



Estate & Office Services Department,
LIC of India, Divisional Office, 'Jeevan Prakash',
Basaveshwar Circle, Goaves, BELGAUM-590011,
E-mail: os.belgaum@licindia.com

Ref: E&OS

Date: 24.12.2025

Applications are invited from Reputed Suppliers/Manufacturers/Vendors/Service Providers For Empanelment



**Life Insurance Corporation of India,
Divisional Office,
Basaveshwara Circle,
Goaves, Belagavi-590011**

Cost of Empanelment Document: Rs.295.00

NOTICE INVITING APPLICATION FOR EMPANELMENT

Application are invited from Reputed Suppliers/Manufacturers/Vendors/Service Providers FOR
EMPANELMENT

Life Insurance Corporation of India, Belagavi Divisional Office (herein after referred to as “**the Corporation**”) having its office at **Basaveshwara Circle, Goaves, Belagavi-590011** invites sealed application from reputed suppliers/Manufactures/Vendors/Service providers for empanelment for following services/supplies required by the Corporation for a period for 3 years(from 01.03.2026 to 28.02.2029).

1. Supply of furniture and office equipment including electrical fittings, wooden and iron safes, fire / water proof storage equipments.
2. Supply of printed stationery/forms/books/registers as per our formats.
3. Supply of computer continuous stationery both blank and pre-printed.
4. Supply of continuous stationery with security printing registration.
5. Supply of office files/plastic files/tape files.
6. Supply of table stationery
7. Supply of envelopes as per our format.
8. Supply of bituminized envelopes/dockets
9. Supply of rubber stamps/visiting cards/ID card
10. Supply of Sign boards/name boards/name plates
11. Pest Control
12. Binders
13. Transportation of parcel/stationery materials
14. Disposal of old papers/sweepings
15. Laundry services
16. Supply of Note Counting machine, fake note detectors
17. Supply of water purifiers
18. Vendors for house keeping services
19. Security Services
20. Agency for hiring of cars
21. AMC for water coolers, air coolers, air conditioners, water purifiers/RO system/aquaguard/copier machine, franking machine, note counting machine, fake note detectors
22. Vendors for electrical maintenance work
23. Courier services
24. Garden maintenance
25. Water tank cleaning services
26. Flex Banners

27. Gift articles and mementos.
28. Supply of electrical items including Air conditioners.
29. Supply of A4 size papers.
30. I.T. Consumables such as DMP ribbons, cartridge/toner for ink jet printers.
31. Ink bottles for laser/ink jet printers
32. Ribbons for line printers (LIPI/Printronix).
33. General labour services
34. Brokers for letting out LIC vacant premises.

The details of empanelment are available in our website www.licindia.in/tenders. Application for empanelment are to be collected from Life Insurance Corporation of India, E&OS department, Divisional Office, Basaveshwar Circle, Goaves Belagavi-590011, or can be downloaded from the web site. Separate forms are required to be filled for each category. Non refundable application fee of Rs. 295/- (Application fee Rs. 250.00 plus GST Rs. 45.00) may be remitted in cash/DD/Bankers cheque payable at LIC of India, Belgaum Divisional Office.

Application for, duly completed should be submitted to E&OS Department, Divisional Office, BasaveshwaraCircle,Goaves,Belagavi-590011, in a sealed envelope. The envelope should be superscribed as “Application for Empanelment as manufacturers/Vendors/Sales providers” (Provide the appropriate services/supplies)

Last date for submitting the duly filled applications to the above address is 15.30 hrs on 20.01.2026. Applications received will be opened on 22.01.2026 at 11.30 am. The firms/suppliers who are on our panel are required to apply for fresh empanelment, if interested.

SR.DIVISIONALMANAGER.

Conditions for Empanelment for Manufacturers/Vendor/Service providers:

1. Separate application is to be filled up for each category.
2. The Firm/vendor/service provider should be in the approved panel of atleast 3 reputed firm, out of which one should be a Public Sector or Government undertaking(Encloselist and contact details).
3. Annual Turnover should be 5 lakh for small jobs, Rs.5 lakhs to Rs 15 lakhs for medium job and above.Rs.15 lakhs for big jobs in any of the last 3 financial years (Copy of Audited Balance sheets, P&L account, IT returns for last 3 financial years should be enclosed.If Assessment year 2022-23 accounts are not finalized, previous 3 AY details may be enclosed.)
4. The Firm/Vendor/Service provider should keep sufficient stock in hand so as to comply with urgent needs without delay.
5. In case, the firms/vendors/service provider is the authorized dealer of any brand or make, copy of the valid authorised dealership certificate must be enclosed.
6. The Firm/Vendor/Service provider should have registration with State/Central/Local authorities for undertaking the profession (Self attested copies of Registration/ MSME registration/Licence/TAN/PAN/GST etc to be enclosed).
7. The firm/vendor/service provider, who has blacklisted/removed earlier by any office of LIC of India, should not apply.
8. The Firm/Vendors/Service provider must give their acceptance of the Terms and Conditions as attached.
9. Empanelment will be valid for three years i.e., from 01.03.2026 to 28.02.2029.
10. Empanelment will be done only on the favourable recommendations of the duly constituted committee on the basis of record verifications / visit or inspection of premises, work shop etc of the applicants. Mere submission of application for empanelment does not confer the right of empanelment. The Corporation reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. The Corporation shall neither be held liable nor obligatory in its part to inform the applicant the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.
11. The Corporation reserves the right to include/exclude/cancel the name/s of the firms/vendors/service provider from its approved list at their absolute discretion without assigning any reason.
12. Last date for receipt of application duly completed is 15.30 hrs on 20.01.2026. Applications received after the stipulated time will not be considered for the purpose of empanelment.
13. In case, application is downloaded from our web site www.licindia.in/tenders, non refundable application fee of Rs.295/- (Application fee Rs.250.00 plus GST Rs.45.00) may be remitted in cash/ DD/ Bankers cheque payable at LIC of India, Belagavi Divisional Office Cash counter. Applications received without the stipulated application fee will not be treated as valid application.
14. Application incomplete in any respect will not be entertained and are liable to be rejected.

