

Dated: - 25.02.2026

M/s. _____

Reg: - Tender for Repairing and Drycleaning of Office Chair

We are sending you the Annexure "A" containing tender details and Annexure "B" list of items / services.

The tender documents will send to us in a Sealed Envelope. The last date for submission of tender is 12.03.2026 up to 15:30 pm. Tender shall be open at 16:00 pm on 12.03.2026.

Also we are sending this tender to you by mail as well as by Speed Post.

Our address is as under.

LIC OF INDIA, O.S.Deptt
Jeevan Prakash Building,
4 th Floor,25 KG Marg,
New Delhi-110001

Manager (OS)/DM

Annexure – A

DIVISIONAL OFFICE-I, JEEVAN PRAKASH, 25 KG MARG, NEW DELHI -110001
 TEL:01128844118, 011-28844129 email id:os.delhi-do1@licindia.com.

<u>TENDER FOR SUPPLY OF BACK SHEETS</u>		
<u>(ONLY FOR OUR EMPANELLED VENDORS)</u>		
S.NO.	ACTIVITY	DETAILS
1	Tender Date	25.02.2026
2	EMD & Security Deposit	RS 3000 /- (RS four thousand only) (refundable) by way of Demand Draft drawn on any Scheduled Bank payable at Delhi, DD Favouing LIC of India Security Deposit will be Rs.7500/- (Seven thousand five hundred only).
3	Tender Fee	295/- (Two Hundred Ninty fifty only) (non-refundable) by way of Demand Draft payable at Delhi. DD favouring LIC of India or by cash at cash counter at above address.
4	Address for submission of bid (to be put in Tender Box)	Manager (OS) Life Insurance Corporation of India, Divisional Office–I, 4 th floor, Jeevan Prakash,25 ,K G Marg, Connaught Place, New Delhi- 110001
5	Submission of Bids Date And Time	Vendors should submit sealed covers superscribed as "Tender for supply of " Repairing & Drycleaning of Chairs " and Name and address of Tenderer on or before 12.03.2026- 15:30 PM (last date of submission of tender).
		Sr Divisional Manager

List of Items / Services

S.No.	Description	Qty.	RATES INCLUSIVE OF ALL CHARGES EXCLUDING GST
1	Chair Cleaning & Polishing	Per Chair	
2	Change of Wheel	Per Wheel	
3	Change of Handle	Per Pair	
4	Change of Plate	I Unit	
5	Change of Base Plastic	I Unit	
6	Change of Base Steel	I Unit	
7	Change of Base Nylon	I Unit	
8	Change of Hydraulic	I Unit	
9	Change of Wooden Ply	I Unit	
10	Change of Foam & Cloth change 2 x 1	Per Chair	
11	Change of Cloth and Foam of Sofa Chair	Per Seat	
12	Sofa Dry Cleaning	Per Seat	

(SIGNATURE OF THE VENDOR WITH OFFICIAL SEAL)