



**LIFE INSURANCE CORPORATION OF INDIA**

**"JEEVAN PRAKASH" DIVISIONAL OFFICE, NAGPUR ROAD, MADAN MAHAL, JABALPUR**

**Notice of empanelment of Service providers/firms/ Vendors (For the period Three Years)**

Life Insurance Corporation of India Divisional Office Jabalpur, Invites Applications for Empanelment for Docket pulling from racks destruction of papers and sale of papers of EDMS Department.

**Details of work**

- (1) Dockets pulling from racks.
- (2) Segregation of papers from docketts.
- (3) Destruction of papers.
- (4) Sale of papers.
- (5) Sticking of papers on docketts.

**Instruction**

- (1) Please contact Manager EDMS for collection and submission of Forms on the above address.
- (2) Prescribed fee for form is Rs 590.00 desirous candidate can obtain forms from our office during Working day between 10.00 am to 4.00 pm by cash or demand draft in favour of LIC of India payable at Jabalpur. This form can be downloaded from our web site [www.licindia.in/tenders](http://www.licindia.in/tenders) last date for submission of Forms duly filled along with enclosures and prescribed fee is 16/05/2025 by 4.00 PM
- (3) Any corrigendum in forms will be available only on our web site [www.licindia.in/tenders](http://www.licindia.in/tenders) section

**Conditions:-**

- (1) Those Vendors already empanelled with us need to apply afresh for empanelment.
- (2) Those Black listed or dropped vendors need not apply for empanelment.
- (3) Life Insurance Corporation reserves the right to reject application for empanelment without citing any reason.
- (4) Validity and Extension- The empanelment will be valid for 03 years from the date of approval. However, Empanelment process can be reviewed and repeated whenever required by office. The competent authority can extend the term of the panel by one year.

Dated: 16.04.2025

Senior Divisional Manager