

## Notes & Decision

Department : D086\_OS

Office : D086

Ref No: Note/2025/D086\_OS/032

Date: 17-10-2025

Subject: NOTICE FOR EMPANELMENT — 2025 (OS and Sales)

Applications are invited from the vendors/firms (Including existing empanelled vendors under Surat Division) for the empanelment of various jobs mentioned below for Divisional Office, Surat for a period of three years from Dt 01/01/2026 to 31/12/2028

Category of Vendor / Firm for supply of:

**(A) FURNITURE AND FIXTURES:(Total no. of services/Items – 8) ( OS Deptt.)**

**( B ) PRINTING AND STATIONERY:(Total no. of services/Items – 7). ( OS Deptt.)**

**( C ) ESTATE RELATED MATTERS:(Total no. of services/Items – 26). ( OS Deptt.)**

**( D ) VERIOUS GIFT items (plastic, textiles, medal, coins etc) ( Sales Deptt.)**

The firm should be dealing with such products/Services atleast since last three years. Kindly quote your TIN No., VAT, CST, GST Registration No., Local Address for communication, Landline Telephone No., Mobile No., Email Id in your application.

- Forms for empanelment are available from Dt 21/10/2025 To 11/11/2025 between 10.30 AM to 04.00 PM on all working days by paying fee of Rs.118 from OS ( for A B &C ) /sales (for D ) department, LIC of India, Surat Division Office, Muglisara, Surat.
- The supplier/service provider may download the Application Form for Empanelment which is available on our website [www.licindia.in/tenders](http://www.licindia.in/tenders) **NOTICE FOR EMPANELMENT 2025 (OS)** and **NOTICE FOR EMPANELMENT — 2025 (Sales)** and enclose a payable at par cheque / Demand Draft payable at Surat for Rs.118/- favoring L.I.C. of India as empanelment fee along with the application form.
- The application with all documents must reach to OS ( for A B &C ) /sales (for D ) department, Surat Divisional Office on or before 11.11.2025 by 05.00 PM in a sealed cover duly marked as :“APPLICATION FORM FOR EMPANELMENT FOR S.NO ”.
- For detailed terms and conditions please visit our website [www.licindia.in/tenders](http://www.licindia.in/tenders)
- For any assistance visit our office or call on 0261-2801000

Sr. Divisional Manager, Surat reserves the right to cancel any application without giving any reason. The decision of Sr. Divisional Manager, L.I.C. of India, Surat Division, in this regard shall be final and binding on the Bidders/Tenderers

We enclose h/w the Notice for Empanelment-2025 Annexure A dated 16/10/2025 ( total 4 Page ) ,Eligibility Criteria Dt 16/10/2025 ( Total Page 2 ) & Application form ( Total Page 3 )

**Note Created By :VINODKUMAR.GALCHAR (Admn Officer , 453533) on 17/10/2025 15:47:09**

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Notice in news paper given with sales department, All paper related of empanelment process like, application Performa, eligibility criteria , other conditions attached.

Dates are same as sales departments notice, please approve note , so we may send for publish on LIC tender sight.

**Comments Added By :bl.trivedi (Manager (DM) , 136973) on 17/10/2025 16:37:51**

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**अनुमोदित/Approved**

**By: prasad.pk (Sr Divnl Mngr (I/C) , 334995) on 22/10/2025 12:00:39**

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संदर्भ: का.से. / 2025-26  
REF : OS/2025-26

दिनांक : 16/10/2025  
Annexure A

NOTICE FOR EMPANELMENT-2025

Applications are invited from the vendors/firms (Including existing empanelled vendors under Surat Division ) for the empanelment of various jobs mentioned below for Divisional Office Surat for a period of three years from 01.01.2026 to 31.12.2028.

