



OS Deptt , Eastern Zonal Office,
4, C.R.Avenue, Kolkata – 700072
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EZ/OS/2026-27 /Furniture Repair

Date: 01/06/2026

Empanelment of Service providers for Repair of Furniture in the premises of Eastern Zonal Office, Kolkata

Applications are invited from interested firms, situated in Kolkata for empanelment of Service providers for repair of furniture in the premises of Eastern Zonal Office to be valid for three (3) Years i.e from 01/07/2026 to 30/06/2029. The vendors desirous to be empanelled with us for repair of furniture may apply for getting empanelled on the panel of Life Insurance Corporation of India, Eastern Zonal Office.

Applications along with enclosures as per Annexure-A are to be sent at following address so as to reach us on or before 18th June 2026(Time:3:00PM)

Mr. P Banerjee, Administrative Officer

Office Service Department, 4th Floor

LIC of India, Eastern Zonal Office, Hindusthan Building,

4, C R Avenue, Kolkata-700072

The envelop should be super scribed as "**Application for Empanelment of vendors for furniture Repair**" and are to be dropped in Tender Box kept in O.S. department, 4th Floor/sent by Courier/post at the above mentioned address. Applications received after the due date and time shall not be entertained.

Zonal Manager (I/C)

Note:

1. Service providers who were already on the Zonal Office existing panel, should also apply for fresh empanelment.
2. Service providers who have been black listed/removed/cautioned earlier, should not apply. If they apply, their applications will not be considered.
3. In case of any dispute, the decision of the Zonal Manager shall be final and binding to all.

Condition for Empanelment:

1. The vendor should be in profession of repairing of furniture at least 3 Years (Copy of Registration certificate must be enclosed.)
2. Minimum average annual turnover during the last F .Y. should be 3 Lakhs
3. The vendor should be on the approved panel of at least 3 reputed offices out of which at least two should be Public Sector Undertaking or Bank or Government offices.
4. The vendor should have registration with the State of West Bengal & Local Authorities for undertaking the profession(copies of State registration and license to be enclosed)
5. The application fee for empanelment is Rs.Rs.236/- (including GST @ 18%)
Mode of payment of fee can be deposited at Zonal cash counter or Demand Draft in favour of "LIC of India, payable at Kolkata."
6. Vendors who are having their offices within West Bengal under Municipal jurisdiction of Kolkata, Howrah, Bidhannagar (Saltlake) , Rajarhat and Newtown only may apply for getting empanelled for repair of furniture in the EZO premises.

Life insurance Corporation of India Eastern Zonal Office

Application for Empanelment of service providers for furniture repair in the Eastern Zonal office

Details of the Firm of the Service provider

Sl No.	Details of the Service provider	
1	Name of the firm(In Block letter	
2	Date of Establishment/Incorporation	
3	Correspondence Address and Telephone No.	
4	Address of head office(If separate) and Telephone No.	
5	E-mail ID:	
	status: Whether Partnership/Private Ltd.	
6	Company /Proprietorship Company etc.	
7	Name of the partners:	
	Name of Chief executive with his present Address	
8	& Phone no.	
	Name and Designation of the representatives who	
9	would be calling on us and attending of our jobs	
10	Bank details	Bank Name: Bank Address: Bank account No. IFS Code
11	Licence valid upto(enclose a copy)	
12	PAN NO.(enclose a copy)	
13	GST NO.(enclose a copy)	
14	ESIS NO.(enclose a copy)	
15	EPF NO.(enclose a copy)	
16	Whether holding shop & Establishment Act, duly renewed(copy should be enclosed)	
17	State the latest Income Tax Assessed Year and the amount of Tax assessed(attested copies of last three Years IT Return)	
18	Name of the Offices of the LIC whose repair work you have done during the last three Years	
19	Are you MSME?(If Yes enclose certificate)	
20	Turnover last 3 Year	
Note:	Please type this form or fill it legibly in ink. If space provided is insufficient, please type or within the replies on a separate sheet giving appropriate question number and attach it to the form	