

## Invitation of applications for empanelment for various services

Life Insurance Corporation of India, Divisional Office, Jodhpur intends to invite applications for **Empanelment for various services as detailed below** in sealed envelopes from reputed Firms / Manufacturers / suppliers / Agencies/ Individuals or their dealers having sound financial capacity and proven track record of at least last 3 financial years i.e. FY.2022-23, 2023-24 and 2024-25) in the field to Government/PSU/Reputed organizations etc.

Category Sl. No.	CATEGORY DESCRIPTION	Minimum Turnover (in lakhs) (ONCE DURING LAST THREE FINCANCIAL YEARS)	Work Experience
1	Table & Office Stationary such as pens, files, punching machines, calculators, photo copier paper, plastic folders, staplers etc.	10	3 Year
2	Printed stationery, Offset screen printing/ Forms/ledgers/ booklets/ letter head etc;	05	3 Year
3	Supply of cleaning materials such as Phenyl, detergent powder, soap, colin, acid, duster, brushes, scorch brite etc.	05	3 Year
4	Air travel Booking Agencies	05	3 Year
5	Supply of Identity card, visiting card & rubber stamps & Name Plates	02	3 Year
6	Servicing of Water Cooler	05	3 Year
7	Supply of Preprinted envelopes	05	3 Year
8	Supply and Maintenance of EPBAX, Telephone Instruments etc.	02	3 Year
9	Supply of furniture & fixture, chairs, sofa etc.	02	3 Year
10	Repairs & dry cleaning of chairs, sofa etc	02	3 Year

The applications meeting the **Minimum Turnover & Work experience mentioned in front of each category and Criteria specified in the Application format** shall only be considered for further evaluation.

Application Format containing Terms & Conditions for Empanelment to various services is available on our website <[www.licindia.in](http://www.licindia.in)> from 15.12.2025 to 06.01.2026. Last date for submission of duly filled Application in the given format along with DD of Rs. 100/- Plus GST ( Total Rs. 118/-) to our office addressed **Divisional Office LIC of India, 'Jeevan Prakash', 1, West Patel Nagar, Circuit House Road, Jodhpur (Raj-342011)** will be 06.01.2026 on or before 01.30 p.m.

The Sr. Divisional Manager, Divisional Office LIC of India, Jodhpur Division, reserves the right to reject the application of any applicant at his sole discretion without assigning any reason whatsoever.

Dated: 15.12.2025

  
 Sr. Divisional Manager



**Re: APPLICATION FOR EMPANELMENT TO VARIOUS SERVICES**

Sealed applications are invited for Empanelment to Various Services as per the enclosed formats who have their head / operating office in Rajasthan state.

\* The application forms can be downloaded from our Website: www.licindia.in. The applicant needs to pay an amount of Rs.100/-Plus GST (Total Rs. 118/-) towards application fee for submission of application for Empanelment by way of DD payable at Jodhpur or across the counter cash deposit at LIC divisional office, Jodhpur and submit along with the application form and other documents

\* For each type of categories separate application with application fee of Rs.100/- + GST (Total Rs. 118/-) needs to be submitted.

**The above mentioned application fees shall not be charged to the Micro and Small Enterprises as per rules.**

\* Applications should be submitted in the form provided in the website in sealed cover super scribed as '**Application for Empanelment to (Name of category & Category No.)**' (specify the type of service seeking empanelment without which, it will not be considered) along with enclosures -

Last Date to reach us the Application is **06.01.2026** on or Before **01.30 P.M.**

\* The sealed application form should be accompanied with a non-refundable application fee of Rs.100 Plus GST( Total Rs. 118/-) in the form of DD drawn favoring "LIC of India" on any scheduled bank payable at Jodhpur or across the counter cash deposit at LIC divisional office, Jodhpur , without which the Application will not be considered. For each type of supply / service, separate application and application fee have to be sent. **If only one application with different DDs/ cash counter receipt separate application with separate DDs in single cover is submitted, such applications are liable to be rejected.**

\* If only one application is sent enclosing different DDs for various services/categories will also be rejected.

\* The Empanelment will be valid for 3 year from the date of empanelment and after empanelment, if found unsuitable / not Complying with the terms & conditions of tenders floated during the period of empanelment / not Executing the orders during the period of empanelment if awarded any tenders, shall be liable to be deleted / blacklisted from empanelment.

\* The Terms and Conditions governing the empanelment are given herewith. All pages of the application form and Terms & Conditions will have to be signed by the applicant as proof of its acceptance.

The sealed envelopes should be super scribed as "**Application for Empanelment to \_\_\_\_\_**" (specify the type of service seeking empanelment without which, it will not be considered) addressed to **CHAIRMAN STORE COMIITTEE** and submitted to The Sr. Divisional Manager, LIC of India, Divisional Office, 1, West Patel Nagar, Circuit House Raod, Jodhpur-342011

The applications should reach the above addressee or be dropped in the Tender box provided in the said Office on or before 01.30 p.m. on 06.01.2026. The applications received after the due date and time will not be considered.



The schedule for processing is as under:

- 1. Availability of application forms in Website: From 15.12.2025 to 06.01.2026**
- 2. Last Date for Submission of application forms: 06.01.2026 up to 01.30 p.m.**
- 3. Opening of the sealed covers: 07.01.2026 at 02.00 pm**

The Sealed Covers containing the Application forms will be opened on the date and time specified above.

The Applicant or his authorized representative duly authorized by a letter of authority may be present at the time of opening the sealed covers. After preliminary scrutiny of Application Forms, verification of credentials, onsite verification (**Exempted to LIC empaneled vendor**), the Empanelment to Various Services will be done in respect of only that applicant who's Application Forms are found eligible.

  
Sr. Divisional Manager

