LIFE INSURANCE CORPORATION OF INDIA, MUMBAI DIVISION II

NOTICE FOR EMPANELMENT OF SUPPLIERS/VENDORS/MANUFACTURERS/SERVICE PROVIDERS

Applications for empanelment are invited from reputed Suppliers/Vendors/Manufacturers/Service Providers for following categories. The panel shall be valid for 02 Years from the date of empanelment (If required the empanelment period may be extended for one year by the competent authority) at Life Insurance Corporation of India, Mumbai II Divisional Office, LIC Digital Building, C-10, G-BLOCK, BKC, BANDRA (E), MUMBAI, 400051 for the following categories:-

Catagroy Sl. No.	Catagory
1	Trophies, Medals, Shields, Acrylic Items, Badges, Sash, Tie Pins, Festival Gift Items, Seasonal Gift Items, Leather articles, etc.
2	Strolley Bags, Suit Cases, Bags, purses, Wallets, Backpack, Office Bags etc.
3	Umbrellas & Raincoats, Canopy etc.
4	Electric Items & Electronic Items, Smart Watches, etc.
5	Crockery Items, Household Utility Items, Kitchen Ware etc.
6	Suiting ,Shirting, Saree, Tie, Handkerchiefs, Clothing ,Bed Sheets, Blankets, Towels, Shawls etc. of Reputed Companies.
7	Gold Coins / Gold articles, Silver Coins / Silver Gift Articles etc.
8	Mobile Handsets, Mobile accessories ,Pen Drives ,Chargers, Power Banks, Bluetooth device, etc,.
9	School Students using items, Stationery Items for Gifting Purpose.
10	Printing and Supply of Flex Banners, Posters, Leaflets, Certificates, Identity Cards, etc.
11	Publicity Mobile Van services.
12	Supply and Installation of Back Lit / Front Lit Glow sign board.
13	Supply and Installation of Digital Display for Signage/Publicity.

For downloading forms and complete details and empanelment documents, please visit to www.licindia.in and click the link "Tenders". For the forms downloaded online, the forms duly filled must accompany the requisite application fee of Rs 118/- in the form of DD/ Banker's Cheque favoring LIC of India, payable at Mumbai. Applications duly completed in all respects are to be submitted along with supporting documents to "Manager (Sales), LIC of India, Mumbai II Divisional Office, LIC Digital Building, C-10, G-BLOCK, BKC, BANDRA (E), MUMBAI, 400051" in closed cover Super scribed as "Application for Empanelment for Supplly, articles, services, etc.

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Existing Firms, Suppliers, vendors and Service Providers are also required to apply for fresh Empanelment. Firms blacklisted by any office of the Corporation, need not apply All further information such as correction/addition/deletion in terms and conditions, if any will be published at our website only. LIC of India reserves the right to accept or reject any or all applications in full / part without assigning any reasons whatsoever. Last date for submitting documents for Empanelment is 06.03.2026 up to 3:00 pm (1500 Hrs).

Place-Mumbai

Dated- 23.02.2026 Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA, MUMBAI DIVISION II

General Eligibility Conditions:

1. The firm/supplier should be in the specified trade/ profession (as per Nature of job for empanelment) for at least 3 previous years for which the firm /supplier has applied.
2. The firm/supplier should have registration with state & local authorities for undertaking the profession (copies of proof to be enclosed).
3. The Company/ firm shall obtain at their own expenses, all licenses, permissions etc., that may be required for conducting their operations and pay all the Taxes/penalties becoming payable to the Government, Municipality or any other body by reason of their conducting their business at various LIC Offices. The Company/ Firm will also comply with all their statutory obligations towards their staff like ESIS, EPF, License under Contract Labour Act and Rules etc. as per the prevailing laws. Further the firms should comply with all regulations of Child Labour Act as envisaged by the Govt. of India.
4. The firm should have Annual Turnover as mentioned in Annexure "B" in any one of the 3 preceding financial years (2022-2023, 2023-2024, 2024-2025)
5. The Company/ Firm should have executed at least one contract with one office of LIC or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments/ reputed private firms within India during any of the Financial years: (2022-2023 to 2024-2025) Copies of the order should be enclosed.
6. All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the tender document submitted in acceptance of terms & conditions therein.
7.The firm should submit Profit & Loss A/C, Balance sheet duly Audited with IT returns as required as per the business being carried out by the Firm for the last three financial years (2022-2023 to 2024-2025)
8. Copies of PAN No., Bank Account No./ GST Registration No./ ESIC registration No. / EPF/ NSIC registration wherever applicable must be submitted.
9. Details of Empanelment with other Clients (PSU/Govt.organization/Pvt. Firms) and with L.I.C of India should be given on firm's Letterhead with Signature of Tenderer /Vendor with seal.

