



Jorhat Divisional Office,
'Jeevan Prakash', Rajabari, Jorhat,
OS Department, Jorhat-785014
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NOTICE FOR EMPANELMENT

Re: Empanelment of Firms/Printers/Suppliers/Vendors /Dealers/Service Providers under different categories under Jorhat DO

Applications are invited from the **Firms/Printers /Suppliers /Vendors /Dealers/Service Providers** having their establishment in or around Kolkata, already empanelled in other divisions of LIC for empanelment for Supply of stationery items, Printing stationery, Trophy, gift items, Event management, Maintenance and Service related jobs at Jorhat divisional Office and branches under it for the period from 1ST April 2026 to 31TH March 2029. The various categories are appended below:

<p>Category I</p> <ol style="list-style-type: none">1. Supply of table stationary items,2. Supply of stamp/visiting cards/pads/ I Card/Lamination work, Name Plate/Notice Board/Vinyl Board/ Inventory numbering,3. Supply and Maintenance of Telephones with EPBX,4. Supply of Crockery items,5. Supply of package Drinking water,6. Maintenance of Xerox machine,7. Repair of Furniture and fittings,8. Disposal of Scrap/waste paper/unserviceable furniture/ equipments,9. Disposal of E-Waste,10. Indoor Plants Maintenance,11. Shifting of Office Furniture: Almirah, Cabinet, Racks, Papers etc...
<p>Category II</p> <ol style="list-style-type: none">1. Supply of printing items/magazine,2. Supply of Steel Furniture: Almirah, Rack, Cabinet, Chair, Table etc...3. Supply of Plastic articles/Chairs/Tables,4. Maintenance of Fake Note Detecting & Note Counting machine,5. Supply of Fire Extinguisher, refilling, maintenance & training,6. Servicing of Fire Alarm and Sprinkler System,7. Supply & Maintenance of Water Cooler/Purifiers,8. Repair & Maintenance of AC machine,9. Civil (Builders) Maintenance Works,10. Electrical Maintenance Works,11. Sanitary & Plumbing with water work & maintenance,12. Installation, Repair & Maintenance of Network Cabling,13. Firms dealing with Pesticides/rat killers,14. Maintenance and / Repair of Modular Office Furniture in Modernised Set-up.15. Repair & Maintenance of UPS,16. Courier Services,17. Supply of Cloth/Curtains/Towel and other similar items,18. Supply of Computer Consumable items like, Printer ribbon, Printer heads, Ink cartridge etc.19. Repair & Maintenance of CCTV

Category III

1. Supply of continuous stationery items,

Category IV

1. Supply of Trophy,
2. Supply of Gift items / Mementoes.
3. Event Management (all inclusive e.g. travel, supply of foods at

meetings/events/conference, hotels/Venues, catering and related items.

Note: The hotel charges during the period of accommodation should be considered as per approved LIC rates applicable to different employee cadres.

The interested Firms/Printers /Suppliers /Vendors / Dealers/ Service Providers fulfilling eligibility criterion and agreeable to the set Terms & Conditions are requested to apply and submitted at our Office within 4.00 PM on 30th April, 2026. Necessary Application Forms can be downloaded from our website www.licindia.in view Tenders or may be obtained from OS Deptt. LIC of India, Jorhat Divisional Office, Jeevan Prakash, Rajabari, Jorhat-785014 Separate Application Forms are required for Printers.

The envelope should be super scribed as "Empanelment of Firms/Printers /Suppliers /Vendors /Dealers/Service Providers (as appropriate) along with respective Serial No....." and to be submitted in the Drop Box at OS Deptt., LIC of India, Jorhat Divisional Office, Jeevan Prakash, Rajabari, Jorhat-785014. The Applications sent through Post or Courier Services should reach our Office on or before last date.

Last date of submission of Completed Application Forms is upto 4.00 PM on 30.04.2026.

Note:

1. Existing empanelled Firms should apply for fresh empanelment.
2. Establishment interested for multiple categories have to submit application separately and to pay Application Fees separately.
3. Black listed firms/removed earlier, by any offices of LIC of India, should not apply (if applied will not be considered).
4. Any corrections or modifications of this Notice of Empanelment will be published in our website www.licindia.in as Corrigendum to the notice for Empanelment.

Date : 16-03-2026

SR. DIVISIONAL MANAGER