



Life Insurance Corporation of India

Satara Divisional Office, 'Jeevan Tara' 513, Ganpatdas Devi Path, Opp. Collector Office,
Sadar Bazar, Powai Naka, **Satara-415001**
02162 – 224727 / 728 / 729 / 730

Ref: OS/Satara DO

Dt: 01.08.2025

NOTICE OF EMPANELMENT

Application are invited from reputed firms for Empanelment (for 3 Financial years 2025-26, 2026-27, 2027-28) with Life Insurance Corporation of India, Satara Divisional Office, 513, Ganpatdas Devi Path, Opp. Collector Office, Sadar Bazar, Powai Naka, Satara-415001 for the following categories.

Sl	Category
1	Printing of Forms (Packets/ Pads)/ Registers/ Leaflets/ Visiting cards / Letter heads
2	Stationers to supply Office/ Table Stationery
3.	Supply of Envelopes (Window & Plain) in Different Sizes/ Brown Folders with Fastener/ Craft Envelopes /Policy Docket Envelopes
4	Supply and printing of blank / pre printed I.T. continuous stationery.
5	Supply of I.T. Consumables/ items like cartridges, ribbons, toners, Printer heads etc. only Authorized Dealers. Please note we may insist for MAF from OEM during tender process.
6	Transporter for Transportation of stationery articles , Furniture etc. from Division Office to Branch Offices in Satara & Sangli District and vise a versa.
7	Book Binding jobs
8	Advertising agencies for the purpose of publishing Advertisement in Newspapers
9	Service Provider for Office upkeep , Office Maintenance and Guest house maintenance
10	Garden Maintenance / Water Tank cleaning (Overhead/ Underground)
11	Courier Services
12	Fire Extinguisher supply & maintenance
13	Name Plates / Different size board printing/ Office Stamps(Rubber/ Nylon) / Flex Banners
14	Furniture & Fittings – Office furniture like Tables, Chairs, Cupboards, Cabinets, Racks etc.
15	Furniture & Fittings – Carpenter / repairing works
16	EPBAX telephone supply & maintenance
17	Air Coolers/ Air Conditioner supply & maintenance
18	Water cooler & Purifier supply & maintenance
19	Note counting & Fake note detecting machines – Supply & maintenance
20	Canteen & Catering Services
21	Supply of Cleaning materials
22	Pest Control
23	Scrap Dealers (Paper/metal like steel etc.) preferably with shredding machine for paper scrap
24	Supply of Cloth/ Curtains/ Towels & similar materials
25	Lifting of waste material / Garbage
26	CCTV Surveillance system Supply/ Installation/ annual maintenance contract
27	Car, Rail and Air Travels bookings
28	ID Cards

The Separate forms (Annexure – A) is required to be filled up for each category which may be downloaded from our website www.licindia.in (Tender Link).

Application for Empanelment duly completed should be submitted to The Manager (O.S.) LIC of India, Satara Divisional Office.in a sealed envelope super scribed as “ **Application for empanelment of printer/ supplier/ service provider, Sl. No.____ Name of category _____** ”.

Along **with non refundable application fee of Rs. 200 plus GST (18%)** (for each category) in the form of DD/ Banker's cheque in favour of **Life Insurance Corporation of India** at Satara or can be deposited at our Divisional Office Cash counter during cash hours from 10.00 am to 4.00 pm

The selection shall be at the sole discretion of the Competent Authority of LIC OF INDIA, Satara Divisional Office, Satara

Existing firms/ Suppliers, Service Providers and who have applied in Aug 22 are also required to apply for fresh Empanelment.

Firms Blacklisted by any office of the corporation do not apply.

Last date for submitting the duly filled in application is 28.08.2025 till 03.00 p.m.

The Corporation bears no responsibility for application received after due date and liable to be rejected. The Corporation reserves the right to accept or reject any or all applications without assigning any reason thereof.


Sr. Divisional Manager

