

Empanelment Inviting Notice

Life Insurance Corporation of India, Surat Divisional Office invites applications for empanelment for the period 01.04.2018 to 31.03.2021 , from reputed Firms/Dealers/Vendors/ Service Provider who are engaged in providing/dealing with the following services/articles:-

Table- 1

Sr No.	NAME OF CATEGORY	DETAIL OF WORK TO BE ATTENDED /SUPPLY OF SERVICE BY THE CATEGORY.
1	PRINTERS	Quality Printing of Proposal Forms, Forms and Pads in different Size of Quality Papers of single color, double color , multi colors and different GSM Papers.
2	TABLE STATIONERY	Supply of Xerox papers- A-4 Size , Ruled Register, Office Files Conference pads, Two Flap Folder, Four Flap Folder, Punching machines, Paper Cutter, Staplers, Stapler Pin, Magnet Pin Box Pins, U-Clip , Stamp Pad, Stamp Pad Ink. Sketch Pens, Ball Pens, Pencils, Eraser, Gum tubes, Cello-Tapes etc...
3	COMPUTER CONSUMABLE	Supply of Cartridges used in HP office Jet Pro 3620, Dot Matrix and Line Printer eg Printronix P8000/P 7000. Printer heads of various companies likeTVS ETC
4	COMPUTER STATIONERY	Supply of Pre printed/blank/Continuous stationery papers of different sizes and Policy Bonds designed for use in Dot Matrix and Line Printer.
5	COVERS /TAR COATED POLICY DOCKET COVER/PROPOSAL FOLDER	Supply of Tar coated policy docket cover/proposal folder & different size of Craft Paper Cover.
6	RACKS AND OFFICE FURNITURE	Supply of different sizes of Racks for keeping Policy dockets and Files.
7	CASH /BUNDLE COUNTING MACHINE	Supply of Cash Counting Machine with Fake Note detection and Note Bundle Counting Machines and AMC

8	ALL TYPE OF BINDING WORK	Binding of Papers and Files.
9	ALL TYPE OF OFFICE FURNITURE	Supply of Office Chairs & Tables, Plastic Chairs, Cots etc...
10	ELECTRICAL APPLIANCES SUPPLIER	Supply of Water Coolers, Refrigerators, Generators, Air Conditioner, Fans, Microwave, Inverter etc...
11	SERVICING CONTRACTOR FOR AIR CONDITIONERS, GENERATORS ,WATER COOLERS, REFRIGERATORS,	Comprehensive Annual Maintenance Contract.
12	ELECTRONICS ITEMS	Supply of Televisions, Mike System etc
13	FIRE EXTINGUISHER	Fire Extinguishers, Fire detectors, Fire Alarm etc supply and Annual Maintenance Contract.
14	WATER PURIFIER SUPPLIERS	Supply of Water purifiers RO/UV etc supply and Annual Maintenance Contract.
15	SERVICING OF WATER FILTER/ WATER PURIFIER	Comprehensive Annual Maintenance Contract
16	BED LINEN , MATTRESS ETC.	Supply of Mattresses, Bed cover, Bed sheets, Blankets, Towels etc
17	RAIN COAT, UMBRELLA	Supply of Rain coat, Umbrella,
18	CLOTH TRADERS	Supply of Uniform etc
19	TRANSPORTER	For transporting Printed stationery, Diary, Chairs, Tables, Office Items etc... from Surat Divisional Office to LIC Offices located in Surat , Bardoli, Bilimora, Vyara, Navasari, Chikhli, Valsad and Vapi etc areas.
20	FURNITURE REPAIRER	Repair of chair, replacement of chair wheels, repair of Table, repair of Cupboard, preparation of duplicate Key of Tables & Cupboard, Repair of Sofa etc

21	SCRAP AND WASTE PAPERS	Scrap and Waste Papers dealers
22	EPBAX SYSTEM & TELEPHONES	EPBAX & Telephone instrument Purchases & Annual Maintenance Contract
23	WATER TANK CLEANING SERVICES	Annual Maintenance Contract for Cleaning of Water Tanks
24	PEST CONTROL SERVICES	Pest Control Services for termites, rodents, cockroaches etc
25	ELECTRICALS REPAIRS/ SERVICES (COSTING UP TO 5 LAKHS ONLY)	Repairing/ Servicing of electrical apparatus/installation costing upto Rs 5 lakh
26	CIVIL REPAIRS (COSTING UP TO 5 LAKHS ONLY)	Plumbing, sanitation, Painting, fabrication, structure repairs, Carpentering, waterproofing etc
27	REAL ESTATE CONSULTANT	Advising in matter of Real Estate.
28	VENDOR FOR AIR TICKET	Air Ticket booking
29	ADVERTISEMENT AGENCY	For giving Adds in Newspaper etc.
30	UPS /BATTRIES SUPPLIERS & SERVICES	Supply and Annual Maintenance Contract

How to apply:

1. Upload **APPLICATION FOR EMPANALMENT OF FIRMS/SUPPLIERS/VENDORS/ SERVICE PROVIDERS IN LIC INDIA SURAT DIVISION (Annexure “A”)**. Separate application is to be made for each category.
2. Pay Application Fee Rs 100/ (Non-Refundable) by DD in favour of Life Insurance Corporation of India, payable at Surat. Application Fee can be paid also in cash in our Surat Divisional Office Cash Counter during Cash Hour (10.45 am to 3.30 pm from Mon to Friday and 10.45 am to 12.45 on Sat (excluding Sun & Holiday). Further application Fee is to be paid separately for each category.
3. Application Form (Annexure “A”) can also be obtained from the following address from 11.00 am to 3.00 pm from Mon to Friday and 11.00 am to 12.30 on Sat (excluding Sun & Holiday).



Life Insurance Corporation Of India, OS Dept, Divisional Office, Opp. SMC

'Jeevan Prakash Bldg' Muglisara, Surat, 395003, GUJARAT.

Email os.surat@licindia.com. Phone 0261- 2802010, 2801011, 2801002, 2418447

OS Dept, Ground Floor, LIC of India, Jeevan Prakash Bldg,

Opp. SMC Muglisara, Surat, 395003.

4. Fill in all the required information in Annexure "A". Sign and affix seal of your Firm on all the pages of application. Enclose all you signed copies of relevant document with Application.
5. The envelope containing application should be super scribed as "**Application for Empanelment of Vendors/Firms/Dealers/Service Providers**" and should be sent to following address.

Manager (OS)

Surat Divisional Office

OS Dept, Ground Floor, LIC of India, Jeevan Prakash Bldg,

Opp. SMC Muglisara, Surat, 395003.

Dated 06.01.2018

Place Surat

Senior Divisional Manager