

**LIC**

भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

"Jeevan Prakash " New Housing Board Colony, Shahdol -484001

Ref: DO/ OS/ Empanelment/ 2025-26/

Dated 09/06/2025

**The Senior Divisional Manager,**

**Reg: Empanelment of Firms / Vendors for the period 01/07/2025 to 30/06/2028**

With reference to the captioned subject, it is to state that last empanelment was done by the department for the years from 2021-24 and were completed at different dates for different categories.

Given below is the list of various categories for which empanelment of Firms / Vendors is sought by the department for a period of three years from 01/07/2025 to 30/06/2028:

**I. Supply categories:**

1. Printing & supply of pre- printed & blank Computer continuous stationery
2. Printing & supply of pre- printed forms stationery
3. Printing & supply ID cards
4. Printing & supply of visiting cards
5. Printing & supply of name plates, rubber stamps
6. Supply of IT & Computer consumables- OEM authorization required
7. Supply of note counting machines & fake note detection machines- OEM authorization required

**II. Service categories :**

8. Courier services
9. Photocopy services- for local vendors only
10. Book binding- for local vendors only
11. Pest Control services including rodent treatments/ sanitization/ disinfection etc.
12. Gardening services
13. CAMC of water purifiers
14. CAMC of water coolers
15. Refilling & maintenance of fire- fighting equipment
16. CAMC of note counting machines & fake note detection machines
17. CAMC of UPS & batteries
18. CAMC of air conditioners, air coolers

With the details as above, the note sheet dated 09/06/2025 along with the tender notice for empanelment & draft for application, eligibility conditions and Check List of documents to be submitted by vendors is presented before the Competent Authority for approval.

  
AO(OS)  
विनोद कुमार सा.त.  
प्रशासनिक अधिकारी (आ.त.)  
वेतन क्रमांक-70

  
Manager(E&OS)  
अमर जयसवाल  
प्रबंधक (स.एवं कार्या.सेवा)  
वेतन क्रमांक-213828

  
Sr. Divisional Manager





# LIC

भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

कार्यालय सेवा विभाग, मण्डल कार्यालय, न्यू हीसिंग बोर्ड कोलोनी, शहडोल -484001

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

Applications are invited for a 3- year empanelment from reputed firms, manufacturers/ suppliers/ authorized Vendors & service providers for the period from 01/07/2025 to 30/06/2028 at L.I.C of India Shahdol Divisional Office, for the following:

### III. Supply categories:

1. Printing & supply of pre- printed & blank Computer continuous stationery
2. Printing & supply of pre- printed forms stationery
3. Printing & supply ID cards
4. Printing & supply of visiting cards
5. Printing & supply of name plates, rubber stamps
6. Supply of IT & Computer consumables- OEM authorization required
7. Supply of note counting machines & fake note detection machines- OEM authorization required

### IV. Service categories

8. Courier services
9. Photocopy services- for local vendors only
10. Book binding- for local vendors only
11. Pest Control services including rodent treatments/ sanitization/ disinfection etc.
12. Gardening services
13. CAMC of water purifiers
14. CAMC of water coolers
15. Refilling & maintenance of fire- fighting equipment
16. CAMC of note counting machines & fake note detection machines
17. CAMC of UPS & batteries
18. CAMC of air conditioners, air coolers

### **Important considerations while inviting applications for empanelment:**

For complete details and empanelment documents please contact Manager (E &OS) at O.S. Department, 2<sup>nd</sup> floor at the above address on working days during cash hours or log on to [www.licindia.in](http://www.licindia.in) under the link "Applications". Any further information such as correction/addition/deletion in term and condition if any will be published at our website only.

LIC of India reserves the right to accept or reject any or all applications in full / part without assigning any reasons whatsoever. The firms/Agencies that are on our panel are also required to apply afresh, if interested.

Last date for submitting documents for Empanelment is 04:00 PM on 15.07.2025.