NOTE: Corrigendum, if any, shall be published on the website only.

Sr.Divisional Manager

Signature of Tenderer /Vendor with seal

Date:

LIFE INSURANCE CORPORATION OF INDIA, MUMBAI DIVISION II

GENERAL TERMS & CONDITIONS:

1. Application Form is to be submitted along with a non-refundable application Fee of Rs. 118 /- (Rupees One hundred Eighteen only) by DD IN FAVOUR OF LIC of India payable at Mumbai.
2. The envelope should be super scribed: "Empanelment with LIC of India, Mumbai II Division for supply of articles / services, etc. The envelope should contain the name & address of the firm.
3. The envelope is to be sent to the following address: Manager (Sales), LIC Digital Building, C-10, G-Block, BKC, Bandra (East), Mumbai, 400051. Last date for submission of forms along with requisite fee-and documents is 06.03.2026 up to 03.00 pm (1500 hrs).
4. No consideration, whatsoever, shall be given for postal or any other kind of delays.
5. The firms who are existing empanelled vendors with Mumbai – II Division will have to re-apply for fresh empanelment.
6. The firms who are currently empanelled with any office of LIC of India should submit certificate from the concerned Division / Letter of empanelment.
7. The firm applying for empanelment should not have been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Govt. / Quasi Govt. Departments in India, as on date of submission of bid in response to the above notice.
8. Mere submission of Application for empanelment does not confer the right of Empanelment. Life Insurance Corporation of India reserves the right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. The Life Insurance Corporation of India shall neither be liable nor will it be obligatory to inform the applicant the grounds of any such action. (The information furnished in the application would be scrutinized/checked by our officials).
9. Selected vendors will be informed of the decision of Empanelment. No communication will be made with the Companies/ Firms whose application is rejected.
10. After empanelment if VENDOR / SUPPLIER / CONTRACTOR / MANUFACTURER/ SERVICE PROVIDER is debarred by any of the office of LIC of India then its empanelment would be cancelled.
11. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within in its right award tendered job in part to one of the tenderer and remaining job to another tenderer.
12. That it has been mutually agreed between the Corporation and the supplier/vendor/Service Provider that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr. Divisional Manager, LIC of India, Mumbai II Divisional Office,BKC, Bandra (E), Mumbai of the corporation and his decision shall be final and binding on the supplier/vendor/service providers. The supplier/vendor/service providers shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
13. The empanelment would valid from for a period of 2 years from the date of approval by the undersigned. However Empanelment process can be reviewed and repeated whenever required. A firm empanelled can also be blacklisted / removed during the validity period of the panel.
14. Extension Clause: The competent authority can extend the terms of the panel by one year. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Raipur and shall be under adjudication of court in Mumbai.

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15. The corporation reserves the right to Remove/ Black list any supplier /vendor/printer/service provider from the list of empanelled agencies for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the Corporation.

16. Eligibility criteria for availing benefits under the Public Procurement Policy:-Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012, It is necessary for the enterprise to be registered with the Director of Industries (DI)/District Industries Centre (DIC) as manufacturing/ Service enterprises and having acknowledgement of Entrepreneurs memorandum (part-II) Or are registered with National Small Industries Corporation (NSIC) under Single point vendor registration scheme. The relevant copy of the Certificate must be enclosed. Apart from the benefit given to MSEs such as issue of Tender Sets free of cost and exemption for payment of EMD, the Vendors who are registered with NSIC under Single point registration Scheme will additionally be exempted from submitting the Security Deposit up to the monetary limit for which the unit is registered.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

I. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act, 2015 Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.

