

NORTHERN ZONAL OFFICE
JEEVAN BHARTI BUILDING, 124, CONNAUGHT CIRCUS, N.DELHI-110001

Notice for Empanelment of Suppliers/Manufacturers/Service Providers

Applications are invited from reputed **SUPPLIERS / MANUFACTURERS/SERVICE PROVIDERS/ VENDORS** for empanelment of following Items/Services:

S.No.	CATEGORY	Minimum Turnover Required(in last three years FY, 2020-21,2021-22 & 2022-23
1.	Table & Office stationery such as Pen, file, photocopier Paper, Punching Machine, Stapler etc.	10 Lac
2.	Computer Continuous Stationery.	10 Lac
3.	I.T. consumables such as Ink cartridges, CDs etc.	50 Lac
4.	Offset/ Screen printers for printing of forms/ledgers, visiting cards/publicity brochures/booklets etc.	20 Lac
5.	Manufacturer/Supplier of Cloth/*Kraft Envelopes/ordinary envelopes	5 Lac
6.	Supply of telecommunication equipments such as EPABX systems ,Telephone Instruments etc.	20 Lac
7.	Supply / Maintenance/Serviceing of Safety Equipments & Fire Extinguishers	10 Lac
8.	Supply of Water purifiers & R.O.Systems for domestic and commercial use	5 lacs
9.	Supplier/Manufacturer of Linen items such as Towels,Bed sheets, Upholstery for residences and guest houses and Cloth for Uniform.	5 Lac
10.	Manufacturer/Supplier of Wooden & Steel furniture & Fixtures	5 Lac
11.	Supplier/Manufacturers of Premium/High End Furniture	50 Lac

Applications are invited from reputed SERVICE PROVIDERS for empanelment for following items:

S.No.	CATEGORY	Minimum Turnover Required(in last three years FY, 2020-21,2021-22 & 2022-23
12.	Courier Service all over India.	50 Lac
13.	Pest Control services.	5 Lac
14.	Hiring of Photocopiers.	2 Lac
15.	Transportation : Hiring of Taxis etc. for Delhi/NCR Region	1 Crore
16.	Gardening/ Landscaping/ Supply of Fresh Flowers/Supply/Maintenance of Potted Plants/Gardens	5 Lac

Categories for which No Minimum Turnover is required

S. No.	CATEGORY
17.	Maintenance/ Servicing of telecommunication equipment such as Fax, EPABX systems , Telephone Instruments/Cabling etc.
18.	Repair/Polishing and maintenance of Wooden & Steel Furniture and Fixtures
19.	Dry cleaning /washing of upholstery items of furniture, Carpets/Sofa Sets/ Venetian Blinds etc
20.	Scrap Dealers
21.	Supplier of Crockery Items.
22.	Repair / Maintenance of Fish Aquarium
23.	Supply/Repair/Maintenance of Vertical/Horizontal blinds.

- 1 The Separate forms (Annexure-A) are required to be filled up for each category which may be downloaded from our website www.licindia.in. Application for empanelment duly completed should be submitted at the O.S. Department, 11th Floor, Jeevan Bharti Building, 124 Connaught Circus, New Delhi – 110001 in a closed envelope super scribed as “Application for empanelment of suppliers/vendors/Category S.No. ...(Name of the Category)” along with non-refundable application fee of Rs. 236/- in the form of demand draft in favour of Life Insurance Corporation of India payable at N.Delhi or can be deposited at our cash counter in cash during cash working hours.
- 2 The vendors/firms desirous to be empanelled with us for above said jobs (Category No.1 to 23) and fulfilling conditions as per Annexure “A” enclosed, may apply for empanelment for jobs undertaken at Northern Zonal Office, New Delhi. The applications in questionnaire form (Annexure ‘A’) along with the enclosures i.e. necessary certificates in evidence of the facts mentioned in the forms are to be sent **at the address mentioned above on or before 11.03.2024 by 3.00 p.m.** The Corporation bears no responsibility for applications received after due date and are liable to be rejected.
- 3 The firms/suppliers who are on our panel are required to apply for fresh empanelment if interested.
- 4 Firms/suppliers who have been black listed / removed earlier by any office of the Corporation, should not apply. If applied, their applications will not be considered.
- 5 Mere submission of Application for empanelment does not confer any right of empanelment. 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. Life Insurance Corporation of India shall neither be held liable nor obligatory on its part to inform the applicant the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.
- 6 Applications incomplete in any respect will not be entertained and are liable to be rejected.


 Regional Manager (OS)