**Place: Shahdol**

**Date: 09/06/2025**

  
**Sr. Divisional Manager**

**Forms will be available with Manager (E &OS) at OS Department, LIC of India, Divisional Office, New Housing Board Colony, Shahdol- 484001; from 09/06/2025 to 15/07/2025, on payment of a non- refundable sum of Rs 590/- inclusive of GST Rs.90/- (Rupees Five Hundred Ninety only): in the form of cash/ DD favoring LIC of India, payable at Shahdol. The forms will also be available online on our website: [www.licindia.in](http://www.licindia.in)>Tenders link.**

For the forms downloaded online, the duly filled forms must be accompanied with the application fee of Rs 590/- inclusive of GST Rs.90/- as above in the form of DD favoring LIC of India, payable at Shahdol or Miscellaneous Receipt if the fee is already paid at the cash counter. Tender Fee can be paid through NEFT in our account with **Bank of Baroda ,Shahdol Account No 12930200000259 IFS CODE BARB0SOHAGP .**

Contact Details	<b>Manager (E&amp; OS Deptt.), LIC of India, Shahdol Division</b> <b>Telephone No- 07652- 231847</b> <b>E mail Id : <a href="mailto:os.shahdol@licindia.com">os.shahdol@licindia.com</a></b>
-----------------	--

**NOTE: Corrigendum: changes/ addition/ deletion, if any, shall be published on the website only.**


## Notice for Empanelment:

S. No	Activity	Details
1	Tender Date	<b>09/06/2025</b>
2	Tender Form	Provided herewith and can also be purchased from the above mentioned address from <b>09/06/2025 to 15/07/2025</b> during cash hrs: 10:00 AM to 04:00 PM, Monday to Friday. ( Saturday being holidays ) . It would also be available on our website- <a href="http://www.licindia.in/">www.licindia.in/</a> tender- link. Any corrigendum regarding modification/ addition in tender specification or in terms & conditions of the tender shall only be uploaded/ published on our official website.
3	Tender Fee	<b>Rs.590/- (Five Hundred Ninety only inclusive of GST Rs.90/- ) (nonrefundable) by way of Cash/ Demand Draft on any Schedule Bank payable at Shahdol.</b> If contractor wishes to pay in cash, it should be done only at Divisional Office, Cash counter, F&A Dept, Divisional Office, Shahdol. Tender Fee Can also be paid through NEFT in our account with <b>Bank of Baroda ,Shahdol Account No 12930200000259 IFS CODE BARB0SOHAGP</b>
4	Address for submission of sealed bid to be put in Tender Box in E&OS Dept	<b>The Manager (E &amp; OS), LIC of India, 2<sup>nd</sup> floor "Jeevan Prakash" Divisional Office, New Housing Board Colony, Shahdol, MP- 484001</b>
5	Submission of Bids Last Date and Time	<b>Date : 15/07/2025, 16:00 Hrs.</b> (sealed bid envelops should reach on or before last date & time of submission at the above address)
6	Validity of Empanelment	3 years from the date of approval
7	Extension clause	Available for one year, only after due sanction from The Sr.DM.
8	Contact Details	<b>Manager (E&amp; OS Deptt.), LIC of India, 2<sup>nd</sup> floor "Jeevan Prakash" Divisional Office, New Housing Board Colony, Shahdol MP-484001 Telephone No: 07652- 231847 E mail Id : os.shahdol@licindia.com</b>

### **ELIGIBILITY CONDITIONS:**

- The firm/supplier should be in profession for at least 3 years.
- The firm/supplier should have registration with state & local authorities for undertaking the profession like shops & establishment certificates clearly mentioning the area of work.
- The firm should not have been blacklisted by any office of LIC or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments in India, as on date of submission of the application for empanelment.
- Vendor should furnish the specific brand or make, in case of authorized dealer, wherever applicable. (Copy of valid authorized dealership certificate from the Original Equipment Manufacturer must be enclosed).
- The firm/supplier should keep sufficient stock in hand so as to comply with the Urgent needs without delay.
- Minimum annual turnover required, for various categories, has been mentioned in a separate annexure- B.
- All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the application document submitted in acceptance of terms & conditions therein.
- For the required turnover: Balance sheet duly Audited is must (CA Certificate) with IT returns.
- Must present PAN No., GST Registration Number in all cases.
- ESIC registration No. & EPF registration No. should be submitted wherever applicable.

