



Estates & Office Service Department  
Divisional Office-II,PB.3829,  
“JEEVAN JYOTHI” Building,  
Indira Nagar,2 nd stage,  
Bangalore -560038.

Ref:OS/STY/

Date:

**APPLICATION FOR EMPANELMENT OF VENDORS/MANUFACTURES  
SERVICE PROVIDERS.**

Applications are invited from reputed /vendors/service providers/ for Empanelment for the following job:

Sl.No	Nature of Service	Minimum turn over in each of the last three years(Rs)
1.	Taking out of the lapsed policy records from racks as per the list given by LIC; posting the rack no / shelf nos. in the list; rearranging of docket in the racks in the policy no. order; segregation of docket covers & the papers inside; shredding of papers & weighing of papers in the presence of LIC official and disposal of old papers.	5 Lakhs

**TERMS & CONDITIONS**

1. Application form for Empanelment shall be collected from our Divisional Office E & OS Department by paying Rs.100/- in cash /DD/Banker's cheque at LIC Divisional Office cash counter during Office hours.

2.MSMED Registered firms/agencies are excepted from the payment of Application fee. However, they are advised to submit Xerox copy of the MSMED registration certificate while requesting for empanelment application. Needless to mention that the certificate should be in force/valid.

3.Application for empanelment duly completed should be submitted to the “Manager E & OS”,LIC of India, Divisional Office, Jeevan Jyothi building,Indiranagar II stage- Bangalore-560038, in a closed envelope super scribed as “Application for Empanelment of Vendors”.

**4.The last date for receipt of application forms duly completed along with enclosures i.e Xerox copies of certificate in evidence of the facts mentioned in the form is 10/8/2016. LIC bears no responsibility for applications received after due date & are liable to be rejected.**

**5.The firm should have been established 3 years before.**

**6.The firms who are already on our panel are also required to apply for fresh empanelment, if interested.**

**7.Firms suppliers who have been black listed/removed by LIC earlier, should not apply. If they apply, their applications will not be considered.**

**8. Mere submission of application for empanelment does not confer any right of empanelment. The Life insurance Corporation of India reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof for which the Life Insurance Corporation of India shall neither be liable nor obliged to inform the applicant the grounds for any such action.**

**9.Application incomplete in any respect will not be entertained and are liable to be rejected.**

**10.The LIC reserves the right to cancel the name of any Vendor/firm from its approved lists at its absolute discretion without assigning any reason.**

**11. The LIC has the right to change the terms and conditions at any point of time.**

**12. For any clarifications please email to : [os.bangalore-do2@licindia.com](mailto:os.bangalore-do2@licindia.com)**

**MANAGER ( E & OS )**