TERMS AND CONDITIONS OF THE EMPANELMENT

1. The duly completed empanelment application along with proof of payment of application fee should reach **E&OS Department, Divisional Office, Basaveshwar Circle, Goaves, Belagavi-590011**, in a sealed envelope on or before 15.30 hrs on 20.01.2026.
2. The description and specifications of stores should be noted carefully and your offer should be in accordance with the same. If you quote the stores with any deviation in specification, the same should be brought out in your tender clearly; otherwise, it will be deemed that you have quoted for the specified stores
3. All samples, including the samples of paper should bear clearly the specifications like make, quality, size, weight, gsm etc., on the sample itself and should be certified by the tenderer by his signature and affixing his office seal. Quotations received without sample may be rejected. Offers subject to conditions like 'subject to prior sale', 'subject to availability of stores' or with similar
Vague conditions are likely to be ignored.
4. All deliveries must be made as per instructions by us, free of any charges.
5. Each page of the offer should be signed by the tenderer
6. If the supply delivered does not conform to the prescribed specifications, the supply is liable to be rejected in toto and the supplier is liable for the liquidated damages. However, it is open to the Corporation at its sole discretion to consider such supply on its own terms and conditions depending upon the facts and circumstances.
7. In case of failure to deliver the goods on or before the specified date/s, the Corporation shall be at liberty to purchase the goods or such part thereof, as it may decide, from any other supplier and the supplier at default shall be liable to make good any loss or damage that the Corporation may suffer due to such purchases or shall be called upon to pay to the Corporation liquidated damages as provided under clause No. 10 hereunder.
8. No alteration either in quantity or quality of the items indented or in the period of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the Corporation in writing.
9. In the case of printing work, if it is found that the press is unable to complete the job after submission of two consecutive proofs or if it is found that the Press is unable to carry out the instructions given, the order may be withdrawn by the Corporation, in which case the Corporation shall not be liable for payment to the damages or compensation but the press shall in such an event be liable to make good any extra charge that the Corporation may incur in getting the job done by another Press as per Clause No.7 above.
10. If the Press / Supplier fails to comply with provisions of the clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion or in case the Press/Supplier fails to comply with the provisions of any other clause. It shall pay to the Corporation liquidated damages at such rates as the rates of liquidated damages are at the rate of 1% of the value of the order for the first one week or part thereof delay; 2½% for the second week or part thereof delay, 5% for the third week or part thereof of delay and a maximum of 10% for a delay of more than 3 weeks. Such sum will be construed as and taken as liquidated damages and not as penalty, and the Corporation shall be at liberty to

Deduct such sums from any monies due to the Printer/Supplier under the presents orders or may otherwise recover the same separately.

11. All proofs should be submitted in duplicate.
12. A file copy of two ordered items should always be furnished to us in respect of all forms, books, brochures, booklets, etc., in addition to ordered numbers, free of cost, whether mentioned or not in the order form.
13. No advance payment will be made till the order is fully executed except that the Corporation may be in a particular case stipulate that payments will be against partial deliveries, in which case such partial payments will be made.
14. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the Headquarters of the Divisional Office and shall be subject to adjudication by a Court in that city.
15. Stores rejected after the receipt will have to be taken by the suppliers at their risk and cost.
16. Quotations should be sent in a sealed cover superscribed with the number of tender enquiry and due date of opening.
17. Please note that your offer should be kept open for minimum 30 days from the due date.
18. We reserve the right to reject any offer in part or full without assigning any reason. In the event of our accepting a part of any item of your offer, traded rate for full quantity shall be considered as valid unless specifically stated to the contrary in your offer. This does not necessarily mean that the lowest quotation will be accepted.
19. The Terms of Provisions of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance 2014, The Insurance Regulatory Authority of India (IRDA) is authorized to verify all such books of accounts, register, other documents and data base in the custody of the contractor in respect of services outsourced by Life Insurance Corporation of India. It shall be the duty of the contractor to provide such documents / Statements/information as may be required by IRDAI with in such time as may be specified by the IRDAI.
20. Any tender not in compliance with the above terms and conditions and the specification sheet will be liable to be rejected.