CATEGORY OF VENDOR/FIRM FOR SUPPLY OF:

**(A) FURNITURE AND FIXTURES:**

- 1) All Types of Furniture & Fittings (Wooden & Iron ), Safes, Fire/Water proof storage equipments, Policy Racks, Network Racks, etc.
- 2) Purchase & maintenance of Water cooler, Water Purifiers, RO Systems, Air coolers, Air Conditioners, Refrigerators, Photo copier machine, washing machines
- 3) Purchase of Batteries for UPS, inverters, Generator sets, voltage stabilizers
- 4) Purchase & maintenance/repairing of Telecommunication equipments such as EPABX, Fax, Intercom, Telephone I Instruments etc.
- 5) Purchase & maintenance of Note Counting Machine, Fake note detectors
- 6) Glow sign / backlit board, Flex Board, Foam Sheet Board, Employees name plates, Information display Boards, etc.
- 7) Purchase of electrical appliances, Wall clocks, fans etc.
- 8) Bed linen, Mattress, Hand Towels and cloth traders, Raincoat and Umbrella suppliers

**(B) PRINTING AND STATIONERY:**

- 09) Table & Office stationery, calculators etc.
- 10) Printing & stationery such as forms, paper, etc.
- 11) Computer Continuous Stationery - Printed/Blank
- 12) Envelope Suppliers, PVC/Plastic Wallet, Folder Supplier, Policy Dockets etc.
- 13) IT Consumables Computer peripherals such as cartridges & refilling of cartridges, Printer, Printer ribbons, printer heads, Laptop Batteries/charger, pen drives

14) Printing of Identity Cards, visiting cards

15) Rubber stamps/ Nylon stamps, Binding work, Xerox (photo copying) work, Bar code And QR Code Printers and printing job

**(C) ESTATE RELATED MATTERS:**

16) Transportation Services (3 wheelers & 4 wheelers)

17) Housekeeping & Maintenance services for Office Premises & Guest House

18) Carpenter work, painting work, Furniture fitting & Repairs work

19) Waste paper purchase and scrap lifting services

20) News paper Advertising Agencies

21) Supply of cleaning material & Laundry Services

22) Drinking water suppliers

23) Security Services

24) All type of Fire extinguishers including refilling

25) Cleaning of underground and over head water tanks

26) Pest Control services

27) Sanitization Services

28) Railway and Air Ticket Booking

29) Courier Service

30) Carting/Labor services

31) Curtain & carpet work, Decoration and lighting work

32) Catering services

33) Maintenance of UPS systems

34) Elevator servicing

35) Structural consultants

36) Fire consultants

- 37) Maintenance of Fire alarm & Fire detection system
- 38) Civil Repair & Maintenance work, Drainage & Plumbing work
- 39) Electrical repair & maintenance work
- 40) Transformer Services
- 41) Purchase & maintenance of Security systems, CCTV cameras

### **Schedule for submission**

|          |                                                                                    |                                                                                                                                                     |
|----------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | Issue of Form for Empanelment                                                      | From 21/10/2025 To 11/11/2025<br>between 10.15 AM to 4.30 PM ( Monday to Thursday ) & between 10.15 AM to 4.45 PM ( On Friday ) on all working days |
| <b>2</b> | Empanelment Fee (Non-refundable)                                                   | Rs. 118 (Rupees One Hundred Eighteen)                                                                                                               |
| <b>3</b> | Last Date and Time for submission of Empanelment Form                              | Dt- 11/11/2025 Tues day Up To 4.30 PM.                                                                                                              |
| <b>4</b> | Address where Form of empanelment along with the necessary documents is to be sent | Manager OS<br><br>LIC of India, Surat Division office<br>Jeevan Prakash Muglisara Surat-395003                                                      |

### **NOTE:**

- 1) Vendors/suppliers/contractors who are on our existing panel have to apply afresh for Empanelment.
- 2) Vendors/Suppliers, who have been permanently black listed/removed earlier, should not apply. If applied, their applications will not be considered.
- 2) The application should clearly mention the category number for which the empanelment is desired.
- 3) Sr. Divisional Manager, Surat Division reserves the Right to include/exclude/cancel the name of the Vendors/Suppliers from its approved list at its absolute discretion without assigning any reason.

The supplier/vendor/service provider may download the Application Form for Empanelment which is available on our website [www.licindia.in](http://www.licindia.in) and enclose a payable at par cheque/Demand Draft payable at Surat for Rs.118/-favoring L.I.C. of India as empanelment fee along with the application form.

The fees of Rs.118/- may also be paid in cash at Cash Counter of Surat Division Office between 10:15 AM to 04:30 PM from Monday to Thursday between 10:15 AM to 04:45 PM on Friday on all working days.

The applications are to be enclosed in an envelope and should be super scribed.

