

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, Shrikrushna Peth, Near Dafrin Hospital,Amravati

Notice for Empanelment for LIC Of India Amravati Divisional Office

Applications are invited from Reputed Firms for Empanelment of Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service providers for LIC Of India, Divisional Office Amravati for supply of Printed, Computer Continuous, Table and Office stationery, Supply of Envelopes/ Folders/ IT/Computer Consumables, Cleaning materials, I-Cards, Rubber Stamps, Courier Services, Book binding, Advertising Services, Transport/Travel & Ticket Booking Services, Goods Transport Services, Pest Control & Rodent treatment, Water Tank cleaning services, Scrap dealers, Supply & Maintenance/Services of Water coolers, Water purifier, Fire Fighting equipments & services, supply of AC, UPS, Inverter Stabilizer, Note counting machines/Fake Note detector machines, Furniture and Fixtures supply & repair and maintenance, Carpentry work, Name Boards, EPABX Services etc.

For complete details and Empanelment documents please contact the O.S. Department at the below mentioned address OR log on to www.licindia.in under the link "Tenders".

Office Services Department,
LIC Of India, Amravati Divisional Office,
Shrikrushna Peth, Near Daffrin Hospital, Amravati-440601
Phone: 0721-2660489, 0721-2552210, email: os.amravati@licindia.com

The prescribed application form is available at our above web link. The same is also available at our Office at the above mentioned address in Cash OR by Demand Draft favouring LIC Of India of 295/- (250/- Application fees + 45/- GST) **(Non refundable)** during working hours except on All Saturdays and Sundays and public Holidays.

Last date for submission of documents for Empanelment is: **15.10.2026 till 4.00 PM**

LIC Of India reserves the right to accept OR reject any or all applications in full/part without assigning any reason whatsoever. The **Firms/Agencies that are on our Panel are also required to apply a fresh, if interested.**

Place: Amravati

Date: __/__/____

SR.DIVISIONAL MANAGER (I/C)

LIFE INSURANCE CORPORATION OF INDIA**“Jeevan Prakash”, Divisional Office, Shrikrushna Peth, Near Daffrin Hospital, Amravati-444601**

Applications are invited from reputed Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers for Empanelment on our Approved List as per following Sr. No., Name of Category and Minimum Turn over.

Sr N	Name of Category/Service	Minimum Turn over required per Annum in any of the last 3 years	Work Experienc e
1	Printing and Supply of Computer Continuous Stationery, Policy Bonds & pre-printed Stationery	50 Lacs	3 Yrs
2	Supply of Computer Consumables, Printer Ribbons, Printer Head, Cartridges, Tonners etc.	20 Lacs	3 Yrs
3	Purchase and Supply of Table and Office Stationery such as Pens, Files, Punching machine, Calculators, Photo-copier papers, Plastic folders, Staplers and Stapler Pins, Paper Pins, U-Clips, Erasers etc.	5 Lacs	3 Yrs
4	Printing and supply of various Offset Forms/Ledgers, Visiting Cards, Printing of PADs etc,	25 Lacs	3 Yrs
5	Supply/Printing of Cloth/Kraft Envelopes/Ordinary Envelopes/Policy dockets, Policy valets and Proposal folders etc.	40 Lacs	3 Yrs
6	Supply/ Maintenance/ Servicing of Telecommunication Equipments such as EPABX Systems, Telephone Instruments Mobile phones etc.	05 Lacs	3 Yrs
7	Supply of Courier Services	05 Lacs	3 Yrs
8	Transportation Services- for transporting Goods/ Stationery for Local/ Outstation Branches.	05 Lacs	3 Yrs
9	Supplier for Cleaning materials such as Phenyl, Detergent powder, Soap, Colin, Acid, Room Fresheners, Dusters, Brushes, Scotch brite etc.	03 Lacs	3 Yrs
10	IATA Agents for Air Ticket Booking, Travel Agent for booking of Railway Tickets, Bus tickets and Hiring of Taxi Services etc	05 Lacs	3 Yrs
11	Supply/Maintenance/AMC/Servicing of Note Counting machines/Fake Note detector machines etc.	05 Lacs	3 Yrs
12	Supply/Maintenance/Servicing of Water Coolers, RO, Water Purifiers etc.	05 Lacs	3 Yrs
13	Supply/Maintenance/Servicing of Steel furniture and fixtures, Fire Proof and Water proof Safe, Steel Racks, Cupboards, Tables, Chairs etc.	40 Lacs	3 Yrs
14	Overhead and underground Water Tank Cleaning	03 Lacs	3 Yrs
15	Supply/Maintenance/Servicing of Fire Extinguishers etc.	05 Lacs	3 Yrs
16	Providing Services for Pest Control and Rodent Treatment etc.	05 Lacs	2 Yrs
17	Supply of Rubber Stamps	02 Lacs	3 Yrs
18	Book Binding	NOT REQUIRED	
19	Supply of I.Cards	05 Lacs	3 Yrs
20	Scrap dealers	03 Lacs	3 Yrs
21	Advertising Agencies	10 Lacs	3 Yrs
22	Carpentry work, Repairs of Office furniture	NOT REQUIRED	
23	Air Coolers- maintenance & Hiring /Supply	10 Lacs	3 Yrs
24	Refrigerators- Purchase & Maintenance	20 Lacs	3 Yrs