2. In terms of provisions of Section 33 (4) of The Insurance Laws (Amendment) Act, 2015 Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as " Investigating Officer" to make an investigation as specified under Sec. 33 (I) or carry out an inspection as specified under Section 33 (2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, managing Director or Other Officer of the service provider or contractor where the services are outsourced by LIC of India.

Sr. Divisional Manager

I/ We have read and understood all the terms & conditions and the eligibility conditions and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.

Date: Signature of Tenderer / Vendor with Seal.

Annexure-A:

LIFE INSURANCE CORPORATION OF INDIA, MUMBAI DIVISION II

Application Form For "Empanelment of suppliers/Vendors/Manufacturers /Service Providers/Firms required by L.I.C of India, Mumbai II Divisional Office

(To be provided on Vendor's Letterhead, compulsorily along with the requisite annexure)

Please mention Category No. and Category description for which application is made.

Cat. No.	Category Description		Cat. No.	Category Description

Sl.	Description	Details / Particulars
1	Name of Supplier/Manufacturer/Vendor/Firm	
2	Type of Vendor: Supplier/ Authorized dealer or Service provider	
3	Year of establishment	
4	Status of the firm: (Whether Pvt. Ltd. company/Public Ltd. Company/partnership firm/Proprietorship Firm)	
5	Whether registered at micro small / medium enterprises (MSME) within relevant authority, if yes please enclose the certificate.	
6	Company's/ Firm's Registered/Head office Address, Land line telephone no. & email- id	
7	Company's /Firm's Local office (at Raipur) Address, Land line telephone no. & Email- id. (if any)	
8	Company's /Firm's Local office (in Mumbai) Address, Land line telephone no. & Email- id. (if any)	
9	Name of the Chairman/Managing Director/CEO/Country Head (as the case may be), his address & telephone no.	
10	In case of a partnership, name of Partners / Directors	
11	Name & full contact details of the representative(s) who would be calling on us & attending to our jobs.	
12	Whether registered with the Registrar of companies/Register Firms in India. If so, mention Number and date and attach Registration Certificate copy	
13	Profession related license No. & date of last renewal of the license. Copy of license to be enclosed. (If Applicable)	

LIFE INSURANCE CORPORATION OF INDIA, MUMBAI DIVISION II

Sl.	Description	Details / Particulars
14	Certificate Number of certificate under Shops & Establishment Act 1953? Is it duly renewed? Copy of certificate to be enclosed.	
15	Turn Over for last three years (Please attach a copy of audited Balance Sheet and P&L A/C) 2022-23 2023-24 2024-25	
16	PAN (Please Attach Copy)	
17	ESI Registration No. (if applicable, attach copy)	
18	EPF Registration no.(If applicable, attach copy)	
19	GST Registration Number (Please Attach Copy)	
20	Are you registered in GeM portal/CPPP/Tender Wizard etc, if yes, specify the Registered number.	
21	Have you ever been debarred by LIC of India or Govt./semi Govt./Quasi Govt. department/ PSU/ Banks as on the date of submission of bid.	
22	NEFT Details (Please Attach Cancelled Cheque having Firm name on the Cheque BANK NAME & BRANCH ADDRESS TYPE OF ACCOUN T AND ACCOUNT NUMBER IFSC	
23	Empanelment details with LIC of India with whom you are empanelled in the last 3 financial years in the specified trade/profession? If yes, enclose contract copies and give full details.	
24	Names of PSU/ Govt. organizations/Pvt Firm with whom you are empanelled in the last 3 financial years in the specified trade/profession? If yes, enclose contract copies and give full details.	
25	Web site address of the Firm/Company	

Annexure-A: (P-3)

LIFE INSURANCE CORPORATION OF INDIA, MUMBAI DIVISION II

Sl.	Description	Details / Particulars
26	Mention any other specialty of your Firm/Company (A separate sheet may be attaches)	

Note: Write NA (Not Applicable) for information column that does not apply to your Firm/ Company. No column should be left blank. Make sure to type this form or to fill it legibly in ink. If space provided be insufficient, please type/ write your replies on a separate sheet giving appropriate reference to the question and attach it to the form.

Note:

1) Please type this form or fill it legibly in ink. If space provided is insufficient please type or write the replies on separate sheet giving appropriate question number attach it to the form.

