



East central Zonal Office, Jeevan Deep Building, Exhibition Road, Patna-1

NOTICE

LIC of India invites applications for empanelment of advertising agencies having their offices in Patna for providing news paper advertisements and other outdoor publicity in states of Bihar, Jharkhand and Orissa.

For details and application formats please log on to LIC's website www.licindia.com or contact the CC Department, LIC of India, East Central Zonal Office, 6th floor, Jeevan Deep Building, Exhibition Road, Patna-1.

Completed offers should reach the Zonal Office in a sealed cover marked "Application for inclusion in panel of advertising agencies" by 5.00 pm on or before 19.05.2008. LIC of India reserves the right to reject any or all of the offers without assigning any reasons whatsoever.

Zonal Manager

Application for inclusion of advertising agency in LIC’s panel.

1.Name of Agency:

(Please attach detailed profile separately)

2.Address of Agency(with telephone Number):

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3.Date of incorporation(Proof required):

4.Is the Agency in the panel of any insurance company(other than LIC):

(Please also attach list of clients)

5.Is there any court case pending against the agency?

6.Is the Agency accredited by the INS(Please attach proof):

7.Details of the billing and the income of the last three years to be given (‘Billing’ refers to the amount of payment received from clients for the full cost of the advertisements released through the media and income includes only commission and miscellaneous income received by the agency. Please also attach certified copies of audited accounts as proof)

	Year	Billing	Income
i)			
ii)			
iii)			

8.Service offered(Creation of press advertisements, production of film, media- buying, internet advertising, creation of radio jingles, etc., public relations, outdoor advertising etc.,

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9.List of awards won during last three years only:

	Year
i)	
ii)	
iii)	

10.Any other relevant information:

I/We _____ request LIC of India, Zonal Office, Patna, to consider inclusion of my/our agency in the LIC’s panel . I/We agree to give full satisfaction to the Corporation in the event of their doing so.

Dated at _____ this _____ day of _____ 2008

Signature with Seal

Name:

Designation:

- Note: 1.The Corporation reserves the right to remove the Agency from its approved panel at its absolute discretion without assigning any reason.
2. Photocopies of documents can be submitted as proofs with the application form. However, originals will have to be shown for verification at a later date, if required.