**NOTE:** Corrigendum, if any, shall be published on the website only.

  
**Sr. Divisional Manager**

### **GENERAL TERMS & CONDITIONS:**

1. Application is to be submitted in the prescribed format along with a non-refundable application Fee of Rs. 590/- ( Rs 500/- plus 18% GST Rs.90/- ) . (Rupees Five Hundred Ninety only) in cash or by DD IN FAVOUR OF LIC of India payable at Shahdol. Application Fee can also be paid through NEFT in our account with **Bank of Baroda ,Shahdol Account No 12930200000259 IFS CODE BARB0SOHAGP**
2. **A separate application form with separate tender fees shall have to be submitted for each category.**
3. The envelope should clearly mention the category for empanelment as following:  
**Empanelment under category: ..... (Name & Serial No) with LIC of India, Divisional Office, Shahdol.**
4. **The envelope should contain the name & address of the firm.**
5. Address for submission:  
The Manager (E&OS),  
E&OS Department, 2<sup>nd</sup> floor  
LIC of India, Divisional Office,  
New Housing Board Colony, Shahdol- 484001
6. Last date for submission of forms along with requisite fee- **15/07/2025, up to 04:00 PM.**
7. No consideration, whatsoever, shall be given for postal or any other kind of delays.
8. The existing, empanelled firms have to re- apply for fresh empanelment.

9. The firm applying for empanelment should not be black-listed by any LIC office or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments in India, as on date of submission of bid in response to the above notice. If applied the application shall be rejected.
10. Mere submission of Application for empanelment does not confer the right of Empanelment. Life Insurance Corporation of India reserves the right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. The Life Insurance Corporation of India shall neither be liable nor it will be obligatory to inform the applicant the grounds of any such action. (The information furnished in the application would be scrutinized/checked by our officials).
11. The selected vendors will be informed of the decision of Empanelment. No communication will be made with the Companies/ Firms whose application is not considered.
12. If after empanelment the firm participates in a tender with the office and if the estimated tender value exceeds Rs.1,00,000/-, Earnest Money Deposit @ 2% of the approximate application value is to be deposited by DD in favor of LIC of India payable at Shahdol which is refundable without interest.
13. If the estimated tender value exceeds Rs. 1,00,000/- then, besides Application fee & EMD, a security deposit in the nature of performance guarantee @ 10% by DD or Bank Guarantee in favour of LIC of India through scheduled Banks payable at Shahdol is to be deposited by the successful bidder. It shall be non- interest earning.
14. Limited tenders may be called for purchases of upto Rs.25 lacs or less as per the decision of the competent authority. Limited tenders shall be invited only from amongst the firm/dealers in the empanelled approved list.
15. T D S shall be deducted as per IT rules. No advance payment shall be made for the orders.
16. After empanelment if any vendor is blacklisted by any of the office of LIC of India then its empanelment would be cancelled with this office.
17. The Company/ firm shall obtain at their own expenses, all licenses, permissions etc., that may be required for conducting their operations and pay all the Taxes/penalties becoming payable to the Government, Municipality or any other body by reason of their conducting their business at various LIC Offices. The Company/ Firm will also comply with all their statutory obligations towards their staff like ESIS, EPF, License under Contract Labour Act and Rules etc., as per the prevailing laws. Further the firms should comply with Child Labor Act also. If any firm is found to be violating any of the above statutory laws it shall be blacklisted by the office.
18. In all tenders the Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within its right award a tender in full or in part thereof.
19. It is deemed to have been mutually agreed between the Corporation and the supplier/vendor/Service Provider that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr. Divisional Manager, LIC of India, Divisional Office, Shahdol of the corporation and his decision shall be binding on the supplier/vendor/service providers. The supplier/vendor/service providers shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
20. **Validity & Extension:** The empanelment will be valid for 3 Years from the date of approval. However, Empanelment process can be reviewed and repeated whenever required by the office. The competent authority can extend the terms of the panel by one year. A firm empanelled can be blacklisted / removed during the validity period of the panel.



