



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

**Notice for Empanelment**

Application are invited from the Reputed Firms for empanelment as Printers, Suppliers and service providers at LIC of India, Silchar Divisional office for 1) Printing of different Forms, Register & Envelopes 2) Supply of Table & office stationery 3) IT Consumable such as cartridge, Ribbon, Printer Head, Toner, CD 4) Computer Stationery (paper, Prem Receipt, Payment Voucher etc 5) Telecommunications Equipments eg Fax, PBX, Telephone Equipments 6) Water Purifier (Sales & service ) 7) Supply of Towels (Bombay Dying), Curtains & Uniforms (Roymond's) 8) Note counting machine 9) Fake note detecting machine 10) Gift Items 11) Electrical equipments inclusive tube light and chock etc 12) Stamps preparation 13) Preparation of Visiting Cards and identity Cards 14) Writing of name plates and marking of inventory 15) Pest control 16) Fire Fighting Equipments (supply and service) 17) purchased and lifting of Waste Papers 18) Supply of furniture and fittings 19) Recycling of Printer Head 20) Courier Services 21) Furniture repairing 22) Xerox/Lamination 23) Travel Agents 24) Supply of all type of Branded Fan 25) Sign Board & glow sign for our offices 26) Consultancy service for taxes 27) Binders. 28) Hiring of DG set

The interested Printers /Firms/Suppliers/Service providers/Dealers are requested to apply within 03.11.2025 upto 3 pm. Necessary application forms can be downloaded from our website [www.licindia.in](http://www.licindia.in) or may be obtained from OS dept, LIC of India Silchar DO Meherpur Silchar-788015.

Separate application Forms are required for each categories.. The Envelop should be super-scribed as "Empanelment of Printers/Firms/Suppliers/Service Providers/Dealers (appropriate ) alongwith respective Sl NO ..... and to be submitted in the drop box at OS Dept of LIC of India Silchar DO, Meherpur. Silchar-788015. Applications submitted by Post/Courier Service should reach our office on or before last date ie -03.11.2025 upto 3.00pm.

**Note :-** 1) Existing empaneled Firms should also apply for fresh Empanelment.

2) Black listed firms/removed earlier should not apply. (If applied will not be considered).

3) Corrigendum if any will be published in website only.

**Date 13.10.2025**  
**Plaace Silchar**

*Sd/-*  
**SR DIVISIONAL MANAGER**