"APPLICATION FORM FOR EMPANELMENT FOR S. NO.

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And should also bear the name of the Firm/Vendor/Contractor sending it.

प्रबंधक का.से. (मंडल प्रबंधक) /  
MANAGER [OS]DM.

वरिष्ठ मंडल प्रबंधक  
SR. DIVISIONAL MANAGER



भारतीय जीवन बीमा निगम

सूरत मंडल कार्यालय

“जीवन प्रकाश” मुगलीसरा, पो.बो.नं -239

सूरत-395003 , दूरभाष: 0261- 2801000/1001/1002

ई-मेल : os.surat@licindia.com

संदर्भ: का.से. / 2025-26

Date 16/10/2025

REF : OS/2025-26

### ELIGIBILITY CRITERIA

- 1) The firm should have a standing of at least three years. Copy of Registration Certificate must be enclosed.
- 2) The agency should have completed similar nature of work during last three years for which the agency is applying for empanelment. Copy of completed work/work orders to be enclosed.
- 3) Minimum average annual turnover of last three years should be Rs.1 Lakh for empanelment in categories mentioned from Sr. No. 34 to 41.
- 4) The Firm/Agency/ Contractor should have necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient services.
- 5) The Firm/Agency/ Contractor are hereby informed that L.I.C. of India, Surat Division, will arrange inspection of the office premises and infra-structure facilities of Firm/Agency/Contractor through a Committee of Officials and/or through an Investigator appointed for the purpose to verify the existence and status of firm/establishment with necessary infra-structure facility in providing satisfactory and efficient services, so as to take a decision about the empanelment of Firm / Agency / Contractor.
- 6) The firms should have registration with State & Local authorities for undertaking the profession / providing services, if required. (Copies of state/local authorities' registration to be enclosed).
- 7) The Bidder/ Tenderer should have a valid PAN Number issued by Income Tax Authority. Attach photo-copy of PAN Card.
- 8) The Firm/Agency/ Contractor should be registered with Goods & Service Tax Authority and should have a valid GST Number issued by Statutory Authority and should be ready to issue GST Compliant Bills/Invoices for release of payment. Attach self- attested photo-copy of GST Registration with GST number.
- 9) The Firm/Agency/ Contractor should furnish List of Corporate Clients with whom they were empanelled during the last three financial years i.e. 2022-23, 2023-24 and 2024-25. Attach Certificates from concerned Corporate Clients/Companies.
- 10) Vendors / Firms should keep sufficient stock in hand, so as to comply with requirements without delay.

- 11) Vendor / Finn should furnish the specific brand or make, in case they are authorized dealer. (Copy of authorized dealership to be enclosed).
- 12) The approved panel will be valid for a period of three years from 01.01.2026 to 31.12.2028.
- 13) Existing vendors on the panel have to apply afresh for empanelment.**
- 14) An amount of Rs.118/- (non- refundable) towards empanelment fee is to be paid for each category by enclosing a payable at par cheque / Demand Draft payable at Surat, favoring LLC. of India and is to be enclosed with the application form. The fees may also be remitted in cash at the cash counter of Surat Divisional office between 10:15 AM to 04:30 PM on Monday to Thursday and 10:15 AM to 04:45 PM on Friday to all office working days Except Saturday , Sunday and public holiday Applications received without fees of Rs.118/- will be rejected.
- 15) Any dispute is subject to Surat jurisdiction.
- 16) Sr. Divisional Manager, Surat reserves the right to cancel any application without giving any reason. The decision of Sr. Divisional Manager, L.I.C. of India, Surat Division, in this regard shall be final and binding on the Bidders/ Tenderers.**
- 17) Applications should reach us along with the necessary documents in an envelope superscribed: "APPLICATION FORM FOR EMPANELMENT FOR S. NO bear the name of the Firm/Vendor/Contractor sending it. "and should also

