



OS Department, 2nd Floor, DIVISIONAL OFFICE, Jeevan Prakash", Bistupur,
Jamshedpur-831001
E-mail: os.jamshedpur@licindia.com

NOTICE FOR EMPANELMENT OF VENDORS UNDER VARIOUS CATEGORIES

Applications are invited from intended Vendors/Suppliers/Distributors/Firms/Service Providers for supply of items or providing Services to Life Insurance Corporation of India, Divisional Office, at Jamshedpur under following Categories.

Sl.No	Category	Tick Select
1.	Transport Services (Small trucks, Middle & Small Pickup Van)	
2.	Photocopy/Xerox Services – (for Jamshedpur)	
3.	Travel Agents (Air/Rail Tickets)	
4.	Digital Photography/Identity Cards Services	
5.	Pest Control and Rodent Control Service	
6.	Glow Sign Board	
7.	Courier Services	
8.	UPS Batteries	
9.	Car Rental Services	
10.	Fire Extinguishers	
11.	Chairs repairs and Cleaning	

Application Fee for Empanelment : Rs. 590.00 (including 18% GST). **NON REFUNDABLE**

MR No: _____ Date: _____
or
D/D Number _____ Dt: _____
Drawn on _____

The interested Vendors/Firms desirous to be empanelled are required to apply in prescribed form which can be downloaded from our website www.licindia.in/Tenders or personally contact **OS Department, Divisional Office, Jamshedpur**. The closed envelope containing Application Form & other documents should be marked as **"Application for Empanelment of Vendors for Category/ies _____"** & to be submitted to the Manager (OS) at the above address. The Corporation reserves the right to accept or reject any/all applications without assigning any reason thereof. The last date of submission of application is 5.00 PM on 11.03.2026.

Date:

SENIOR DIVISIONAL MANAGER



GENERAL TERMS AND CONDITIONS

Life Insurance Corporation of India, Divisional Office, Jamshedpur invites applications for empanelment of Vendors/Suppliers/Distributors/Firms/Service Providers under various categories as mentioned in the notice above having valid registration for supply of the above items / services to the Divisional Office mentioned in Notice for Empanelment on or before 11th March, 2026 up to 5:00 pm in a closed envelope super scribing "Application for Empanelment of Vendors for Category/ies _____" addressed to The Manager (OS), L.I.C. of India, Divisional Office, Jeevan Prakash, Bistupur, Jamshedpur-831001.

1. The Firm / Vendor / Dealer should have preferably 2 years' standing.
2. Applicant has to clearly mark(v) the category for which he/she is applying
3. Separate Forms are to be used for each Category.
4. Application Fee for Empanelment is Rs.590.00 (including 18% GST) per Category.
(Non Refundable)
5. The Firm / Vendor / Dealer applying must have PAN & GST Registration both.
6. Vendors/Suppliers/Distributors/Firms/Service Providers, who have been black listed / debarred earlier by any office of the Corporation, should not apply. If applied, their application will not be considered. An undertaking must be submitted regarding this.
7. Applications incomplete in any respect will not be entertained and are liable to be rejected.
8. The duration of empanelment will be from 01.05.2026 to 30.04.2029.
9. Application Form (Annexure A) for Empanelment can be downloaded from our website www.licindia.in or can be obtained from OS Dept., L.I.C. of India, Divisional Office, Jamshedpur.
10. The applications duly completed along with enclosures should be signed by the authorized person and his/her name and status should be indicated below with his/her signature along with Office seal/stamping of the Firm.
11. The existing Vendors on the Panel of other offices of LIC of India are required to apply afresh for Empanelment.
12. The vendors empanelled with ECZO, Patna for (category - 6, 8, and 10) as on date need not apply afresh. They will be automatically being on our list of panel after submitting the empanelled copy.
13. The applications received after the due date and time will not be entertained and therefore deemed to be rejected.
14. The applications submitted with enclosures will be evaluated/scrutinized by the competent committee/authority and short listing will be done after the recommendations made by the said committee / authority.
15. At any point of time, if any of the documents furnished by the Vendors / Distributors/ Suppliers/Service Providers are found to be false / incorrect, it would be deemed to be breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.

16. Incomplete and conditional applications may be rejected.
17. The Corporation reserves the right to include/exclude/cancel the name of the Firm / Vendor / Dealer/Service Provider from its approved list at their absolute discretion without assigning any reason.

**Senior Divisional Manager,
Jamshedpur Division**

Tender Terms and Conditions mentioned above are accepted.

Signature of Tenderer Seal of Firm

Place: _____

Date: _____

**Note: The Corporation reserves the right to cancel the name of the supplier/firm
From its approved lists at their absolute discretion without assigning any reason.**



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

Annexure-A

APPLICATION FOR EMPANELMENT OF FIRM/SUPPLIER/SERVICE PROVIDER

PART 1: GENERAL INFORMATION

S.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED	
Applying for the Category		Category No.	
		Category Name	
1	Name of the Firm (In Block Letters)		
2	Date of Establishment/Incorporation		
3	Correspondence address and Telephone/Mobile No. & Email id		
4	Address of Head Office (if Separate) and Telephone No.		
5	Status of the Firm: Proprietary/Partnership limited company/Public Limited Company		
6	Name of Partners/Directors		

7	Name of Chief Executive with his present addresses and Telephone Nos.	
8	Name of Representative/(s) with Designation who would be calling on us and attending to our jobs.	
9	Name of bankers with addresses & Telephone Nos. including NEFT details	
10	<p>Is the firm is registered under the factories Act? If so, state</p> <p>(a) License No.</p> <p>(b) Date of renewal of License (copy of license to be enclosed)</p> <p>(c) Pan No.</p> <p>(d) ESIS No. if any</p> <p>(e) EPF registration No. if any</p> <p>(f) MSME, if any</p> <p>(g) SC,ST,OBC,GEN</p> <p>(i) GST Registration No.</p>	
11	Whether Holding Certificate under Shops Establishment Act(enclose renewed copy)	
12	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts	
13	If your firm is empanelled with any of office of LIC of India or any other PSU (Central) Please give name and address.	

14	Mention any other specialties of your establishment.	
15	Whether Black listed/ Debarred by any Govt. dept/Public Sector Company	

Note: Please type this form or fill it legibly 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.

I/WE _____

request Life Insurance Corporation of India, Divisional Office Jamshedpur to Consider inclusion of my/our name in the list of their approved firms/suppliers. We will live up to your expectations.

Dated at _____ this _____ day of _____ 2026

Signature with seal (Vender/Firm)

Name:

Designation:



Annexure-B

DECLARATION

1. I / We have read the instructions and Conditions for empanelment and I / We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information submitted by me / us can be treated as invalid at the sole discretion of the Corporation and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of the Corporation in selection of Vendors/Firm/Supplier/Service Provider will be final and binding on me / us.
3. All the information furnished by me hereunder is correct to the best of my / our knowledge and belief.
4. I / We agree that I / We have no objection if inspection of my / our premises / workshop / shop etc is carried out by the officials / representatives of the Corporation.

Signature:

Name & Designation:

Seal of the (Vender/Firm):

Place:

Date: