



## *Kolhapur Divisional Office*

Centre Point Complex, Station Road, Kolhapur - 416 001  
Tel.No.0231-2653587, 9425031367 (Shri A.K. Das), 9372344055  
(Mrs P.C.Bhurke) E-mail: [os.kolhapur@licindia.com](mailto:os.kolhapur@licindia.com)

### EMPANELMENT FOR SUPPLY OF GOODS AND SERVICES

L.I.C. of India, Kolhapur Divisional Office is inviting applications from vendors for EMPANELMENT ( For the period of three years) for supply of following products as well as services:-

Sr No.	Category/Description of Services required	Sr No.	Category/Description of Services required
1	Printing and Supply of blank/pre-printed Computer Continuous Stationery	19	Supply of Courier Services for local (Kolhapur Dist), within Ratnagiri and Sindhudurg District Branches
2	Supply of Computer Consumables	20	Water Tank Cleaning
3	All kinds of Table Stationery	21	Supply/Maintenance servicing of Fire Extinguishers and fire alarm
4	Printing and Supply of various Offset Forms/Ledgers	22	Providing services for Pest Control and Rodent treatment etc
5	Printing and supply of Cloth/Craft envelopes/ordinary envelopes	23	Supply/Maintenance/Servicing of Telecommunication equipment such as EPABX Systems
6	Supply/Maintenance/Servicing of Franking Machines	24	Book Binding jobs
7	Carpentry Work	25	Scrap Dealers
8	Transportation Services for transporting Goods/Stationary/Furniture items	26	CCTV surveillances system supply/installation/annual maintenance services
9	Suppliers for Cleaning materials	27	Supply of I-Cards, Visiting Cards, Name plates, Office Stamps(Rubber/Nylon)/Flex/Banners
10	Agents for Air Ticket, Railway Tickets Booking ,Hiring Taxi Services	28	Air Cooler Supply & Annual maintenance services
11	Supply/AMC/Servicing of Note Counting machines	29	Hiring of DG set & annual maintenance services
12	Supply/Maintenance/Servicing of Water Coolers, ROs, Water Purifiers etc	30	Supply of Inverter & annual maintenance services
13	Hiring/Maintenance of Air coolers/Conditioners	28	Supply and Services for House Keeping
14	Supply/ Maintenance/Servicing of furniture and fixtures	29	Suppliers for Curtains, Table cloths ,Carpets
15	Suppliers for Packaged drinking water	30	Catering or canteen Services
16	Office cleaning activity	21	Glow sign board servicing
17	Supply of UPS and servicing	32	Supply and servicing of AC
18	Supply and servicing of batteries		

All interested Vendors are requested to contact OS Dept. on the above address and for more details and application forms, please log on to [www.licindia.in](http://www.licindia.in) (click on tenders). Collect the Form of Empanelment and submit the same along with necessary enclosures on or before 25.02.2026 please.

**SR. DIVISIONAL MANAGER**



## कोल्हापूर विभागीय कार्यालय

Centre Point Complex, Station Road, Kolhapur - 416 001  
Tel. No. 0231-2653587, 9425031367 (Shri A.K. Das), 9372344055  
(Mrs P.C. Bhurke) E-mail: os.kolhapur@licindia.com

### वस्तू व सेवा पुरवठ्यासाठी पॅनेलमेंट

#### भारतीय जीवन विमा महामंडळ, कोल्हापूर विभागीय कार्यालय

भारतीय जीवन विमा महामंडळ, कोल्हापूर विभागीय कार्यालयामार्फत पुढील वस्तू व सेवांच्या पुरवठ्यासाठी तीन वर्षांच्या कालावधीसाठी पॅनेलमेंटसाठी विक्रेत्यांकडून अर्ज मागविण्यात येत आहेत.  
वस्तू तसेच सेवा यासाठी:-