25	Supply & maintenance of Air Conditioners, Stabilizer, UPS, Inverters etc	50 Lacs	3 Yrs
26	Electrical Equipments- like T.V. Washing machine, Geyser etc	50 Lacs	3 Yrs
27	Maintenance of Electrical fitting & Fans etc	05 Lacs	3 Yrs
28	Supply /Maintenance of Fire Alarms	05 Lacs	3 Yrs
29	Hiring of Genset	20 Lacs	3 Yrs

General Terms and Conditions for Empanelment of Vendors/Suppliers/Printers/Service Providers:

1. Application is to be submitted along with a non-refundable application Fees of 250/- + 45 GST (Two hundred ninty five only) in Cash OR by Demand Draft favouring LIC Of India payable at Amravati for each category of Empanelment separately.
2. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be in profession preferably for minimum period of 3 years
3. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be on the approved panel of at least 1 reputed Firm/Company **where minimum Turnover required is more than 5 Lakh.** (Copy of Empanelment to be enclosed)
4. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should have registration with State and local authorities for undertaking the profession, **where minimum turnover required is more than 5 Lakh.** (Copies of proof to be enclosed)
5. Firms blacklisted either by any Office of the Corporation/any Govt. Institution/body or by the Company itself in which the Vendor/Supplier deals in, need not apply.
6. The Minimum Annual Turn Over of the Vendors/ Suppliers/ Contractor/ Printer/Manufacturer should not be less than as mentioned against each category in the Notice for Empanelment wherever required. **(Please attach copy of latest balance sheet + Profit & loss Account).**
7. The Empanelment will be done only on the favourable recommendation of the duly constituted committee that will visit & inspect the premises, workshop etc of the applicants.
8. The Vendors/ Suppliers/ Contractors/ Manufacturers/ Printers/ Service Providers should be GST Compliant **where minimum turnover is required.**
9. The Vendors/ Suppliers/ Contractors/ Manufacturers/Printers/Service Providers should have a valid PAN Card no. issued by The Income Tax department. **(Kindly enclose a copy)** Please note that a PAN card holder can submit only one application under each category
10. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers who are on our Panel are also required to apply afresh for Empanelment with all required documents.
11. Any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Divisional Manager I/C, LIC Of India, Amravati Division who shall act as "Arbitrator" and his decision shall be final and binding to all.
12. The Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers shall not raise any question on the Competence of the Divisional Manager I/C to act as the sole "Arbitrator".

13. Any dispute arising out of OR relating to any Tender shall be deemed to have arisen at Amravati and shall be under the jurisdiction of a Court at Amravati.
14. The Corporation reserves the right to remove/ Black list any Vendor/ Supplier/ Printer/ Service provider/ manufacturer from the list of Empanelled Agencies for any deviation from the agreed Terms and Conditions OR if any activity is noticed which is detrimental to the interest of the Corporation.
15. Submission of performance security is not necessary upto contract value of Rs One Lakh.
16. If the contract amount is equal to Or in excess of One Lakh (One lakh only), Earnest Money Deposit @ 2% of the approximate Tender value will be required to be deposited by Demand Draft favouring LIC Of India payable at Amravati. The EMD is refundable without Interest. EMD will be required to be deposited by Demand Draft favouring LIC Of India payable at Amravati, which is also refundable without interest.
17. If the Contract value exceeds 1,00,000/- (One lakh only), Security deposit in the nature of performance guarantee @10% of the approximate Contract value, in addition to Tender Fee and EMD will be required to be deposited by Demand Draft favouring LIC Of India payable at Amravati, which is also refundable without interest.
18. Limited Tenders may be called for purchases upto 25 Lacs or as decided by the Competent Authority. Limited Tenders shall be invited only from amongst the Firms/Vendors on the empanelled approved list.
19. TDS shall be deducted as per prevailing Income Tax Rules.
20. No advance payment will be made against Orders placed.
21. If vendor/Firm does not participate in Two Tenders continuously, the name of the Firm/Vendor may be removed from Empanelment list at the discretion of the Competent Authority.
22. Applicants are required to affix the seal of the Company and signature of Authorised person on each page of the Empanelment documents including Annexures.
23. In case of a Company/Partnership Firm and/ OR Proprietorship firm, please attach authority letter from all the Partners/ Proprietors/ Competent Company Official of the firm certifying the signature of the partner/ Person who is authorised to sign the Empanelment documents and Annexures, if any, on behalf of the Firm/Company.
24. The firm / supplier should keep sufficient stock in hand so as to comply with the urgent need without delay.
25. Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of valid authorized dealership certificate must be enclosed.)
26. **Eligibility Criteria for availing benefits under Public Procurement Policy:** Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSEs), it is necessary for the Enterprise to be registered with the Director Of Industries/ District Industries Centre as Manufacturing/Service Enterprise and having acknowledgement of

Entrepreneurs memorandum(Part-II) OR are registered with National Small Industries Corporation (NSIC) under Single point vendor registration Scheme,(The **relevant copy of the Certificate must be enclosed**). from the benefit given to MSEs such as issue of Tender Sets free of cost and exemption for payment of EMD, the Vendors who are registered with NSIC under Single point registration Scheme will additionally be exempted from submitting the Security Deposit upto the monetary limit for which the unit is registered.

