
20. Firm which are empannnelled for supply of gift items in October 2024, need not apply.

Sr. Divisional Manager