अ.क्र.	आवश्यक सेवा / वस्तूंचा तपशील	अ.क्र.	आवश्यक सेवा / वस्तूंचा तपशील
1	को-या/पूर्वमुद्रित संगणक स्टेशनरीची छपाई व पुरवठा	19	स्थानिक (कोल्हापूर), रलागिरी व सिंधुदुर्ग जिल्हा शाखांसाठी कुरिअर सेवा
2	संगणक उपभोग्य वस्तूचा पुरवठा	20	पाण्याच्या टाकीची स्वच्छता
3	सर्व प्रकारची टेबल स्टेशनरी	21	अप्रिशमन उपकरणांचा पुरवठा/देखभाल/दुरुस्ती
4	विविध ऑफसेट फॉर्मलेजरची छपाई व पुरवठा	22	कीटिक व उंदीर नियंत्रण सेवा
5	कापडी/क्रापट/साध्या लिफाप्यांची छपाई व पुरवठा	23	EPABX सारख्या द्वारसंचार उपकरणांची देखभाल
6	फ्रॅकिंग मशीनचा पुरवठा/देखभाल/दुरुस्ती	24	ब्रूक बाइंडिंग कामे
7	सूतारकाम	25	भंगार विक्रेते
8	वस्तूस्टेशनरी/फर्निचर वाहतुकीसाठी वाहतूक सेवा	26	सीसीटीव्ही यंत्रणा पुरवठा/प्रतिष्ठापन/वार्षिक देखभाल
9	साफसफाई साहित्याचे पुरवठादार	27	आय-कार्ड, व्हिजिटिंग कार्ड, नेम प्लेट, ऑफिस स्टॅम्प, फ्लेक्स/बॅनर
10	एअर/रेल्वे तिकीट बुकिंग एजंट व टॅक्सी भाडे सेवा	28	एअर कुलर पुरवठा व वार्षिक देखभाल
11	नोट मोजणी मशीनचा पुरवठा/AMC/दुरुस्ती	29	भाड्याने DG सेट पुरवठा व वार्षिक देखभाल
12	वॉटर कुलर, RO, वॉटर प्युरिफायर देखभाल/दुरुस्ती	30	इन्हर्टर पुरवठा व वार्षिक देखभाल
13	एअर कुलर/एअर कंडिशनर भाड्याने देणे व देखभाल	31	हाऊसकीपिंग सेवा व पुरवठा
14	फर्निचर व फिक्स्चर पुरवठा/देखभाल/दुरुस्ती	32	पडदे, टेबल क्लॉथ, कार्पेंटस पुरवठादार
15	पैकेज पिण्याच्या पाण्याचे पुरवठादार	33	कॅटरिंग किंवा कॅटीन सेवा
16	कार्यालयीन साफसफाई	34	ग्लो साइन बोर्ड सर्किंसिंग
17	UPS पुरवठा व देखभाल	35	एसी पुरवठा व सर्किंसिंग
18	बॅटरी पुरवठा व सर्किंसिंग		

सर्व इच्छुक विक्रेत्यांनी वरील पत्त्यावर OS विभागाशी संपर्क साधावा. अधिक माहितीसाठी व अर्ज फॉर्मसाठी [www.licindia.in](http://www.licindia.in) (Tenders) संकेतस्थळास भेट द्यावी. पॅनेलमेंट अर्ज फॉर्म घेऊन आवश्यक कागदपत्रांसह दिनांक २३.०२.२०२६ पर्यंत सादर करावा.

