

Ref: Sales/Empanelment

"TENDER DOCUMENT"

**EMPANELMENT
OF
Suppliers/Manufacturers/Printers/Service providers/Gift Item Vendors
FOR Sales Department**

**LIFE INSURANCE CORPORATION OF INDIA
SRINAGAR DIVISION**

Last Date of Submission: 02.04.2026 up to 04:00 PM



TENDER NOTICE

Life Insurance Corporation of India, Divisional Office Srinagar intends to invite sealed tenders in a closed envelope for Empanelment of Suppliers/Manufacturers/Printers/Service Providers/Gift Item Vendors for Sales Department, Life Insurance Corporation of India-Srinagar Division, from the Individual(s)/Firms. Tender document containing terms and conditions, is available at our web site www.licindia.in>Bottom-Links>>Tenders. The last date of submission of Tenders is **02.04.2026 up to 04:00 PM**. For further details please log on to www.licindia.in>Bottom-Links>>Tenders

Senior Divisional Manager, LIC of India, Divisional Office, Srinagar reserves the right to accept or reject any or all offers/ tenders in full/ part without assigning any reason whatsoever.


SENIOR DIVISIONAL MANAGER




Salient Features of the TENDER

S.NO.	Title	Description
1	Tender	Tender for Empanelment of Vendors (Sales Department) Life Insurance Corporation of India, Srinagar Division
2	Name and address to whom the tender is to be submitted	Chairman Stores Committee Life Insurance Corporation of India, D. O. Cell, Jeevan Jyoti Building, 18-A, Rail Head Complex, Jammu-180012
3	Tender Fee	₹118- (Rupees 100/- as tender fee + 18% GST) (non- refundable) by way Demand Draft, in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at Jammu or can be deposited at our cash counter in cash hours on any working day excluding Saturdays, Sundays and Holidays.
4	Last Date and time of submission of tender applications	02.04.2026 by 04:00 PM. Applicants to ensure that their tender is received on or before the date and time specified, as no consideration whatsoever shall be given for postal or any kind of delay.
5	Date of opening of Tender	Applications in a sealed envelope will be opened by the Tender Opening Committee on 03.04.2026 at 11:00 AM in presence of the bidders or one of their authorized representatives who wish to attend at their own cost.
6	Tender Specifications	Tender mainly consists of three parts as: a) Instructions to bidders, Eligibility Criteria, General Terms and Conditions b) Annexures A, B, C, D
7	Official Website where Tender document is available	www.licindia.in >Bottom-Links>>Tenders


 SENIOR DIVISIONAL MANAGER




ELIGIBILITY CRITERIA

Life Insurance Corporation of India, Srinagar Division intends to invite applications for Empanelment for various services as detailed below, in sealed envelopes, from reputed Suppliers/ Manufacturers/ Printers/ Service Providers/ Gift Item Vendors having sound financial capacity and proven track record of at least 3 years in the respective field:

S. No.	CATEGORY	Average Minimum Turnover of Last Three Financial Years
A-1	Glow Sign Board/Signage/ Fabrication, repair and installation of Hoardings/Glow sign board in the city/rural area and in Exhibitions/fairs/events/ Tree Guard/ Hoarding/Bus Shelter/ Railway Station Advertisement/Bus Panel /Kiosk on rental basis / LCD Walls / Drop Down in Malls/ Advertisement in Parks/ Roundabouts/ Traffic Barricades	3 Lakhs
A-2	Printing of Flex Banner/ Back Drop/ Cotton Banner/ Silk Banners/Sashes/ Badges & Stickers/ Posters/Certificates/Podium/Booklets Handbills/ Pamphlets/ Offset Print/Identity Card	3 Lakhs
A-3	Advertisement through Local Channel/ FM/Cable/electronic media/ Newspaper	3 Lakhs
A-4	Publicity through Mobile Van/ Wall painting/Wall wrapping/Auto/ E Rickshaw	3 Lakhs
B-1	Competition Prizes viz. Gift Articles / Mementoes / Crockery Items / Electronic and Electric Items / Home Appliances / Consumer Durables / Promotional Items and Giveaways etc.	3 Lakhs
B-2	Medals/Trophies / Shields / Plaques/Frames/Printed fabrics and items (T Shirts, Caps, Cups, Key Chains/ Diaries/Calenders/Bags/Wallets/L-folders etc)	3 Lakhs


 Senior Divisional Manager



Instructions to Bidders

1. Life Insurance Corporation of India, Srinagar division intends to invite applications for Empanelment for various services as detailed below, in sealed envelopes, from reputed Suppliers/ Manufacturers/ Printers/ Service Providers/Gift Item Vendors to be empanelled with Sales department.
2. For complete details and formats of tender document please log on to LIC's website www.licindia.in>**Bottom-Links**>>**Tenders**. Should there be any changes in the terms and conditions of the tender, they will be duly notified on this official website and no further intimation will be given through any other means.
2. The Separate Forms (Annexure-A, B, C & D) are required to be filled up by the participating bidders for each category from S. No A1 to A4 & B1 to B2
3. **TENDER FEE:** Tender document may be downloaded from the website, should be duly filled in and accompanied by a **Demand Draft only** of ₹118/- (₹100+18% GST) favoring 'LIC of India' drawn on any Nationalized/Scheduled Bank payable at Jammu, towards non-refundable tender Fee(**Separate Fee for Separate Category**). Kindly note that tender fee can be deposited at our cash counter in cash during cash hours on any working day excluding Saturdays, Sundays and Holidays.
4. Application for empanelment duly completed and addressed to:

**Chairman Stores Committee,
Life Insurance Corporation of India,
D. O. Cell, Jeevan Jyoti Building,
18-A, Rail Head Complex, Jammu- 180012.**

The closed envelope should be super scribed as:

"Application for empanelment of Suppliers/Manufacturers/Printers/ Service Providers/Gift Item vendors"

Category S. No. _____ under category:

5. The applications (**Annexure–A, B, C & D**) along with the enclosures 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 **02.04.2026 up to 4:00 PM**. Corporation bears no responsibility for applications received after due date, and if received are liable to be rejected.
6. The Suppliers/Manufacturers/Printers/Service Providers/Gift Item Vendors who are already on our panel are required to apply for fresh empanelment.



7. The Suppliers/Manufacturers/Printers/Service Providers/Gift Item Vendors who have been blacklisted/ removed earlier by any office of the Corporation should not apply, if applied, their application will not be considered.
8. Tenders received late, not in properly sealed cover, received telegraphically, through mail or conditionally or not conforming to the prescribed conditions or not complete in all respects will be rejected.
9. The last date for submission of tenders is as stipulated in the 'Salient features of the Tender'. If the last date of receipt of tenders as mentioned in the 'Salient features of the Tender' happens to be a holiday, tenders shall be accepted on the next working day by 04.00 PM.
10. The tenders will be opened by the "Tender Opening Committee" on the day as mentioned in the 'Salient features of the Tender'.
11. The Bidder should affix authorized person's signature on all the pages from page 1-7 of the tender as a token of acceptance of the terms and conditions.


Senior Divisional Manager

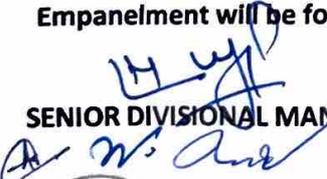


General Terms and Conditions

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, Srinagar Division.
2. Incomplete, conditional tenders and fax/ e-mail/ telegraphic tenders will not be considered and will be rejected.
3. Tender applications from intermediaries or brokers will not be entertained.
4. Mere submission of application for empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept 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 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.
5. LIC reserves the right to reject incomplete applications, applications lacking in the required details, applications submitted without signatures or without relevant enclosures.
6. In case of any dispute arising with any State/ Central Agency, owing to happening of any incidence within any office, SUPPLIERS/ MANUFACTURERS/ PRINTER/ SERVICE PROVIDERS/GIFT ITEM VENDORS shall be solely responsible for it and LIC will not have any liability in this regard whatsoever.
7. Any dispute arising out of the terms of this tender on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated Authorities of LIC and the authorized representatives of the contractor. Any dispute arising out of the Contract/Agreement shall come under the jurisdiction of the Honorable Courts in Jammu city only.
8. The Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to make any modification/s in the tender before the last date of submission of tenders. The modification/s, if any, will be published on our website www.licindia.in/Bottom-Links/Tenders and will form part of the tender.
9. The Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to reject or to accept any tender and to annul the tendering process.
10. The LIC reserves the right for inclusion / exclusion of terms and conditions for empanelment as per the requirement.

PERIOD OF EMPANELMENT:

Empanelment will be for a period of three (03) financial years 2026-27, 2027-28 & 2028-29.


SENIOR DIVISIONAL MANAGER



Annexure "A"

APPLICATION FORM FOR EMPANELMENT

S. No. of CATEGORY:	NAME OF CATEGORY:

(Separate application is to be submitted for each category)

Conditions for Empanelment:

1. The applicant must submit the Chartered Accountant certified proof of Turnover for the FY 2022-23, 2023-24 & 2024-25 in support of Average Minimum Annual turnover required for empanelment as indicated against each category.
2. The applicant **SUPPLIERS/ MANUFACTURERS / PRINTERS/ SERVICE PROVIDERS/ GIFT ITEM VENDORS** should be in the same profession for at least 3 years as such is required to submit the copy of work orders / experience certificate executed in each FY 2022-23, 2023-24 & 2024-25 for the works against the category in which applied.
3. The applicant must submit the certified copy of Pan card & GST certificate
4. The applicant must be registered with State / UT / Local authorities; certified copy certificate of registration is required to be submitted along with application.
5. Participating vendors having registration / offices outside the UT of Jammu & Kashmir are required to be on panel of any of the Divisional office / Zonal office / Central Office of LIC of India, else they shall not be considered for empanelment. Vendor is required to submit the certified copy of letter of empanelment issued by respective office of LIC of India for verification.
6. The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
7. All applicants are required to affix the signature and seal of the Authorized Official of the Company on each Page of Annexure "A" in acceptance of terms and conditions laid therein.