MANUFACTURER'S AUTHORIZATION FORM(MAF)
(To Be Submitted on Company (OEM's) letterhead)

To:

**The Senior Divisional Manager,
Life Insurance Corporation of India,
Divisional Office,
BELAGAVI-590011**

Dear Sir/Madam,

Re:Empanelment of Vendors

We, M/S.....

**..... who are established and reputed manufacturers of.....
..... having factories/depots at
..... and..... do hereby authorize(Name
and address of bidder)..... to
offer their quotation, negotiate and conclude the contract with you against the
above invitation for the Bid as one of our authorized dealers.**

**We hereby extend our commitment / standard guarantee and comprehensive
warranty as per terms and conditions of the above referred RFP for our products
offered against this invitation for bid by the above firm.**

**We also extend our back to back service support and assurance for availability of
our equipment, components and consumables as per terms and conditions of
empanelment notice.**

Dated at.....this.....day of..... 2026

Signature of the Company Secretary

Signature:

Name:

Designation:

Name & Address of the Company:

Seal of the Company:

Undertaking by the applicant regarding blacklisting

(To be submitted on applicant's letter head)

To:

**The Senior Divisional Manager,
Life Insurance Corporation of India,
Divisional Office,
BELAGAVI-590011**

Dear Sir/Madam,

Re:Empanelment of Vendors

Undertaking

I/Wehere by confirm that,
**We have not been blacklisted by The Life Insurance Corporation or by any PSU/
BFSI organization / Govt./ Semi Govt./ Quasi Govt. Departments in India as on
date of submission of application in response of the above.**

I/We also agree with the terms and conditions quoted in the tender.

Dated at.....this.....day of..... 2026

Signature with Seal

Name:

Designation:

Sealofthe Company/Firm/Vendor/Service Provider

DETAILS OF THE EXISTING CLIENTS

(Separate Sheet must be submitted for each client)

Name of the Company	
Address of the Company	
Details of contact person Name Designation Phone No: Mobile No: Email ddress	
Details of Material supplied in last 3years (RefNo,Date of Work Order with proof for order)	

(Please attach attested copies of Purchase Order executed or Certificate from Customer)

Dated at thisday of 2026

Signature with Seal

Name:

Designation:

Sealofthe Company/Firm/Vendor/Service Provider

APPLICATION FOR EMPANELMENT OF VENDORS/MANUFACTURES/SERVICE PROVIDERS

1. NAME OF THE FIRM /COMPANY & DATE OF ESTABLISHMENT	
2 .ITEMS YOU CAN SUPPLY/WORKS YOU CAN UNDERTAKE	
3.ADDRESS & TELEPHONE NUMBERS	
4. E-MAILID	
5.WHETHER PROPRIETORY /PARTNERSHIP/LIMITED COMPANY	
6. NAME OF THE PARTNERS / DIRECTORS/CHIEF EXECUTIVES AND THEIR PRESENT ADDRESS	
7.CONTACT PERSON & HIS CONTACT PHONE NUMBER	
8.NAMES OF BANKERS WITH ADDRESS	

<p>9. APPROXIMATE VALUE OF YOUR OUTPUT /TURNOVER PER YEAR (ENCLOSE COPIES OF LATEST IT RETURNS FOR LAST 3 YEARS)</p>	
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10. If firm is registered with NSIC/DIC/MSME, enclose the copy of certificate	
11. FIRM / COMPANY'S REGISTRATION NO AND DATE OF RENEWAL (enclose copy of Registration certificate)	
12. FIRM/COMPANY'S PAN NO (enclose copy of the PAN card)	
13. GST REGISTRATION NUMBER	
14. TOTAL NUMBER OF EMPLOYEES AND NUMBER OF WORKING HOURS	
15. NAMES OF OFFICES OF 'LIC' WHERE YOU HAVE CARRIED OUT WORK DURING PAST 3 YEARS (enclose copy of order received from LIC)	
16. NAME OF AT LEAST SIX OF YOUR MOST VALUED CLIENTS AT THE PRESENT TIME	
1	
2	
3	
4	
5	
6	

17. ARE YOU EMPANELLED IN ANY OTHER LIC OFFICE (enclose copy of empanelled letter)	
18. ARE YOU EMPANELLED IN ANY OTHER INSTITUTIONS (enclose copy of empanelled letter)	

19. MENTION ANY OTHER SPECIALITY OF YOUR ESTABLISHMENT RELEVANT HERE	
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DECLARATION:

I/We _____ (name
of the firm/company) carrying on
_____(nature of work) , request
Life Insurance Corporation of India, Belagavi Division to consider for
inclusion of My /our firm /Company 's name in the list of their approved
panels. I /We agree to strictly abide by the Terms and conditions of the
Tenders, to be floated and also agree to extend all co-operations to LIC of
India.

Date:

Place:

Signature with firm seal.

Note : Registration fee of Rs 295 /- (Rs Two Hundred Ninety five only)by DD/Cash remitted to our Divisional Office Cash counter or DD payable at Belagavi drawn on LIC of India, Belagavi, should be enclosed with the application and should be submitted within 15.30 PM on 20.01.2026 (during office hours).