21. Any dispute arising out of or relating to this application shall be deemed to have arisen in Shahdol and shall be under adjudication a court in Shahdol.
22. The corporation reserves the right to Remove/ Black list any supplier /vendor/printer/service provider from the list of empanelled agencies for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the Corporation.
23. Eligibility criteria for availing benefits under the **Public Procurement Policy**:-Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012, It is necessary for the enterprise to be registered with the Director of Industries (DI)/District Industries Centre (DIC) as manufacturing/ Service enterprises and having acknowledgement of Entrepreneurs memorandum (part-II) Or are registered with National Small Industries Corporation (NSIC) under Single point vendor registration scheme. The relevant copy of the Certificate must be enclosed. Apart from the benefit given to MSEs such as issue of Application Sets free of cost and exemption for payment of EMD, the Vendors who are registered with NSIC under Single point registration Scheme will additionally be exempted from submitting the Security Deposit up to the monetary limit for which the unit is registered.

#### **THE INSURANCE LAWS (AMENDMENT) ACT, 2015**

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) , Act, 2015

Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.

2. In terms of provisions of Section 33 (4) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as " Investigating Officer to make an investigation as specified under Sec. 33 (1) or carry out an inspection as specified under Section 33 (2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, managing Director or Other Officer of the service provider or contractor where the services are outsourced by LIC of India.

I/ We have read, have understood & therefore agree to all the terms & conditions and the eligibility conditions and confirm that all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.





# LIC

भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

## ANNEXURE- A: APPLICATION FORM

**For 'Empanelment of under the following category with LIC of India, Divisional Office, Shahdol'**

<b>SL. No. of Category:</b>	<b>Name of Category/Item:</b> .....
-----------------------------	-------------------------------------

1.	<b>Name of the Organization and Address:</b>	
2.	<b>Year of Establishment</b>	
3.	<b>Status: (Whether Pvt. Ltd. company / Pubic Ltd. company/ Partnership Firm / Proprietorship Firm)</b>	
4.	<b>Name of the Chairman/Managing Director/CEO/Country Head/Proprietor (as the case may be)</b>	
5.	<b>Firm's Registration details to confirm firm's running in last 3 years; eg: Shops &amp; Establishment Certificate</b>	Registered: Yes/ No Certificate No: ..... Validity: ..... Certificate attached: Yes/ No
6.	<b>If Pvt. Ltd. Firm then details of registration with the Registrar of companies/Register Firms in India</b>	Registered: Yes/ No Certificate No: ..... Validity: ..... Certificate attached: Yes/ No
7.	<b>Registered Head office</b>	Address: ..... ..... ..... Land line telephone no: ..... Email- id: .....
8.	<b>Company's registered office in MP/ CG</b>	Address: ..... ..... ..... Land line telephone no: ..... Email- id: .....
9.	<b>Details of the representative(s) who would be calling on us &amp; attending to our jobs.</b>	Name: ..... Address: ..... ..... Contact No: .....
10.	<b>Name and address of reputed organizations where the applicant is empanelled or has executed a contract similar to the category applied for in FY: 2021-22, 2022- 23, &amp; 2023- 24: (Compulsory to Provide proofs for the details mentioned below)</b>	
	<b>Name &amp; Address</b>	<b>Year</b>
		<b>Details of empanelment/ contract</b>

*[Handwritten Signature]*

a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
j.			
k.			
l.			
m.			
n.			
o.			
p.			
q.			
r.			
s.			
t.			
u.			
v.			



