



NOTICE FOR EMPANELMENT OF FIRMS/ VENDORS/SUPPLIERS

Application are invited for Empanelment of Vendors/Suppliers/Agency/ Firms for a period of two years for purchase of Competition Prizes, Shield, Mementos, Trophies, Gift Articles, Promotional & Publicity Items, any other items for use as Reward/Honouring/Mark of Appreciation/Recognition (including Gold & Silver items) for LIC of India, Divisional Office Haldwani.

S.NO.	ACTIVITY	DETAILS
1	DATE OF ISSUE OF TENDER FORM	24.04.2026
2	LAST DATE & TIME OF RECEIPT OF TENDER FORM	08.05.2026 up to 5.00p.m.
3	TENDER OPENING DATE	Within next 3 working days
4	TENDER FEE	Rs 236/- (200+18%GST)

The interested Firms/suppliers/ Agency/ Vendors are required to collect an application form from the above office address during the office hours or download the same from our website **www.licindia.in (link-tenders)** on payment of non-refundable application cost Rs 236/- (including G.S.T.) by cash at cash counter or demand Draft in favour of Life Insurance Corporation of India Payable at Haldwani or by depositing at our cash counter during working days.

The duly filled applications form Annexure "A", Term and condition Annexure "B" and Annexure "C" along with the enclosures i.e. necessary certificates in evidence of the facts mentioned should be submitted in a closed envelope super scribed as "**(Application for Empanelment to Supply of Prizes, Gift Items, Articles etc).Last date 08.05.2026**" to **CHAIRMAN, Divisional Store Committee, LIC OF INDIA, Divisional Office, Jeevan Prakash, Nainital Road, Haldwani,Pin-263126 on or before 08.05.26 up to 05.00 pm.** alongwith non-refundable application fee of Rs 236/- in the form of demand draft in favour of LIC of India payable at HALDWANI or M.R. which can be deposited at our cash counter in cash during working hours on all working days . The corporation bears no responsibility for applications received after due date and are liable to be rejected.

Sr. Divisional Manager

Signature of vendor with seal



e.My dk;kZy; ^thou izdk'k* uSuhrky jksM] gY}kuh
iks0 dkBxksnke-263126

Divisional Office: "Jeevan Prakash",

Nainital Road, Haldwani – 263126

Ph:(05946) 267876/ 267377, e-mail: sales.haldwani@licindia.com

ANNEXURE – “A”

Application form for Empanelment

Sl.No.	Information Sought	Information Provided
1	Name of the Firm (In Block Letters)	
2	Date of Establishment /Incorporation	
3	Registration No. for registration under Companies Act,1956(Please enclose photocopy of certificate)	
4	Correspondence address and telephone no. with email ID	
5	Address of Head Office telephone No. and email ID (If separate)	
6	Status Proprietary/Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/Directors	
8	Name of Chief Executive with his present address and Telephone Nos & email ID	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs and his Contact Number.	
10	Name of Bankers with address & Telephone nos. IFSC Code & A/c No (Please enclose Photocopy of bank passbook or bank statement)	
11	PAN of the Firm (Please enclose Photo copy)	

Signature of vendor with seal



12	GST Registration No (Please enclose photocopy of certificate)	
13	Whether holding certificate under shops and establishment Act (if yes renewed copy should be enclosed)	
14	Is your firm empanelled with any office of LIC OF INDIA or any other PSU, central Govt/Semi Govt. office (Please enclose proof)	
15	Are you agreeable to make deliveries to LIC Of India, Divisional Office, at Haldwani	
16	State the latest Income Tax assessed year and amount of tax assessed (Copies of last 03 years, IT Return, & Balance Sheets be enclosed) 2024-25 2023-24..... 2022-23.....	
17	Turnover for the last Three financial Years (Please Enclose Copy Of Proof) 2024-25 2023-24..... 2022-23	
18	Have you ever been blacklisted by LIC of India or Govt./PSU/ Semi Govt./Quasi Govt. Departments in India as on date of submission of application (Please Enclosed Annexure "C")	
19	Mention any other specialties of your Firm/Establishment	
20	Are you agreeable to abide strictly by the term and conditions of the tenders and contracts	
21	Detail of application fee 236/- Mention DD No./Date/Bank Name/MR no	
22	Name, Addresses, email id and Telephone no of some of your most valued clients (Separate list may be enclosed)	



NOTE :

1. Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.
2. The Corporation reserves the right to cancel the name of the firm/ suppliers 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.

DECLARATION:

- 1.I/We request **Life Insurance Corporation of India, Divisional Office, Jeevan Prakash nainital road, haldwani,po kathgodam-263136** to consider inclusion of my/ our name in the list of their approved Firm/Suppliers/Vendors/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 OF INDIA, on the basis of the information given by me / us can be treated as invalid at the sole discretion of the LIC OF INDIA and I/We will be solely responsible for the consequences.
- 3.I /We agree that the decision of the LIC in selection of Firms/Suppliers/ Vendors /Service Providers will be final and binding on me / us.
4. All the information furnished by me hereunder 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 / shop workshop / etc. is done by the Officials of the LIC haldwani.

