



**SILCHAR DIVISIONAL OFFICE**  
**MEHERPUR : SILCHAR , CACHAR .ASSAM**

**ELIGIBILITY CONDITION ( OTHER THAN PRINTERS)**

**The eligibility condition to apply for empanelment: (other than printers )**

1. The service provider should be in profession for at least 3 years.  
( copies of registration certificate must be enclosed )
2. The service provider should be on the approved panel of at least 3 reputed firms out of which at least one should be public or Govt. Undertaking.
3. The firms / suppliers / service provider should be registered with state and local authorities for undertakings the profession ( copies of state registration local authority. License NO is to be enclosed )
4. The Frms / Suppliers / Service provider should have PAN card no of Income Tax department & GST registration No. ( copies of proof to be enclosed )
5. The annual turnover should be up to Rs 2 lacs for small job, Rs 2 lacs to 10 lacs for medium job and above 25 lacs for big job in any of three financial years ( attach Balance sheet / C.A.certificate / Income tax return for three years )
6. Application fees of Rs 118.00 ( one hundred eighteen only ) including GST is to be paid either in our cash counter or by DD in favor of LIC payable at Silchar. The receipt should be enclosed with the application form. The amount of application is not refundable.

Firms /Suppliers/Service provider desirous to be Empanelment with us for various Jobs and fulfill the eligibility conditions may apply for empanelment with Silchar Divisional office for jobs and services undertaken at Divisional Office. The Application form as per Annexure-A/A-1 along with enclosures is to be sent at the following address so as to reach us on or before 30.06.2022 upto 3 pm.

Manager(OS)

LIC OF INDIA SILCHAR DIVISIONAL OFFICE  
JEEVAN PRAKASH ,MEHERPUR -788015