

LIFE INSURANCE CORPORATION OF INDIA

Divisional Office -1, Jeevan Prakash, Bhawani Singh Road, Nr. Amedkar Circle, JAIPUR - 302005.

Notice for Empanelment for LIC Of India, Divisional Office -1 JAIPUR

Applications are invited from Reputed Firms for Empanelment of Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service providers/Agencies for LIC Of India, Divisional Office-I, Jaipur for supply of Printed, Computer Continuous stationery, Table and Office stationery, Supply of Envelopes/ Folders/ IT/Computer Consumables, policy & loan dockets, I-Cards, Visiting Cards, Rubber Stamps, Name plates, Flex printing, Courier Services, Book binding, Advertising Agencies, Transport/Travel & Ticket Booking Services, Goods Transport Services, Crockery, Pest Control & Rodent treatment, Water Tank cleaning services, Supply & Maintenance/Services of Water coolers, Water purifier, Fire Fighting equipments, air cooler, Refrigerator, Geysers, Vacuum Cleaners, CCTV, DG set, supply & maintenance of AC, UPS, Inverter Stabilizer, batteries, Note counting /Fake Note detector machines, Furniture and Fixtures supply & maintenance, Carpentry work, Electric decoration, flower decoration, tent house services, EPABX, Telephone equipments, Services like plumbing, Security, gardening material, supply of plants & saplings, Offset Printing, housekeeping services & material, scrap material dealer, laundry, linen items & photocopier services.

For complete details and Empanelment documents please contact the O.S. Department at the below mentioned address OR log on to www.licindia.in under the link "Tenders".

Manager, (OS), Office Services Department, LIC Of India, Divisional Office -1, Jeevan Prakash, Bhawani Singh Road, Nr. Amedkar Circle, JAIPUR - 302005. email: os.jaipur@licindia.com, 0141-2745829, 2745895.

The prescribed application form is available at our above web link. The same is also available at our Office at the above mentioned address on payment of Rs. 200/- + GST Rs. 36/- Total Rs 236/- (Registration fee) in Cash at cash counter OR by Demand Draft favoring LIC Of India (Non-refundable) during working hours except on Sunday and Saturday and Holidays. Last date for submission of documents for Empanelment is: 10.10.2025 till 05.00 PM. LIC of India reserves the right to accept OR reject any or all applications in full/part without assigning any reason whatsoever. The Firms/Agencies that are on our Panel are also required to apply a fresh, if interested.

Last date for submission of documents for Empanelment is: 10.10.2025 till 5.00 PM

Place: Jaipur.
Date: 23/09/2025


SR. DIVISIONAL MANAGER

मण्डल कार्यालय- I "जीवन प्रकाश", भवानी सिंह मार्ग, जयपुर - 302005
दूरभाष : 0141-2745895, 2745829 फेक्स : 0141-2742456, ई-मेल : os.jaipur@licindia.com

वैशेष मण्डल प्रबन्धक
भारतीय जीवन बीमा निगम
मण्डल कार्यालय-प्रथम
जयपुर

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Applications are invited from reputed Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers for Empanelment on our Approved List as per following Serial number, Name of Category and Minimum Turn over.

Sr N	Name of Category/Service	Minimum Turn over required per Annum in any of the last 3Years	Work Experience
1	Printing and Supply of Computer Continuous Stationery, Policy Bonds & pre-printed Stationery	50 Lacs	3 Yrs
2	Supply of Computer Consumables, Printer Ribbons, Printer Head, Cartridges, Tonners etc.	20 Lacs	3 Yrs
3	Purchase and Supply of Table and Office Stationery such as Pens, Files, Punching machine, Calculators, Photo-copier papers, Plastic folders, Staplers and Stapler Pins, Paper Pins, U-Clips, Erasers etc.	5 Lacs	3 Yrs
4	Printing and supply of various Offset Forms/Ledgers, Visiting Cards, etc.	20 Lacs	3 Yrs
5	Supply/Printing of Cloth/Kraft Envelopes/Ordinary Envelopes/Policy dockets and folders etc.	20 Lacs	3 Yrs
6	Office Upkeep / House Keeping services such as Cleaning/ Mopping etc.	50 Lacs	3 Yrs
7	Supply/ Maintenance/ Servicing of Telecommunication Equipments such as EPABX Systems, Telephone Instruments Mobile phones etc.	05 Lacs	3 Yrs
8	Courier Services	05 Lacs	3 Yrs
9	Transportation Services- for transporting Goods/ Stationery for Local/ Outstation Branches.	05 Lacs	3 Yrs
10	Supplier for Cleaning materials such as Phenyl, Detergent powder, Soap, Colin, Acid, Room Fresheners, Dusters, Brushes, Scotch brite, shampoo, tooth paste, tooth brush, hair oil, towel (big & small) etc.	03 Lacs	3 Yrs
11	IATA Agents for Air Ticket Booking, Travel Agent for booking of Railway Tickets, Bus tickets and Hiring of Taxi Services etc.	05 Lacs	3 Yrs
12	Maintenance/AMC/Servicing of Note Counting machines/Fake Note detector machines etc.	05 Lacs	3 Yrs
13	Maintenance/Servicing of Water Coolers, RO, Water Purifiers etc.	05 Lacs	3 Yrs
14	Supply/Maintenance/Servicing of Steel and wooden furniture and fixtures, Fire Proof and Water proof Safe, Steel Racks, Cupboards, Tables, Chairs etc.	40 Lacs	3 Yrs
15	Overhead and underground Water Tank Cleaning	03 Lacs	3 Yrs
16	Maintenance/Servicing of Fire Extinguishers etc.	05 Lacs	3 Yrs
17	Providing Services for Pest Control and Rodent Treatment etc.	05 Lacs	2 Yrs

