



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

Asansol Divisional Office "Jeevan Prakash" G T Road (West End)  
PO Asansol, Dist : Paschim Bardhaman, West Bengal, PIN 713304  
Email : [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

ADO/OS/Empanelment/2025

Date:-14/02/2025

### NOTICE FOR EMPANELMENT OF FIRMS/SUPPLIERS/SERVICE PROVIDERS

**Applications are invited from reputed firms for 'Empanelment for 3 years (2025-2028) with Life Insurance Corporation of India, Asansol Divisional Office, West End, G.T.Road, Asansol, Dist: PaschimBardhaman, West Bengal for the following category:-**

Sl	Category	Sl	Category
1	Supply of IT Consumable, Printer Ribbon, Cartridge, Refill of Cartridge	8	Supply of Linen items such towel, Bedsheets
2	Supply &AMC of Water Coolers, Water Purifiers, Air Coolers	9	Courier Service
3	Repair of Furniture & Fittings	10	Supply & AMC of Note Counting Machine and Fake note detectors
4	Supply & AMC of Fire Extinguishers	11	Telephone EPBX, Telephone networking and Instrument supply & AMC
5	Supply & AMC of Photocopiers Machines	12	Supply & AMC of CCTV
6	Supply & AMC of Pest Control/Termite Treatment	13	Gardening including trimming/cutting of trees and bushes, planting of saplings etc
7	Supply Road transportation for Diary, Calendar, Furniture within jurisdiction of Asansol Division, Car Rentals	14	Supply of Silver coated Mementos

The applicant (Vendor) must have at least one Local office or their representative at Kolkata/Bardhaman/Durgapur/Asansol for providing supply/services. Each vendor has to fill up Annexure- A apart from the specified forms meant for specific/technical jobs. Application fee of Rs.500 + GST 18% = Rs.590.00 (for each category) should be deposited in cash in our cash counter or may be submitted along with the form in the form of a Demand Draft favoring "LIC of India" payable at Asansol.

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The schedule is as follows:-

Sl	Schedule	Date
1	Date of publication of the Empanelment notice on our website <a href="http://www.licindia.in/tenders">www.licindia.in/tenders</a>	14/02/2025
2	Date of publication of the advertisement in Newspaper having wide circulation	14/02/2025
3	Application for detail notice of Empanelment may be downloaded From our website <a href="http://www.licindia.in/tender">www.licindia.in/ tender</a> on and from	14/02/2025 to 28/02/2025
4	Application fees of Rs.590/-may be deposited in cash in Asansol DO Cash Counter on office days from 10.00 am to 4.15pm on and from:-	14/02/2025 to 28/02/2022
5	Last date for submission of hard copy of the forms & credentials to this office	01/03/2025 3pm

6) The hard copy of the application for Empanelment with prescribed fees and credentials Must be submitted to the following address:

Super scribed as "Application for Empanelment of vendors in LICl Asansol DO, Category SI No..... Category."

**The Manager (OS)**  
**LIC of India, Asansol Divisional Office**  
**G.T.Road (WestEnd), Asansol,**  
**Dist: Paschim Bardhaman, West Bengal PIN 713504.**

No application shall be entertained which are not received within the stipulated time and date and such applications arriving late shall be rejected summarily without any further correspondences.

The selection shall be at the sole discretion of the Competent Authority of LICl, Asansol DO. Firms black listed by any office of the Corporation need not apply. Application incomplete in any respect or not supported by requisite papers shall be summarily rejected. The vendors for supply of computer consumables must submit the IVJ manufacturers Authorization Form (MAF) duly completed. The Corporation reserves the right to accept or reject any or all applications without Assigning any reason thereof.

