

**TENDER FOR**  
**EMPENALMENT OF VENDORS**  
**UNDER VARIOUS CATEGORIES**  
**FOR**  
**LIFE INSURANCE CORPORATION INDIA**  
**ROHTAK DIVISION**

**Last date of Submission**  
**09.02.2026 upto 4.30 PM**

## NOTICE

### Notice for Invitation of applications for empanelment to various Categories

Life Insurance Corporation of India, Divisional Office, Rohtak 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 3 years in the field to Government/PSU/Reputed organizations etc.

Category Sl. No.	Categories Description	Average Turnover (during last three Financial years)
1.	Computer Continuous Stationery – Printed / Blank (Paper, Premium receipts, Payment vouchers etc.)	10 Lakhs
2	Printing and supply of Envelopes , Policy Dockets, PVC/Plastic wallets/ folders etc.	10 Lakhs
3.	Printing & Supply of Printed Forms stationery & Registers.	8 Lakhs
4.	Printing & Supply of Visiting Cards / Identity Cards/ Name plates & Rubber Stamps etc	2 Lakhs
5.	Supply of IT Consumables – OEM Authorization required.	10 Lakhs
6.	Fire Alarm & Smoke Detection System/ Fire Extinguishers Suppliers and Maintenance	5 Lakhs
7.	Flex board/Banners/Sign Board/Hoardings/glow Sign Boards 3M	10 Lakhs
8.	Supply of Water Purifiers, RO Systems/Aqua Guards	5 Lakhs
9.	Digital & offset screen printing/ Forms/Publicity Broachers/ Booklets/ Publicity material/ pamphlets/ Leaflets/Club Stationery/Posters/ Agency kit /Folders etc.	10 Lakhs
10.	Supply of UPS SMF batteries - OEM Authorization required	10 Lakhs
11.	Supply of Note counting machine & fake note detection machines - OEM Authorization required	10 Lakhs
12.	Supply of Air Conditioners, Air Coolers & Refrigerators - OEM Authorization required	10 Lakhs
13.	Supply of Gift items/ Trophy and sales promotional material/ Canopy/ Standee/ Memento etc.	10 Lakhs
14.	Supply of Wall Fans, Ceiling Fans, Desert Coolers, Exhaust Fans, Hot Case, Ovan, & others electric items.	10 Lakhs
15	Furniture and Fixtures such as : Office tables (Iron & Computer), Chairs (s-type, visitors, revolving, computer), Filing Cabinets, Almirahs, Iron Safes, Fire/Water Proof storage equipments, Policy Racks etc.	10 Lakhs
16	Telecommunication equipments such as EPABX, Intercom & Maintenance and Data/IT cabling	10 Lakhs
17.	Supply of Fire fighting equipments – OEM Authorization required	10 Lakhs

18.	CAMC & Purchase of Water Coolers/Dispensers	5 Lakhs
19.	Supply of UPS, UPS Batteries and Inverter Batteries etc.	5 Lakhs
20.	News Paper Advertising Agencies	5 Lakhs
21.	Pest Control Services/Anti Termite Treatment works	2 Lakhs
22.	Railway & Air Ticket Booking Agencies, Travel Agency (IATA approval required)	10 Lakhs
23.	CAMC of UPS & Batteries	3 Lakhs
24.	CAMC of Air Conditioners & Air Coolers	3 Lakhs
25.	CAMC of Water Purifiers, RO Systems/Aqua Guards	3 Lakhs
26.	Refilling of Tonners/printers Ribbon/ink cartridges/CDs etc.	2 Lakhs
27.	Repair and Maintenance of Office Chairs and Dry Cleaning of Chairs, Sofa and Curtains	2 Lakhs
28.	Taxi & Transport Services	5 Lakhs
29.	Courier Services	5 Lakhs
30.	Civil Works, Wooden Works, Water supply & Sanitary Installation works, Painting works	5 Lakhs
31.	All Electrical Works including repair and maintenance	5 Lakh
32.	Table Stationery & office Stationery	5 Lakhs
33.	Wall Painting services	5 Lakhs
34.	Mobile Publicity Van etc.	3 Lakhs

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

**Interested Firms/Vendors / Suppliers/Companies & Service Providers are requested to apply on or before 09.02.2026 in prescribed application forms.**

Application Format containing Terms & Conditions for Empanelment to various services is available on our website <[www.licindia.in](http://www.licindia.in)> from 20.01.2026 to 09.02.2026. Last date for submission of duly filled Application in the given format along with DD of Rs. 118/- ( 100+18 Rupees One Hundred Eighteen only) including GST to our office addressed Divisional Office LIC of India, S.C.O 3,4,5 Sector-1 HUDA Rohtak will be 09.02.2026 on or before 4.30 p.m.