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भारतीय जीवन बीमा निगम
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18	Supply of Rubber Stamps and different plates and flex printing.	NOT REQUIRED	-
19	Book Binding	NOT REQUIRED	
20	Supply of I. Cards	05 Lacs	3 Yrs
21	Scrap dealers	03 Lacs	3 Yrs
22	Advertising Agencies	10 Lacs	3 Yrs
23	Carpentry work, Repairs of Office furniture, lock, racks, table tray etc (Iron and wooden)	NOT REQUIRED	-
24	Refrigerators Air Coolers - Purchase & Maintenance	20 Lacs	3 Yrs
25	Supply & maintenance of Air Conditioners, Stabilizer, UPS, Inverters etc	50 Lacs	3 Yrs
26	Electrical Equipments- like T.V. Washing machine, Geyser, Weighing Machine etc.	50 Lacs	3 Yrs
27	Maintenance of Electrical Fitting, Fan & Coolers and Electric Decoration etc.	05 Lacs	3 Yrs
28	Supply of all Tent house items.	05 Lacs	3 Yrs
29	Hiring of Genset	20 Lacs	3 Yrs
30	Supply & Maintenance of CCTV	30 Lacs	3 Yrs
31	Supply of Bed sheets, Pillow cover, Mattress, Rajai, blanket, home furnishing items, kitchen appliance, bathroom accessories, curtain, blinds role, textiles, home furniture and utensils etc.	30 Lacs	3 Yrs
32	Crockery Items	Not Required	-
33	Supply of Plants, saplings & gardening material	Not Required	-
34	Laundry Services	Not Required	-
35	Photocopier Services	Not Required	
36	Work of flower and ballon decoration.	Not Required	

**General Terms and Conditions for Empanelment of
Vendors/Suppliers/Printers/Service Providers:**

1. Application is to be submitted along with a non-refundable application Fees of 200/- + 36 GST (Two hundred thirty Six only) in Cash at cash counter OR by Demand Draft favoring LIC Of India payable at Jaipur.
2. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be in profession preferably for minimum period of 3 years.
3. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be on the approved panel of at least 1 reputed Firm/Company. (Copy of Empanelment to be enclosed).
4. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should have registration with State and local authorities for undertaking the profession. (Copies of proof to be enclosed)
5. Firms blacklisted either by any Office of the Corporation/any Govt. Institution/body

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or by the Company itself in which the Vendor/Supplier deals in, need not apply.

6. The Minimum Annual Turn Over of the Vendors/ Suppliers/ Contractor/ Printer/Manufacturer should not be less than as mentioned against each category in the Notice for Empanelment wherever required. (Please attach copy of latest balance sheet + Profit & loss Account).
7. The Empanelment will be done only on the favorable recommendation of the duly constituted committee that will visit & inspect the premises, workshop etc. of the applicants.
8. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be GST compliant where minimum turnover is required.
9. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers who are on our Panel are also required to apply afresh for Empanelment with all required documents.
10. Any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Senior Divisional Manager I/C, LIC of India, JAIPUR-I Division, who shall act as "Arbitrator" and his decision shall be final and binding to all.
11. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers shall not raise any question on the Competence of the Senior Divisional Manager I/C to act as the sole "Arbitrator".
12. Any dispute arising out of OR relating to any Tender shall be deemed to have arisen at Jaipur and shall be under the jurisdiction of a Court at Jaipur.
13. The Corporation reserves the right to remove/ Black list any Vendor/ Supplier/ Printer/ Service provider/ manufacturer from the list of Empanelled Agencies for any deviation from the agreed Terms and Conditions OR if any activity is noticed which is detrimental to the interest of the Corporation.
14. Submission of performance security is not necessary upto contract value of Rs One Lakh.
15. If the contract amount is equal to Or in excess of One Lakh (One lakh only), Earnest Money Deposit @ 2% of the approximate Tender value will be required to be deposited by Demand Draft favoring LIC Of India payable at Jaipur. The EMD is refundable without Interest. EMD will be required to be deposited by Demand Draft favoring LIC of India payable at Jaipur, which is also refundable without interest.
16. If the Contract value exceeds 1,00,000/- (One lakh only), Security deposit in the