Date at _____ this _____ day of _____ 2024.

Signature

Name :

Designation :

Seal of the Firm:



Annexure-B Term & Condition for Empanelment

1. The applicant firm/supplier should be in the same profession for at least Three years.
(Copy of proof must be enclosed)
2. Minimum annual turnover of the firm/supplier should be of Rs. Three lac and above during any one of the last three preceding financial years.
(Copy of proof must be enclosed)
3. The applicant firm/supplier should have a valid PAN and GSTN Registration no.(Copy of proof must be enclosed)
- 4.The firm should submit copy of their letter of empanelment of other LIC Office/govt./semi govt./public sector firms etc.
- 5.The Firm/supplier should have registration with state & local authorities for undertaking the profession
- 6.The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
- 7.Applications incomplete in any respect will not be entertained and are liable to be rejected.
- 8.Members of a duly constituted committee would visit and inspect the premises, workshop, shop etc. of the applicants.
9. The firm should have work experience with LIC/Govt. sector / Public sector organization / Reputed private firms.
- 10.The empanelment would be done only on the favourable recommendations of the duly constituted committee that would visit and inspect the premises, workshop, shop etc. of the applicants.
- 11.All applicants are required to affix the signature and seal of the Authorised Official of the Company/firm on each Page of Annexure "A", Annexure"B" and Annexure"C" in acceptance of terms and conditions laid therein.
- 12.The firms/suppliers who are on our panel are also required to apply for fresh empanelment if interested.
13. The firms/suppliers who have been blacklisted/removed earlier by any office of the Corporation should not apply, if applied, their application will not be considered.
14. If there is any query please get clarification from LIC of India, Sales Deptt., Divisional office, Haldwani before submission of application form.
15. 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 of terms of contract making the firm concerned liable for legal action besides termination / Black Listing of empanelment

16. The LIC has right to change the terms and conditions at any point of time.

17. The Empanelment will be valid for two years from the date of empanelment. The Competent Authority can extend the terms of the panel by one year after recording the reasons for doing so.

18. The applications in form Annexure "A", Annexure "B" and Annexure "C" duly completed along with the enclosures i.e. necessary certificates in evidence of the facts mentioned should be submitted to **CHAIRMAN, Divisional Store Committee, LIC OF INDIA, Divisional Office, Jeevan Prakash, Nainital Road, Haldwani, Pin-263126 on or before 08.05.2026 up to 05 pm.** in a closed envelope superscribed as **"(Application for Empanelment to Supply of Prizes, Gift Items, Articles etc)". Last date 08.05.2026)** alongwith non-refundable application fee of Rs 236/- in the form of demand draft in favour of LIC of India payable at HALDWANI or M.R. which can be deposited at our cash counter in cash during working hours on all working days . The corporation bears no responsibility for applications received after due date and are liable to be rejected

19. Tenders/Quotation will be called for subsequently as & when required from amongst empanelled vendors.

20. If the firm is on the approved panel of any LIC Office, PSUs or Large Public Limited Companies, recent copy of empanelment or work order should be enclosed.

21. The Sr.DM, Divisional Office Haldwani reserves the right to accept or reject any or all applications in Full / part without assigning any reason thereof. Sr. Divisional Manager decision in this regard will be final & cannot be challenged in any respect.

22. 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.

23. The decision of accepting supply of cancelled orders is the sole discretion of Senior Divisional Manager, LIC of India, Haldwani Division and his decision shall be final in this regard.

24. Any dispute / clarification arising out of empanelment / subsequent purchase procedure or order shall be referred to the Senior Divisional Manager of LIC of India, Haldwani Division and his/ her decision in this regard shall be binding.

Sr. Divisional Manager

Signature of vendor with seal



e.My dk;kZy; ^thou izdk'k* uSuhkrky jksM] gY}kuh
iks0 dkBxksnke-263126 Divisional Office: "Jeevan Prakash",
Nainital Road, Haldwani – 263126

Ph:(05946) 267876/ 267377, e-mail: sales.haldwani@licindia.com

We agree with all terms and conditions.

Annexure-“ C”

Undertaking

We hereby confirm that we have not been black-listed by LIC or any PSU/ BFSI organization/ Government / Semi-Govt/ Quasi Govt. Departments in India, as on date of submission of application form for empanelment.

Dated at _____ this _____ day of _____ 2024.

Authorized Signatory

Signature

Name:

Designation:

Name & Address of the company:

Seal of the Company

(This Undertaking duly notarized has to be executed on a Stamp Paper of Rs.100/-)

Signature of vendor with seal