11.	<b>Turnover of the Company/Firm (Please attach a copy of audited Balance Sheet and Profit &amp; Loss Account for the following years)</b>	
	a.	2021-22
	b.	2022-23
	c.	2023-24
12.	<b>Whether registered under GST. Please mention number and attach copy of same</b>	Number: ..... Copy attached: Yes/ No
13.	<b>Whether an assessee of Income Tax. If so, mention Permanent Account Number. Furnish copies of Income tax clearance certificate.</b>	Number: ..... Copy attached: Yes/ No
14.	<b>Whether registered under ESIC. Please mention number and attach copy of same</b>	Number: ..... Copy attached: Yes/ No
15.	<b>Whether registered under EPF. Please mention number and attach copy of same</b>	Number: ..... Copy attached: Yes/ No
16.	<b>Details of OEM authorization certificate/ AIT certificate attached, wherever applicable.</b>	Issuing OEM/ brand: Date of certificate: Validity:
17.	Have you ever been blacklisted by any office of LIC or any PSU/ BFSI organization/ Government / Semi-Govt./ Quasi Govt. Departments in India, as on date of submission of the application for empanelment.	Yes/ No: ..... (Write the correct response) If ..... yes, ..... furnish details: .....
18.	Are you agreeable to abide strictly by the terms & conditions of the tenders or contract?	

**NOTE: Write NA (Not Applicable) for information column that does not apply to your Firm/ Company. No column should be left blank.**

**Make sure that contents of this form are not changed and to type this form or to fill it legibly in ink. If space provided be insufficient, please type/ write your replies on a separate sheet giving appropriate reference to the question and attach it to the form.**

I/ We have read, have understood & therefore agree to all the terms & conditions and the eligibility conditions and confirm that all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.



**ANNEXURE- B**

CATEGORIES &amp; MINIMUM TURNOVER (in lacs) REQUIRED IN ANY ONE OF 2021- 22, 2022- 23, 2023-24

S No	Supply Category	Requirement
1	Printing & supply of pre- printed & blank Computer continuous stationery	25 lacs
2	Printing & supply of pre- printed forms stationery	10 lacs
3	Printing & supply ID cards	2 lacs
4	Printing & supply of visiting cards	1 lacs
5	Printing & supply of name plates, rubber stamps	NIL
6	Supply of IT & Computer consumables- OEM authorization required	5 lacs
7	Supply of note counting machines & fake note detection machines- OEM authorization required	10 lacs

S No	Services Category	Requirement
8	Courier services	5 lacs
9	Photocopy services- for local vendors only	NIL
10	Book binding- for local vendors only	NIL
11	Pest Control services incl. rodent treatments/ sanitization/ disinfection etc.	1 lacs
12	Gardening services	NIL
S No	Services Category	Requirement
13	CAMC of water purifiers	1 lacs
14	CAMC of water coolers	1 lacs
15	Refilling & maintenance of fire- fighting equipment	1 lacs
16	CAMC of note counting machines & fake note detection machines	2 lacs
17	CAMC of UPS & batteries	2 lacs
18	CAMC of air conditioners & air coolers	2 lacs

I/ We have read, have understood & therefore agree to all the terms & conditions and the eligibility conditions and confirm that all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.



**ANNEXURE- C**

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

The following documents are to be submitted, wherever applicable, with the duly filled & signed application documents

1. Certificate of registration with Registrar of Companies/ Firms in India for Pvt. Ltd. firm.
2. Documentary proof that the Company/ Firm has been in business for the last 3 years in India.
3. Contract copies of similar orders executed in the last 3 years.
4. Latest issued Factory licence no & certificate.
5. Latest Certificate issued under Shops & Establishment Act, 1953.
6. DGS & D/ NSIC/ MSME certificates, if applicable.
7. Audited Balance Sheet and Profit & Loss statement for the last 3 financial years: 2021-22, 2022-23 & 2023-24.
8. Authorization Certificate/ letter from OEM.
9. Ticketing authorization certificate.
10. Copy of PAN of the Company/ Firm.
11. ESI & EPF registration certificates, if applicable.
12. GST registration certificate.
13. MSME Registration Certificate , if applicable,

**NOTE:**

1. All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the application document submitted in acceptance of terms & conditions therein.
2. No correction/ addition in the content of the form is allowed.

  
Sr. Divisional Manager

I/ We have read, have understood & therefore agree to all the terms & conditions and the eligibility conditions and confirm that all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.