**The Envelope should be superscribed as “Empanelment of Printers/Firms/Suppliers/Service Providers/Dealers ( as appropriate) along with respective Sl. No .....)” and to be submitted in OS Department, LIC of India, Divisional office, Sector-1, Rohtak. Application submitted by post or through courier service should reach our office on or before the last date 09.02.2026.**

**Note:**

- 1. Existing Empanelled Firms should 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 on website only.**

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

**Sr. Divisional Manager**

मण्डल कार्यालय, एस.सी.ओ.-3,4,5 हुडा सेक्टर 1 रोहतक – 124001

**Notice for Empanelment of Firms/Vendors / Suppliers/Companies & Service Providers**

Sr.	Activity	Details
1	Advertisement	Dated : 20.01.2026
2	Application Form	Provided herewith and can also be purchased from the above mentioned address from <b>20.01.2026 To 09.02.2026</b> during cash hours i.e 10.00 AM to 3.45 PM on working days. It would also be available on our website- <a href="http://www.licindia.com">www.licindia.com</a> /tender – link. Any corrigendum regarding modification/ addition in empanelment conditions of the empanelment shall be uploaded on our official website.
3	Empanelment Fee	Fee 118/- (One Hundred Eighteen only) (Fee 100+18 GST) (non-refundable).Payable by way of cash at cash counter of Divisional Office, Rohtak/ Demand Draft favouring LIC OF INDIA drawn on any scheduled bank payable at ROHTAK..
4	Address for submission of bid (To be put in Tender Box)	Manager (OS) Life Insurance Corporation of India, Divisional Office , SCO-3,4,5 Sector-1 ROHTAK-124001(HR)
5	Submission of Application Forms  Last Date and Time	Vendors/ Suppliers / Service Providers fulfilling the eligibility conditions mentioned in the empanelment application form should submit application form along with required papers in sealed covers super scribed as " Empanelment category name and category Number also.  <b>9th February 2026 to 05.30 P.M</b>
6	Opening Date / Venue	The sealed covers having Empanelment papers will be opened by the Tender opening committee on <b>10<sup>th</sup> February 2026 at 11:00 AM</b> in the presence of applicants or one of their representatives who wishes to attend. Venue address as mentioned above at S.NO.4.
7	Validity of Empanelment	3 Years from the date of approval and extension for one year after approval from Competent Authority.
8	Contact Details	MANAGER(OS) Telephone No. 01262-228329,228336 E mail id – <a href="mailto:os.rohtak@licindia.com">os.rohtak@licindia.com</a>
9	Official Website (URL)	<a href="http://www.licindia.in/tender notice">http://www.licindia.in/tender notice</a>

The Empanelment application and Document can be downloaded from our website <http://www.licindia.in> (tender notice). In case there is any change in the schedule or any correction the same will be displayed on our web site and no separate intimation will be given.

**Sr. Divisional Manager**

### APPLICATION FORM FOR EMPANELMENT OF FIRM

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

**Sr. No. of Category:**

**Name of Category :**

#### Part (A) Applicant's Information

Sr. No.	Information Sought	Information Provided
1	Name of the Firm (In Block Letters)	
2	Date of Establishment /Incorporation ( The firm should have been established 3 years before)	
3	Registration No. for registration under Companies Act,1956(Please enclose photocopy of certificate)	
4	Correspondence address and telephone no. with email ID	
5	Address of Head Office (If separate) and telephone No.	
6	Status Proprietary/Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/Directors	
8	Name of Chief Executive with his present address and Telephone Nos.	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs and his Contact Number.	
10	Name of Bankers with address & Telephone Nos., IFSC Code & A/c No with whom you maintain the bank accounts ( Copy of cancelled cheque leaf )	
11	PAN No. of the Firm (Copy to be Enclosed)	
12	Labour License Nos. and validity under various section of Labour laws ( Central Govt.). (Copy to be Enclosed).	

13	Whether the firm is GST compliant. Please mention the GST registration number (Copy to be Enclosed)	
14	E.P.F. Registration No.(Please enclose photocopy of certificate)	
15	E.S.I. Registration No.( Copy to be Enclosed)	
16	Date of obtaining ISO 9001:2008 certificate and its validity up to -----.( Copy to be Enclosed)	
17	Details if registered with any other Government Authority	
18	State the latest Income Tax assessed year and amount of tax assessed (Copies of last 03 years, IT Return, Balance Sheets & Revenue A/c to be enclosed) Duly attested by firm.	
19	Turnover for the last three financial years ( Proof to be enclosed )	F.Y 2022 - 23 _____ F.Y 2023 - 24 _____ F.Y 2024- 25 _____
20	Details of item/service supplied to any office of LIC of India and /or prestigious P.S.U.(Central), (Copy to be Enclosed)	
21	Mention any other specialties of your Establishment	
22	Whether holding certificate under shops and establishment act (If Yes renewed copy to be enclosed).	
23	Is the firm is registered under the factories act, Details of License No. (if yes renewed copy to be enclosed)	
24	If your firm is empanelled with any of office of LIC of India or any other PSU (Central). Please give name, address & since when you are empanelled with them.(Attach proof)	
25	Have you ever been blacklisted by LIC of India or PSU/BFSI organization/Govt./Semi Govt./Quasi Govt. Departments in India as on date of submission of bid	
26 a)	Is your firm registered as MSME Attach certificate	
(b)	Is your firm registered as NSIC Attach certificate	
27	Whether proprietor/owners of the firm belong to SC/ST. (Please specify & submit proof).	