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- nature of performance guarantee @ 05% of the approximate Contract value, in addition to Tender Fee and EMD will be required to be deposited by Demand Draft favoring LIC Of India payable at Jaipur, which is also refundable without interest.
17. Limited Tenders may be called for purchases upto 25 Lacs or as decided by the Competent Authority. Limited Tenders shall be invited only from amongst the Firms/Vendors on the empanelled approved list.
 18. TDS shall be deducted as per prevailing Income Tax Rules.
 19. No advance payment will be made against Orders placed.
 20. If vendor/Firm does not participate in Two Tenders continuously, the name of the Firm/Vendor may be removed from Empanelment list at the discretion of the Competent Authority.
 21. Applicants are required to affix the seal of the Company and signature of Authorized person on each page of the Empanelment documents including Annexures.
 22. In case of a Company/Partnership Firm and/ OR Proprietorship firm, please attach authority letter from all the Partners/ Proprietors/ Competent Company Official of the firm certifying the signature of the partner/ Person who is authorized to sign the Empanelment documents and Annexures, if any, on behalf of the Firm/Company.
 23. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent need without delay.
 24. Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of valid authorized dealership certificate must be enclosed.)
 25. Eligibility Criteria for availing benefits under Public Procurement Policy: Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSMEs), it is necessary for the Enterprise to be registered with the Director Of Industries/ District Industries Centre as Manufacturing/Service Enterprise 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) from the benefit given to MSMEs such as issue of Tender 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 upto the monetary limit for which the unit is registered.

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26. The Competent Authority may relax or waive any of the required conditions for Empanelment of Vendor if necessary.
27. The Vendors/ Suppliers/ Contractors/ Manufacturers/Printers/Service Providers should have a valid PAN Card no. issued by The Income Tax department. (Kindly enclose a copy) Please note that a PAN card holder can submit only one application under each category.
28. The separate category mention on application form for each category. Application form may be downloaded from our website www.licindia.in. Application for empanelment duly completed should be submitted at the O.S. Department, LIC OF INDIA, Divisional Office-1, Jeevan Prakash, Bhawani singh road, Jaipur-302005. A closed envelope super scribed as “ Application for empanelment of Supplier/vendors/ category S.No. (Name of the category) ” along with non refundable application fee of Rs.200 + 36 (GST) = Rs. 236.00 in the form of demand draft in favour of Life Insurance Corporation of India payable at Jaipur can be deposited at our cash counter during cash hours.
29. The vendors/firms desirous to be empanelled with us for above said jobs (Category No.1 to 36) and fulfilling conditions as per application enclosed, may apply for empanelment for jobs undertaken at Divisonal Office-1 Jaipur. The applications in questionnaire form along with the enclosures i.e. necessary certificate in evidence of the facts mentioned in the forms are to be sent at the address mentioned above on or before 10 October 2025 till 5.00 pm. The corporation bears no responsibility for applications received after due date and are liable to be rejected.
30. Mere submission of Application of empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserves its right to reject,accept any of all applications or cancel the process of empanelment without assigning any reason thereof. Life Insurance Corporation of India shall neither be held liable not obligatory on its part of inform the applicant the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility for empanelment depending on the response.
31. After completion of the empanelement process, the empanelment shall remain valid for a period of 36 months. It may further be extended for an additional 12 months, subject to the approval of the competent authority.

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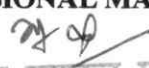
32. Applications incomplete in any respect will not be entertained and are liable to be rejected.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

In terms of provisions under 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, Registers, 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.

In terms of provisions under 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 Section 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.


SR. DIVISIONAL MANAGER

वरिष्ठ मण्डल प्रबन्धक
भारतीय जीवन बीमा निगम
मण्डल कार्यालय-प्रथम

We agree with and accept all Terms and Conditions for the Empanelment, which will be a part of the application for Empanelment. It is understood that the stipulated Terms and Conditions are accepted.

Signature

Name and Seal of Authorized person.

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