



LIFE INSURANCE CORPORATION OF INDIA

Guwahati Divisional Office

Jeevan Prakash Building, Fancy Bazar, S.S.Road, Guwahati – 781001

Telephone No.: 0361-2604806/

Email Id: os.guwahati@licindia.com/sales.guwahati@licindia.com

NOTICE FOR EMPANELMENT

Applications are invited by the undersigned on behalf of LIC of India, Guwahati Divisional Office, from reputed Firms / Dealers / Service Providers/ Vendors/ Suppliers for empanelment as Printers, Publishers, Suppliers and Service Providers for following items.

(1) Printing of Different Items (2) I T Consumable such as Ribbon, Cartridges, Printer Head, Toner etc. (Only Authorized Dealers & Distributors eligible) (3) Computer Stationery (EZR Paper, Premium Receipt, Copier paper etc) (4) Note Counting & Fake Note Detecting Machines (5) Supply of Furniture & Fittings , Cash Safety Vault (6) Fire Fighting Equipment (Sales & service) (7) Supply of Table & Office Stationery (8) Water Purifier(Sales & Service) (9) Supply of Towels, Curtains & Uniforms (Branded) (10) Rubber Stamp Preparation (11) Preparation of Visiting Card & Identity Card (12) Writing of Name Plate (13) Courier Services (14) Furniture Repairing (15) Photocopy & Lamination Service (16) Supply of Fans (Branded) (17) Pest Control (18) Competition Prizes (Gift articles/Mementos/Crockery Items/Home Appliances/Cloth/Linen/Utility Items/Electronic & Electrical Items/Assorted/Miscellaneous items/Promotional Items etc) (19) Publicity & Advertising.

The agencies having experience in similar nature of jobs may apply for empanelment. Application Forms along with Eligibility Criteria and other conditions may be obtained from OS Department, 4th Floor , LIC of India, Guwahati Divisional Office for categories 1 to 17 and from Sales Department , 3rd Floor , LIC of India, Guwahati Divisional Office for categories 18 & 19 in working days/normal office hour on or before 28.05.2024, 3 PM on payment of non refundable sum of Rs.100.00 as application fee in Cash/DD favouring LIC of India payable at Guwahati. Application Forms along with conditions may also be downloaded from our website www.licindia.in and in such cases the forms duly filled must accompany the requisite application fee of Rs.100.00 in the form of DD/Bankers Cheque favouring LIC of India payable at Guwahati.

Separate application for empanelment in each category duly completed in all respect should be submitted in drop box at OS Department, 4th Floor , LIC of India, Guwahati Divisional Office on or before 28.05.2024, 4 PM. The envelope containing the application forms and other documents should be super-scribed as “ EMPANELMENT OF PRINTERS/FIRMS/SUPPLIERS/SERVICE PROVIDERS/DEALERS FOR CATEGORY SL NO..... “ Application submitted by post or through Courier Service should be addressed to “MANAGER(OS), 4TH FLOOR, JEEVAN PRAKASH, LIC OF INDIA, FANCY BAZAR, PIN-781001” and reach our office on or before 28.05.2024, 4 PM.

The opening date of received forms is 29.05.2024.

Submission of application for empanelment does not confer the right of empanelment. Life Insurance Corporation of India reserves the right to accept or reject any or all applications in full/part without assigning any reasons whatsoever.

Note: a) Existing empanelled firms should apply for fresh empanelment.
b) Black Listed Firms should not apply.(If applied, will not be considered)

Date:
Place Guwahati

Sr. Divisional Manager