2) The Corporation reserves the right to cancel the name of the firm/ supplier/service providers from its approved lists at this absolute discretion without assigning any reason. All the pages of application form and documents must be signed with seal

Date at _____this_____day of February 2026

Signature of Tenderer / Vendor with Seal

LIFE INSURANCE CORPORATION OF INDIA, MUMBAI DIVISION II

(To be provided on Vendor's Letterhead compulsorily)

DECLERATION

1. I / We request Life Insurance Corporation of India, Divisional office – Mumbai – II to consider inclusion of my / our name in the list of their approved Firm / Supplier / Service Providers. I / We agree to give full satisfaction to the Corporation in event of their doing so.

2. I / We have read the instructions and I/ We understand that the information furnished now is found false at a later date, any contract made between ourselves and the LIC, on the basis of the information given by me/ us can be treated as invalid at the sole discretion of the LIC and I/ We will be solely responsible for the consequences.

3. I/ We agree that the decision of the LIC in selection of Firm/ Suppliers /Service Providers/ Manufacturers/ Vendors will be final and binding on me/us.

4. All the information furnished by me here under is correct to the best of my/ our knowledge and belief.

5. I/ We agree that I/ We have no objection if inspection of my/ our premises/ workshop/ shop etc. is done by the officials of the LIC.

Date at ----------this----------day of 2026

Signature of Tenderer / Vendor with Seal

LIFE INSURANCE CORPORATION OF INDIA, MUMBAI DIVISION II

Conditions for Empanelment

1. The supplier/Vendor/Manufacturer /Service Provider should be in profession for at least 03 Years (Copy of registration certificate must be enclosed)

2. The supplier/Vendor/Manufacturer /Service Provider should be on the approved panel of at least 03 reputed Companies/Firms/PSUS Suppliers out of which at least one should be Public Sector or Govt. undertaking or should have been empanelled with any Division of Life Insurance Corporation of India.

3. The supplier Vendor/Manufacturer /Service Provider should keep sufficient stock in hand so as to comply with urgent need without delay.

4. The supplier Vendor/Manufacturer /Service Provide should furnish the specific brand or make, in case of authorized dealer (copy of valid authorized dealership certificate must be enclosed)

5. All applicants are required to affix the signature and seal of the Authorized official of the Company/Supplier on each page of Annexure “A” in acceptance of terms and conditions therein.

6 Applications incomplete in any respect will not entertained and are liable to rejected.

7. For any query /Clarifications you may contact Mob.no.9420588397.

LIFE INSURANCE CORPORATION OF INDIA, MUMBAI DIVISION II

For 'Empanelment of manufacturers/ Suppliers and service providers required by LIC of India, Mumbai II Divisional Office.

CHECKLIST

Apart from the duly sealed and signed tender documents, kindly attach the following documents (wherever applicable)

1. Certificate of registration with Registrar of Companies/ Firms in India.
2. Contract copies or proof of empanelment for similar categories executed in the last 3 years.(w.e.f. 01.04.2020 onwards)
3. License certificate for business being carried out (if applicable)
4. Certificate issued under Shops & Establishment Act, 1953.
5. DGS & D/ NSIC/ MSME certificates, if applicable.
6. Audited Balance Sheet and Profit & Loss statement for the last 3 financial years: 2022-2023, 2023- 2024 & 2024-2025.
7. Income Tax Returns (with statement of Computation of Income for the last 3 assesment years 2023-2024, 2024- 2025 & 2025-2026
8. Certificate issued by CA for the turnover of the firm for the last 3 financial years: 2022-2023, 2023- 2024 & 2024-2025.
9. Copy of PAN of the Company/ Firm.
10. ESI & EPF registration certificates, if applicable.
11. GST registration certificate.
12. Cancelled Cheque for NEFT details.
13. General Terms & Conditions & Eligibility Conditions signed by the Tenderer /Vendor
14. Annexure- A,

NOTE: All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the tender document submitted in acceptance of terms & conditions therein. All the supporting documents, like certificates, proofs, samples, etc., which are being submitted along with the tender forms, should necessarily be attested by the authorized signatories of the firm. Without proper attestation, the document shall not be considered.

Signature of the Tenderer /Vendor

Sr. Divisional Manager