LIFE INSURANCE CORPORATION OF INDIA

Divisional Office: "JEEVAN PRAKASH", 172 A/40, M.G. Marg, Civil Lines,Prayagraj.211001

E-mail: sales.prayagraj@licindia.com

NOTICE FOR EMPANELMENT OF FIRMS

Applications for empanelment are invited from reputed firms for various publicity related works under Allahabad divisional jurisdiction.

Cat.	CATEGORY
1	Installation/ Repair/Change of Neon Sign/ LED Sign Board/ Glow Sign Boards(3M and other material with maintenance of 3 years)/ Sign Board none lit/Mounting/ Demounting of flex, Vinyl Board, Radium Retro Plates, Tin plates, LED Glow Sign Boards, etc.
2	Printing of Flex/Backdrop/Vinyl/One way vision/Standees/ Canopies/Sun board/Wrap-up etc.
3	Printing of Handbills/Leaflets/Pamphlets/Brochures/Folders/Souvenirs/Bunting /Dangler / Posters/ Certificates
4	Mobile Van Publicity/ LED display Vans / E-Rickshaw publicity
5	Supply of Trophies/Mementos/Branded Items**/** Competition Prizes e.g. Gift Articles, Mementos, Crockery Items, Home appliances, Cloth/linen/sarees , Utility Items, Electronic & advertisement Items, Silver & & Gold Coins and any other items in Silver and Gold (with embossing if any), Assorted/Miscellaneous items, Promotional items, Giveaways and etc.
6	Wall Painting/Digital Wall Painting
7	Hoarding on rent, Installation with iron girder and civil work of New Hoarding/Wall wrap and Repair of existing Hoarding/ Traffic barrier/Tree Guards, Steel Benches/Cemented Benches or other work related to Iron and Civil work
8	Renovation/ Branding of Park, Street, Bus shelter, Traffic Police booth or any other place
9	Electronic LED display (Fixed), LED Glow Sign Boards
10	Designing and fabrication of stalls at events/fairs and Event Management etc.
11	Transportation work from Division to Branches for Stationery/ Gift Items etc.

The interested Firms / Suppliers / Contractors are required to collect an application form from the above address during the office hours or download the same from our website www.licindia.in (link- "tenders") along with payment of non-refundable application cost of Rs.118/- (including GST) by demand draft in favour of Life Insurance Corporation of India payable at Prayagraj or by depositing cash at our cash counter during working hours.
Last Date of Submission of Application is 18.08.2026 up to 4.00 pm

Senior Divisional Manager

ANNEXURE-A

Application form for empanelment of approved Vendors/ Firms/ Dealers for Publicity Related Work in Sales Department.

PART-1 General Information (to be filled clearly in capital letters)

1	**Name of the Firm (In Block Letters)**	
2	**Date of Establishment / Incorporation**	
3	**Status: Proprietary/ Partnership/ Private Limited Co./ Public Ltd. Co.**	
4	**Name of Proprietor/Partners/Directors with mobile number and e-mail id.**	
5	**Name of Chief** **Executive: Address** **of Head Office** **Contact No. (Office)** **Contact No.** **(Mobile)** **E-mail**	
6	**Name of Representative(s) who would be calling on us and attending to our jobs** **Correspondence Address (if other than Head Office)** **Contact No. (Mobile)**	
7	**PAN Number (Xerox copy to be enclosed)**	
8	**VAT Number (Xerox copy to be enclosed)**	
9	**GST Registration Number (Xerox copy to be enclosed)**	
10	**MSME Registration Number (Xerox copy to be enclosed)**	
11	**NSIC Registration Number (Xerox copy to be enclosed)**	
12	**Is the firm registered under the factory / Company Act? If so, state** **(i) License No.** **(ii) Date of last renewal of license (Encl. Copy)** **(iii) ESIS No, if any** **EPF Registration No,** **if y**	
13	**Bank Account Details** **(Attach copy of Cancelled Cheque / Xerox of Passbook)**	

