

Ref : OS/Estates

Date : 28.12.2015

NOTICE FOR EMPANELMENT -2016 TO 2018 (Calendar Year)

Applications are invited from reputed firms for empanelment at **Life Insurance Corporation of India, Divisional Office, NELLORE, Andhra Pradesh** for supply of the following types of furniture and fittings as specified from time to time.

1. **Chairs (With / without arms)**-Steel Revolving Chairs, Computer Chairs, Executive Chairs, Visitors Chairs ,Counter Chairs, folding chairs , moulded chairs etc
2. **Tables with / without drawers** - Steel Tables ,Wooden Tables,.Computer Tables, Executive Tables, Tables with rear credenza ,Tables with rear credenza ,Meeting room Table, Dining Table , Benches etc
3. **Racks**- Big Steel Racks, Medium Steel Racks, Small Steel Racks , `Compactors, Small side racks, low height storage units , coat stands etc
- 4.**Trolleys**- Steel Trolleys, T V trolleys etc
- 5.**Filing Cabinets**- Steel filing Cabinets of different sizes (2-drawer/3-drawer/ 4- drawer etc.)
- 6.**Almirahs**- Steel almirahs of different sizes , cup boards, shelves etc
- 7.**Cots**- Steel / Wooden Single and double cots ,folding cots etc
- 8.**Stools**- Steel Stools, Wooden Stools, telephone stands , teapoys etc.
- 9.**Sofa sets**
- 10.**Work Stations & Working counters**
- 11.**Full size storage units**
- 12.**Book shelves**
- 13.**Steel trays & Panels**
- 14.**Wooden desks & Boxes**
- 15.**Iron safes & Cash Boxes**
16. **Stands** for iron safe, refrigerators, air coolers , water coolers etc
- 17.**Region hole cabinets**
18. **Partition screens**
- 19.**Notice / Display boards**
- 20.**Foot Rests**

and such types of furniture as may be required by the office from time to time

Conditions for empanelment :

- 1.The Company / Firm should be in the profession of supply of furniture for at least 3 years. (Copy of registration certificate must be enclosed)
2. Annual Turnover should be up to average Rs 2 crores in the last three financial years. (Attach balance sheet for 3 years)

3. The firm should be on the approved panel of at least 3 reputed firms out of which at least one should be Public Sector or Government undertaking. Proof to this effect should be attached with the application
4. The firm should have registration with state and local authorities for undertaking the profession. (Copies of State Registration & Local Authority license to be enclosed).
5. The firm / Supplier should keep sufficient stock in hand so as to comply with urgent need without delay.

The Empanelment would be done only on the recommendation of duly constituted committee that would visit & inspect the premises of the applicants.

APPLICATION PROCESSING FEE: Rs.100/- DD in favour of " LIC of India" Payable at Nellore(A.P).

The interested firms are required to submit the Data in the Prescribed Application with all enclosures **on or before 19.01.2016 5.00 P.M.** All applicants are required to affix the signature and seal of the authorized Official of the Company / Firm on each page of the application in acceptance of Terms and conditions there in. Separate Application is required to be filled up for each category which may be downloaded from our website www.licindia.com (Link-Tenders). The envelope should be superscribed as

"Application for Empanelment for _____". as appropriate and to be submitted to The Manager (E&OS), LIC of India, Divisional Office, Dargamitta, Nellore, A.P.-524003.

The selection shall be at the sole discretion of the Competent Authority of LIC of India, Divisional Office, Nellore.

Existing suppliers and service providers are also required to apply for fresh empanelment.

Firms blacklisted by any office of the Corporation need not apply.

Application forms for empanelment can also be obtained from this office between 3.00 pm and 5.00 pm till 18.01.2016.

Mere submission of this application does not mean that the firm is empanelled with us. A letter for the same will be sent to you separately.

The Corporation reserves the right to accept or reject any /all applications without assigning any reason thereof.

Place: Nellore
Date :28.12.2015

Sr.Divisional Manager