## **Conditions for empanelment**

- 1) The Firm/Supplier/Service Provider should be in profession for atleast 3 years. (copy of registration Certificate must be enclosed).
- 2) The Firm/Supplier/Service Providers must have at least one full time Running office / shop or Working place at Kolkata/Paschim Bardhaman/Bankura/Purulia.
- 3) The Firm/Supplier/Service Provider should be on the approved panel of atleast 3 reputed firms out of which at least one should be Public Sector or Govt undertaking.
- 4) The Firm/Supplier/Service Provider should have registration with state or local authorities for undertaking the profession (Credentials must be enclosed).
- 5) Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid Authorized dealership certificate must be enclosed).
- 6) The Firm/Supplier/Service provider should keep sufficient stock in hand so as to comply with urgent need without delay
- 7) The Firm/Supplier/Service provider/Vendor shall be empanelled only after positive recommendation of committee duly constituted to visit and inspect the premises/ workshops/verification of credentials etc of the applicant. The applicant shall provide access and extend all possible co- operation in this regard.
- 8) All applicants are required to affix the signature and seal of the authorized official of the Firm on each page and Annexure-A in acceptance of terms and conditions therein.
- 9) Application without enclosing the mandatory credentials and application fees receipt/Demand Draft shall not be considered **and rejected**.
- 10) Incomplete applications and applications arriving late shall be rejected.**

Decision of the competent authority of Asansol DO shall be final & cannot be questioned.

For any query/Clarification ,please contact our office mail at [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

**We accept all terms and conditions of the "Application for Empanelment for vendors for LIC, Asansol DO-2025"**

Signature ,Name ,Designation:

Seal of the Company/Firm/Vendor/Service provider

**INSTRUCTION FOR FILLING UP THE APPLICATION FORM FOR EMPANELMENT OF VENDORS 2025-28**

1. All applicants must fill up "Annexure A". Annexure A is mandatory for all applicants.
2. All applicants must submit the application fees of Rs.590/- either in cash in Asansol DO cash counter or should enclose D/D favouring LIC of India payable at Asansol. Applicants must submit application fees @ Rs.590/- for each category they shall apply.
3. Applicants must attach the relevant certificates/testimonial along with their applications:-
  - a) Certificate of incorporation/Registration with Registrar of companies/Firms in India.
  - b) Contract copies or proof of empanelment for similar categories executed in the last years (2022 onwards)
  - c) Latest issued profession related license certificate.
  - d) Latest certificate issued under Shops & Establishment Act, 1953
  - e) Manufacturers Authorization Form (MAF) in Annexure D for Vendors applying for category No.3 in enclosed format.
  - f) NSIC/MSME Certificate if applicable.
  - g) Audited balance sheet and Profit & Loss account for the last 3 financial years (2021-22, 2022-23, 2023-24)
  - h) Certificate issued by CA for the turnover of the firm for the last 3 years (2021-22, 2022-23, 2023-24)
  - i) Copy of PAN card
  - j) ESI & EPF registration certificate, if applicable
  - k) GST Registration certificate
  - l) Bank A/C details
  - l) All applicant must submit the address proof of their office/Representative **office/** located at Kolkata/ Paschim Bardhaman/Bankura/Purulia along with the details of contact person.
- 4) Along with the Annexure A, each applicant shall submit the relevant Performa duly completed along with the testimonials viz. applicants applying under Category 2 must also fill up Questionnaire No. 5 and likewise.
- 5) The details of the Annexures enclosed in the notice are as following:-
  - a) Annexure A-General information-compulsory for all applicants (2 pages)
  - b) Annexure B-Minimum turnover required for the applicants to apply
  - c) Annexure C-Details of valuable clients
  - d) Annexure D-Manufacturers Authorization Form (MAF)-compulsory for Applicants applying for Category (IT consumable items).
  - e) Questionnaire No.1-Questionnaire for Table stationery (Category No.7)
  - g) Questionnaire No.2-Questionnaire for Envelope Makers (Category No.8)
  - g) Questionnaire No.3-Questionnaire for Category No.4,5,6,11
  - h) Questionnaire No.4-Questionnaire for Category No.3
  - i) Questionnaire No.5-Questionnaire for Category No.2
  - j) Questionnaire No.6 Questionnaire for Category 1

**Sr.Divisional Manager**

