



भारतीय जीवन बीमा निगम
LIC INSURANCE CORPORATION OF INDIA

Jalpaiguri Divisional Office, Shanti Para, Jalpaiguri-735101 e-mail-os.jalpaiguri@licindia.com

Notice for Empanelment


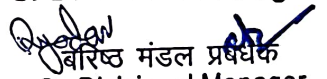
Sealed applications are invited for Empanelment of Vendors for supply of IT Consumables, Old record destruction, disposal of scrap items, pest control; table stationery, Textile items, AMC of Note Counting Machines & CCTV, Courier, Transportation.

Separate applications are required for each category and application fee is Rs 100/. Application forms will be available at www.licindia.com (search tenders) from 04.08.2025.

Applications in sealed envelopes should be superscribed as "Application for Empanelment for 2025; category..... and should reach OS deptt by 25.08.2025; 03.00 PM. Vendors enlisted in 2022 and 2025 need not apply.

The Sr Divisional Manager reserves the right to accept or reject any/all applications or the empanement process without assigning any reason thereof.

Date 04.08.2025


Sr Divisional Manager

बिरेष्ठ मंडल प्रबंधक
Sr. Divisional Manager
जलपाईगुड़ी मंडल कार्यालय
Jalpaiguri Divisional Office

**Life Insurance Corporation of India, Jalpaiguri Division, Santipara, Jalpaiguri-735101;
email os.jalpaiguri@licindia.com**

Application for Empanelment of 1. Service Providers/ 2. Suppliers/ 3. Pest Control/ 4. Old Record & Scrap Disposal/ 5. Courier/ 6. Transporters/ 7. Stationery/ 8. Textile item suppliers.

Item for which applied-.....

1.Name of the Firm /Organization (in Block Letters)	
2.Date of Establishment/Incorporation/ Registration	
3. Full contact details (address, email, telephone)	
4. Representative details	
5. Address of operational office located in West Bengal (with address proof)	
6. Current certificate of Professional License and others regulatory authorities should be attached	
7. Nature of Business (from above mentioned trades)	
8. Trade License (with specific mention of Business to be undertaken)	
9.Turnover for last three yrs (atleast Rs 5 lakh ON AVERAGE)documents should be certified by Chartered Accountant or online documents	
10. Experience as or in work of- 1.Service Providers/ 2. Suppliers/3. Pest Control/ 4. Old Record & Scrap Disposal/ 5. Courier/ 6. Transporters/ 7. Stationery/ 8. Textile item suppliers.	
11. Details of engagement by any office of LIC	
12. PAN details (enclose document)	
13. GST details (enclose document)	
14. State the latest Income Tax Assessed year and the amount of Tax Assessed (copies of last 3years IT Returns, Balance Sheets & Revenue A /c to been closed)	
15. Any Court Case/RTI/ Complaint made by the applicant against LIC	
16. MSME Certificate (attach copy)	
17. GeM Registraion (attach details)	
18. Whether Blacklisted earlier at LIC	

19. Status: Proprietary/Partnership/Private Limited Company/Public Limited Company	
20. Bank details (attach copy or cancelled cheque leaf)	

All documents like BALANCE SHEET, PROFIT & LOSS A/C should be CA certified. Self-declaration will not be accepted.

I / We _____ request Life Insurance Corporation of India, Jalpaiguri Division to consider our agency for this empanelment. I / We agree to abide by all the "ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS" prescribed in your formats and assure to render the services to the fullest satisfaction of the Corporation.

Dated at _____ this _____ day of _____, 2025

Signature of applicant

Seal

NOTE:

1. Vendors empanelled with us in August 2022 or March 2024 need not apply.
2. Atleast three years' experience is essential. Minimum Average Turnover during last three years should be Rs 5.00 lakh. Vendor should be in panel of atleast three reputed organizations. However, if they are currently enlisted with any office of LIC the above conditions may be relaxed by the Competent Authority.
3. There should be separate application for each type of work.
4. Non-refundable Application fee for each category is Rs 100/ in the form of Demand Draft or Cash (to be deposited by the applicant at LIC cash counter).
5. Govt clearance certificates are mandatory.
6. Registration with MSME &/or GeM is preferred.
7. Empanelment will be valid for three years subject to satisfactory performance.

LICI reserves the right to accept or cancel any of the Agency's application at their absolute discretion without assigning any reason. Empanelment with LIC, Jalpaiguri DO does not guarantee placement of order with any firm.

Applications received with incomplete information or after specified date will not be considered.

Note: Documentary evidence wherever applicable should be enclosed.

Application to be received in sealed envelope super scribed "Empanelment for <job description> 2025 and should be sent by post or hand delivered at the following address –

Manager(OS),
LICI, Jalpaiguri Division,
Santipara,
Jalpaiguri 735101.

Last date of receipt of application – 25.08.2025