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA  
मण्डल कार्यालय, एस.सी.ओ.-3,4,5 हुडा सेक्टर 1 रोहतक - 124001

### **Terms & Conditions for empanelment:**

1. The applicant firm/supplier should be in the same activity for at least 3 years as described in application form. (Copy of proof must be enclosed).
2. The turn over mentioned for each item in the notification should be strictly complied with.
3. The firm should be on the approved panel of at least two PSUs or large public limited companies or MNCs. ( Attach proof)
4. The Firm/supplier should have registration with State & local authorities for running the business/service activities etc. (Copies of proof to be enclosed).
5. Certificate of satisfactory completion of work/supply issued by department / Authority must be attached.
6. The firm/supplier should keep sufficient stock in hand so as to comply with our urgent needs without delay.
7. In 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 (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor to provide such documents/statements/ information as may be required by the IRDAI within such time as may be specified by the IRDAI.
8. All certificates should be attested by the authorized official of the firm.
9. Application fee of Rs.118/- (Non refundable) is to be paid either in our cash counter or by DD in favour of LIC of India payable at Rohtak.
10. Firms/ suppliers who have been black listed/removed by LIC of India earlier should not apply. If they apply, their applications will not be considered.
11. Senior Divisional Manager, LIC of India Rohtak Division reserves the right to accept or reject any/all applications without assigning any reason whatsoever.
12. Incomplete and conditional application of empanelment will be rejected.



मण्डल कार्यालय, एस.सी.ओ.-3,4,5 हुडा सेक्टर 1 रोहतक – 124001

### Declaration

1. I request the life Insurance Corporation of India, Divisional office, Rohtak to consider/ inclusion of my/our name in the list of their approved firms/suppliers.
2. I/We have read the instructions and I/We understand that the information furnished now if found false at a later date, any contract made between ourselves and the LIC of India on the basis of the information given by me/us can be treated as invalid at the sole discretion of the LIC of India and I/We will be solely responsible for the consequences.
3. I/We agree that the decision of the LIC in selection of Manufacturer/printers/vendors/ Contractor/ service providers will be final and binding on me/us.
4. All information furnished by me hereunder is correct to best of my knowledge and belief.
5. I/We agree that I/We have no objection if inspection of my/our premises/workshop, shop etc. is done by the officials of the LIC of India.

Signature

Place: Name & Designation

Date: Seal of the firm/ Company  
Phone No.



## Annexure- F

### Details regarding GST Registration

<b>Constituents/Customer/Vendor Details</b>	
<b>Name</b>	
<b>Address(As per registration with GST)</b>	
<b>City</b>	
<b>Postal Code</b>	
<b>Region/State(Complete State Name)</b>	
<b>PAN Number</b>	
<b>GST ARN Number</b>	
<b>GSTIN Provisional ID No.:</b>	
<b>Type of Business(As per registration with GST)</b>	
<b>Contact Person</b>	
<b>Phone Number:</b>	
<b>Mobile Number:</b>	
<b>Email ID:</b>	
<b>Service Accounting Code/HSN Code</b>	

**Signature of vendor with official seal**



**Part ( B) Check List of enclosures – ( Advised to tick Yes or No as applicable )**

Sl. No.	Items	Proof Enclosed
1.	MSME/ NSIC registration certificate valid as on date	Yes/ No
2.	Status proprietary / Partnership / Private Limited Company /Public Limited Company	Yes/ No
3.	Is the firm registered under the factories Act? If so, state ( A ) License No.	Yes/ No
4.	Date of renewal of License ( Copy of license to be enclosed )	Yes/ No
5.	PAN NO. (Please enclose photocopy)	Yes/ No
6.	ESI Registration No. if any	Yes/ No
7.	EPF Registration No. if any	Yes/ No
8.	G.S.T. No.	Yes/ No
9.	Labour License Nos. and validity under various section of Labour laws ( Central Govt.). Please enclose Photocopy of certificate).	Yes/ No
10.	Whether holding certificate under shops & establishment act, if "Yes" duly renewed copy should be enclosed.	Yes/ No
11.	State the latest income tax assessed year and the amount of tax assessed ( Attested copies of last 3 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	Yes/ No
12.	Annual turnover ( CA certified copies to be enclosed)	Yes/ No
14.	If your firm is empanelled with any of office of LIC of India or any other PSU (Central). Please give name, address & since when you are empanelled with them. ( Attach proof )	Yes/ No
15.	Registered in GeM portal	Yes/ No
16.	Date of obtaining ISO 9001:2008 certificate and its validity up to ----- (Please enclose photocopy of certificate if available)	Yes/ No
17.	Details of item/service supplied to any office of LIC of India and /or prestigious P.S.U.(Central). (Please enclose photocopy of certificate)	Yes/No
18	The Envelope should be super – scribed as "Empanelment of Printers/Firms/Suppliers / Service Providers/Dealers (as appropriate) along with respective category Sl. No .....	Yes/ No

**Signature**

**Place:**

**Name & Designation**

**Date:**

**Seal of the firm/ Company**