27. The Competent Authority may relax or waive any of the required conditions for Empanelment of Vendor if necessary.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1 In terms of provisions under Section 33(3) of the Insurance Laws (Amendment) Act, 2015 Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, Registers, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC Of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.

2. In terms of provisions under Section 33(4) of the Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI),if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer" to make an Investigation as specified under Section 33(1) OR carry out an Inspection as specified under Section 33(2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director OR Other Officer of the Service provider OR contractor where the services are outsourced by LIC Of India.

Sr.Divisional Manager I/C

We agree with and accept all Terms and Conditions for the Empanelment, which will be a part of the application for Empanelment. It is understood that the stipulated Terms and Conditions are accepted in toto.

Signature

Name and Seal of Authorised person

GENERAL INFORMATION ABOUT THE MANUFACTURERS/ SUPPLIERS/ AUTHORISED DEALERS/ VENDORS/ PRINTERS/ SERVICE PROVIDERS/CONTRACTORS

Sl No	Description	Information
01	Name of the Firm(In Block Letters)	
02	Date of Establishment / Incorporation of the Firm	
03	Correspondence address, Telephone No. E-mail ID	
04	Address of Head Office (If Separate) Telephone No. E-mail ID	
05	Status: Proprietary/ Partnership/Private Limited Company / Public Limited Company	
06	Names of the Partners /Directors	
07	Name of Chief Executive with his present address, Telephone No. E-mail ID	
08	Name of Representative (s) with Designation who would be calling on us and attending to our jobs	
09	Name of Bankers with Addresses & Telephone Nos.	
10	Is the Firm registered under the Factory Act? If so, state a) License Number: b) Date of last renewal of license (Copy of license to be enclosed)	
11	PAN NO. of Income Tax Deptt. (Enclose Copy)	
12	Labour License No. (Enclose Copy)	
14	ESI No. if any	
15	EPF Registration No. if any	
16	GSTN No	
17	Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy should be enclosed)	
18	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years IT Returns, Balance Sheets & Revenue A/c Profit & Loss Account to be enclosed)	
19	Turn over for last three Financial Years F Y 2025-26	
	F Y 2024-25	
	F Y 2023-24	
20	Whether Black Listed by any Govt. Deptt. / Public Sector Company.	
21	CST No. / VAT No./ TAN No. If required	

22	Are you agreeable to make deliveries to LIC's offices at Amravati (Maharashtra) under its jurisdiction?	
23	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts?	
24	Is your firm empanelled with any office of Life Insurance Corporation of India or any other PSU(Central)? Please enclose proof.	
25	Name, Addresses and Telephone Nos. of some of your most valued clients.(Separate list may be enclosed)	
26	Mention any other specialties of your Establishment	

1. All the information furnished by me/us here under is correct to the best of my / our knowledge and belief.
2. I/We agree that the decision of the Life Insurance Corporation of India in selection manufacturer/supplier/printer/service provider/contractor will be final and binding on me / us.
3. I/ We have read the Terms & Conditions of the contract and I / We understand that if any false information is revealed at a later date, any contract made between ourselves and the Life Insurance Corporation of India, will be treated as invalid at the sole discretion of the Life Insurance Corporation of India and I / We will be solely responsible for the consequences.
4. I / we agree that I / We have no objection if inspection of my / our premises / workshop, shop etc is done by the officials of the Life Insurance Corporation of India.

(All the pages of application form and documents must be signed with seal of the firm.)

I/We _____ request Life Insurance Corporation of India Amravati Divisional Office "Jeevan Prakash", Near Daffrin Hospital, Shrikrushna Peth, Amravati-444601 to consider inclusion of my /our name in the list of their approved manufacturer/supplier/printer/service provider/contractor for S L _____ category _____ .

Note: Please type this form or fill it legibly. 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.

UNDERTAKING

Ref:- LIC Empanelment No _____ Date

We hereby confirm that we have not been black listed by LIC or PSU/BFSI Organisation/ Government /Semi- Govt/ Quasi-Govt departments in India, as on date of submission of document for Empanelment in response to the above notice for Empanelment.

I also agree with your terms & conditions quoted in notice of Empanelment.

Dated at.....this.....day of.....2026.

Signature with Seal

Name: _____

Designation: _____

- The panel shall be valid for a period of 3 years from the date of Empanelment and may be extended for 1 more year at the sole discretion of the Competent Authority.