Signature of Bidder with Seal

Name:



Annexure "B"

APPLICATION FORM

EMPANELMENT OF SUPPLIER/MANUFACTURERS/PRINTER/SERVICE PROVIDERS/ GIFT ITEM VENDORS FOR LIC OF INDIA, SRINAGAR DIVISION

PART 1: GENERAL INFORMATION

S.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED	
		S. No. as per Category List	
	Category for which you are applying	Category Name	
1.	Name of the Firm(In Block Letters)		
2.	Date of Establishment/Incorporation of Agency/Firm		
3.	Correspondence address, Telephone No. & Mobile No E-mail id		
4.	Address of Head Office (if Separate from the above) Telephone No.		
5.	Status of the Company/Firm : Proprietary/Partnership/ limited company/ Public Limited Company		
6.	Name of the Official/Officials who would be calling on us and attending to our jobs. Telephone Nos.		
7.	Is the firm registered under the Factories Act?		



(Handwritten signature)

8	Whether holding certificate under shops & establishment act or Certificate of incorporation? (Duly Renewed copy should to be enclosed)		
9	Certificate issued by Chartered Accountant in respect of Annual Turnover for last three Financial years (Certified copy to be enclosed)	FY 2022-23 FY 2023-24 FY 2024-25	
10	Whether Black listed by any Govt. Deptt./Public sector undertaking /Company		
11	Are you agreeable to make deliveries at : Different Branch Offices of LIC of India located under Srinagar Division		
12	Are you agreeable to abide strictly by the terms and conditions of the tenders and contracts?		
13	Is your firm empanelled with any office of LIC of India If yes, attach self-attested copy of the letter/order.		
14	Name, Addresses and Telephone Nos. of some of your most valued Clients (Separate list may be attached)		
15	Are you registered with NSIC/Director of Industries/ Distt. Ind. Centre as Micro, Small and Medium (MSEM) Enterprise. (If yes, attach self- attested copy of certificate)		
16	Mention any other specialties of your Establishment.		



(Handwritten signature)

17	Website details if any	
18	PAN No (attach attested copy)	
19	GST No (attach attested Copy)	
20	Details of Tender Fees	Amount Demand Draft No: Date: Bank:

Signature with seal

Name:

Designation:



Annexure "C"

DECLARATION

1. I / We have read the instructions appended to the Annexure "A" and I / We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me / us will be treated as invalid at the sole discretion of the Corporation and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of the Corporation in selection of SUPPLIER /MANUFACTURERS /PRINTERS / GIFT ITEM VENDORS/ SERVICE PROVIDERS will be final and binding on me / us.
3. I/we agree to notify LIC of India Divisional office Srinagar accepting the Tender and registering my/our Firm for empanelment of suppliers/manufacturers/printers/service providers/gift item vendors, of any changes in the foregoing particulars as and when they occur and to verify and confirm the same to LIC of India.
4. I/We agree that I/We have no objection if onsite Inspection of my/our premises/workshop/shop/office premises etc. is done by the officials of LIC of India.
5. I/We hereby confirm that all the information furnished is correct to the best of my/our knowledge and belief.
6. I/We affirm and declare that to notify the fact of my/our amalgamation with another contractor/Firm Life Insurance Corporation of India may remove my/our name from the list of empanelled suppliers/manufacturers/printers/service providers/gift item vendors and any contract i/We may be holding may be rescinded.

Dated at _____ this _____ day of _____ 2026

Signature with seal

Name:

Designation:

Note:

The Corporation reserves the right to cancel the name of the SUPPLIER /MANUFACTURERS /PRINTERS /GIFT ITEM VENDORS/ SERVICE PROVIDERS from its approved lists at its absolute discretion without assigning any reason



ANNEXURE -'D'

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :
 (As per Bank A/c)

PAN NO. :
 (Compulsory)

Address of Agency :

Phone / Mobile No. :
 (FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

Agency Bank Account No. :
 (Full Digit 11-16)

Type of A/c : Saving A/c Current A/c OD A/c CA/c
 (Tick)

Bank IFSC Code No. :

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 (11 DIGIT IFSC CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Authorized Signatory
 (Name / Designation and Seal of the Firm / Company)
 Mobile/Email Id:
 Date:

Kindly enclose cancelled cheque leaf for verification of NEFT details.




Self- Declaration

I/We _____
do hereby declare that I/We have not, at any time during the period of last three years, immediately preceding the date of this declaration, been Black listed by any central or state Govt. deptt. / Public Sector company /any office of the LIC of India nor have been convicted by any court of law. I/We further state that I do not have any criminal antecedents and no criminal cases are pending against me/us.

Authorized Signatory
Bidder Detail with Seal and Stamp

Date: _____