Manager ( OS ) / DM

**Sr. Divisional Manager**

(Separate Application is to be filled-up for each category)

| Sl. No | Information Sought                                                                                                                                                                                                                      | Information Provided |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1.     | Name of the firm/Agency / Dealer/<br>Person (in Block letters)                                                                                                                                                                          |                      |
| 2      | Nature of Ownership (Whether Proprietary /<br>Partnership/ Private Ltd com Others)                                                                                                                                                      |                      |
| 3      | Date of Establishment / Incorporation of the firm                                                                                                                                                                                       |                      |
| 4      | Complete address of firm                                                                                                                                                                                                                |                      |
| 5      | Telephone Nos.<br>Office Fax No.<br>Mobile No.<br>E-mail address                                                                                                                                                                        |                      |
| 6      | Names of the Partners / Directors / Proprietors                                                                                                                                                                                         |                      |
| 7      | Name of Chief Executive with his present<br>addresses and Mobile number                                                                                                                                                                 |                      |
| 8      | Name of Representative(s) with<br>designation who would be calling on<br>us and attending to our jobs and<br>Mobile number                                                                                                              |                      |
| 9      | Is the Firm registered under the Shop<br>Establishment Act ? If so, state<br>(a) License number<br>(b) Date of last renewal of license<br>(copy of license to be enclosed)<br>c) PAN<br>d) ESIS No if any<br>( e ) EPF registration No, |                      |
| 10     | Is the Firm registered under the<br>Factories Act? If so state: License No:<br>Date of last renewal of license: (Copy<br>to be enclosed)<br>GST No:<br>CST No:<br>TAN No:<br>ESIS No:<br>EPF Registration No.                           |                      |
| 11     | PAN Card ( copy to be attached )                                                                                                                                                                                                        |                      |

|    |                                                                                                                                                                                                   |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 12 | <p>Goods and Service Tax (GST) Number of the Firm.<br/>Attach Self- attested photo-copy of the GST Registration Number.</p> <p>HSN Code<br/>HSN Code Description</p>                              |  |
| 13 | <p>Turn over for last 3 years</p> <p>FY. 2024-2025<br/>F.Y. 2023-2024<br/>F.Y. 2022-2023</p> <p>(Enclose copy of Balance Sheets, Profit &amp; Loss A/ c and I.T. Returns of last Three years)</p> |  |
| 14 | TAN No. (Attach Copy)                                                                                                                                                                             |  |
| 15 | <p>Has your firm been blacklisted / removed earlier by LIC or any of the PSUs / BFWI/ Govt. / Semi Govt. Quasi Govt. Departments in India.<br/>Yes/No<br/>If yes, than details</p>                |  |
| 16 | Name of the Bankers with address & Telephone No.                                                                                                                                                  |  |
| 17 | If your firm is already empanelled with any office of LIC of India or any other PSU please give name and address of the office                                                                    |  |
| 18 | Name , addresses and telephone Nos. Of three of your most valued clients (separate list may be attached)                                                                                          |  |
| 19 | Do you agree to make free deliveries to Surat Division Office?                                                                                                                                    |  |
| 20 | Do you agree to enter into a Rate contract or Running contract or Fixed quantity contract?                                                                                                        |  |
| 21 | Do you agree to abide strictly by the Terms and conditions of the Tender and contracts                                                                                                            |  |
| 22 | Do you agree to submit samples Whenever called for?                                                                                                                                               |  |
| 23 | Area occupied by Shop/Printing Press                                                                                                                                                              |  |

|    |                                                                                          |                                                                 |
|----|------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 24 | Do you have dealership of any Brand / Make/Standard firm?<br>If so, specify.             |                                                                 |
| 25 | Total no. of employees                                                                   | Permanent:_<br><br>Temporary:<br><br>Skilled:<br><br>Unskilled: |
| 26 | Mention product & Services you provide. Also mention any other specialties of your firm. |                                                                 |

I / We. \_\_\_\_\_ request Life Insurance Corporation of India, Surat Divisionat Office to consider inclusion of my / our firm / company in the list of their approved firms / suppliers / Service Providers and hereby assure to extend full co-operation up-to the satisfaction of Corporation in the event of their doing so.

I / We agree to abide by all the Terms & Condition as per Annexure A and framed by the Corporation from time to time.

Date :-

Place:-

Signature of the Seal

- Please attach Payable at par cheque/Demand Draft of RS. 118 in favour of "LIC OF INDIA" payable at Surat being non refundable fee. If not pay by Cash at Cash Counter of LIC of India.
- Use separate sheet if space provide is insufficient
- Attach copies of necessary documents as instructed in the form
- All the pages of application form and documents must be signed with seal