14	**Details of recent work executed of most valued clients during the last 3 years**						
Sl.	**Type of work**	**Work executed for (Name of the Institution)**	**Nature of work (In brief)**	**Location**	**Value Rs.**	**Duration of work with date commence completion**	**If work left incomplete or Terminated (Give Reasons)**
1							
2							
3							

15	**Turnover of last 3 Financial Years (copy of ITR & PL Account to be attached)**	
Sl. No.	**Year**	**Turnover (Rs. In Lacs) (By Sales in PL account sheet)**
(i)	**FY 2023-24**	
(ii)	**FY 2024-25**	
(iii)	**FY 2025-26**	
16	**Any other Specialties of your establishment.**	
17	**Whether black listed by any Govt. Dept. / Pub. Sector Company**	
18	**Are you agreed to make deliveries to Corporation's office at Prayagraj and branches under Prayagraj Division jurisdiction.**	
19	**Are you strictly abide by the term and condition of the empanelment (Copies enclosed)**	
20	**Is your firm empanelled with any offices of LIC of India or any other PSU (Central), Must Enclose copy of empanelment letter.**	

DECLARATION

1. I/We have read the instructions appended to the Performa and I/we understand that if any false information is detected at a later date, any future contract made between us and LIC on the basis of information given by me/us can be treated as invalid by LIC. I/we will be solely responsible for the consequences.
2. I/We agree that the decision of LIC in selection of contractors will be final and binding to me/us.
3. All the information furnished by me here under is correct to the best of my knowledge and belief.
4. I/We agree that I/we have no objection if enquiries are made about the work listed by me/us in companying sheet.
5. I/We agree that I/we have not applied in the name of sister concern for subject empanelment process.
6. I/We have enclosed the Detailed List of Enclosures i.e. copies of the required documents.

PART-2

Please tick concerned category of empanelment: (Refer page 1 for details)

1	2	3	4	5	6	7	8	9	10	11

Place:
Date:

SIGNATURE……

NAME & DESIGNATION……

SEAL OF ORGANISATION

PART-3 Term & Conditions:

1. The firm should be in business/profession for at least 3 years. (Copy of Registration Certificate must be enclosed)
2. The firm should have registration with State/Local authorities for undertaking the business/profession Firms, who are on our Divisional Office panel, should also apply for fresh empanelment.
3. The approved firm/vendor should be in position to comply with the urgent need without delay and ready to supply the items/works at **LIC of India, Divisional Office: "JEEVAN PRAKASH", 172A/40, M.G. MARG, PRAYAGRAJ-211001** and Branches under Divisional Office Jurisdiction.
4. In case of Authorized and approved vendor/dealer, Copy of valid authorized dealership certificate must be enclosed.
5. The empanelment would be subject to satisfaction of the Stores committee, which shall visit the Shop/ Work shop of the Vendor to evaluate the capacity of the applicant to execute the assigned job.
6. Firms, who have been blacklisted/removed earlier, should not apply. If applied, their applications will not be considered or may be terminated at any time after empanelment without assigning any reason.
7. The Firm should necessarily have TIN No./VAT/SAT/GST Registration.
8. Applicant has to deposit Rs.100/- + GST@18% (Rs.118/-) in cash at our cash counter of Divisional office, Prayagraj or in the form of DD favoring LIC OF INDIA, Payable at Allahabad.
9. Period of empanelment start from 23.11.2026 to 22.11.2029 for 3 years.
10. The prescribed application form Annexure-A (Consist of Three Parts) is to be sent to **Chairman, Stores Committee, LIC of India, Sales Department, Divisional Office: "Jeevan Prakash" 172A/40, M.G.MARG, CIVIL LINES, Prayagraj-211001**
11. The Application form should be kept in a sealed envelope super scribed as Application form for empanelment of approved Vendors/ Firms/ Dealers for Publicity Related Work in Sales Department, Last date: 18.08.2026 till 4.00 PM.
12 Incomplete application will be rejected without assigning any reason, there on.
13- If firms already empanelled in any Division of LIC must send certificate of Empanelment.
14- Empanelled Vendors are also required to apply for fresh empanelment.

NOTE: 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 applicants the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.

Place:
Date:

SIGNATURE.....
NAME & DESIGNATION.....
SEAL OF ORGANISATION