तरिष्ठ विभागीय व्यवस्थापक

Divisional Office, Centre point Complex, Station Road, Kolhapur, 416002

**APPLICATION FORM FOR EMPANELMENT OF FIRM**

S.No. of Category:

Name of category:

**(Separate application is to be submitted for each Category)**

**ANNEXURE  
'A'**

**Conditions for empanelment:**

1. The Firm/Supplier/Service Provider should be in profession for at least 3 years (copy of registration certificate must be enclosed).
2. The Firm/Printer/Service Provider should be on the approved panel of at least 3 reputed firms out of which at least one should be Public Sector or Govt. undertaking.
3. The Firm/Supplier/Printers/Service Provider should have registration with state and local authorities for undertaking the profession (Copies of State Registration and BNC license to be enclosed).
4. Printers should have sufficient space for operating printing, binding and other activities and sufficient storage space at one place only.
5. The firm/supplier should keep sufficient stock in hand so as to comply with urgent need without delay.
6. Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of valid authorized dealership certificate must be enclosed).  
Suppliers of computer consumables should be authorized Distributors of the brand. Letters of authorization are must.
7. The Firms will be empanelled only after positive recommendation of committee duly constituted to visit and inspect the premises / workshop etc. of the applicants.
8. All applicants are required to affix the signature and seal of the Authorized official of The Company/Firm on each page of Annexure "A" in acceptance of terms and conditions therein. If firm is empanelled with Life Insurance Corporation of India, kindly attach the concerned letter.
9. For any enquiry / Clarifications you may contact to Anand k Das (9425031367) or Mrs Poonam Bhurke (9372344055)

**Annexure A**  
**APPLICATION FOR FIRM/SUPPLIER/SERVICE PROVIDER**

**PART I :: GENERAL INFORMATION**

SL.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED
1.	Name of the Firm(IN BLOCK LETTERS)	
2.	Date of Establishment /Incorporation of the Firm	
3.	Correspondence address and Telephone no/contact  no. with e mail address	
4	Address of head office (if separate) and Tele. no. /Mob. No.	
5	Address of local office (at Kolhapur) with Tele. No. and Mob. No.	
6	Give details of Business/Profession	
7	Details of products available/services provided by you. You can enclose separate sheet/letter head for giving details)	
8	STATUS: Whether Partnership/Private ltd. Company/Public limited company/Proprietorship	
9	Name of the Partners/Directors and their Contact / Mobile Nos./Mail ID	
10	Name of the Chief Executive with his present address and telephone/mobile nos./Mail ID	
11	Name of Representative(s) indicating Designation who would be calling on us and attending to our jobs ( with Telephone and Mobile Nos./Mail ID)	
12	Name of Banker with address and Telephone Nos.	
13	Is the Firm/Agency registered under the Shop and Establishment Act?  A License No. B Date of last renewal of license ( Copy of license to be enclosed) C PAN NO (Enclose photo copy) D TAN NO. if any E GST No. (Enclose photo copy) F ESIS No. if any (Enclose photo copy) G EPF Registration NO., if any (Enclose photo copy ) H Labour license no. and validity under section of Labour Laws (Enclose photo copy)	
14	Whether holding certificate under shop and Establishment Act duly renewed (Copy should be enclosed)	
15	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last three years, IT Returns, Balance Sheets and Revenue A/c to enclosed)	

16	Turn over for last Three Years  FY 2024-25  FY 2023-24  FY 2022-23	
17	Website Address of Company/Firm	
18	Whether Black listed by any Govt. Deptt./ Public Sector Company?	
19	Are you agree to make deliveries of materials and services to the Corporation's offices at Kolhapur ,Sindhudurg and Ratnagiri District.	
20	Do you agree to abide strictly by the Terms and Conditions? (Copy annexed)	
21	Total Numbers of employee	Permanent _____      Temporary _____ Skilled _____      Unskilled _____
22	Number of shifts you work normally	
23	Timing of shifts	
24	Weekly holidays	
25	Names of offices of the LIC of India whose work you may have done during the last three years. Mention only those offices for which you have done sizable jobs or constant work. (Details of jobs done to be given).Enclose copy of Empanelment Letter.	
26	Name, Addresses and Telephone Nos. of some your most valued clients (separate list may be enclosed)	
27	Mention any other specialties of your Firm/Establishment	

Note: Please type this form or fill it legible in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

SIGNATURE:

NAME:

SEAL OF THE FIRM: