



LICI BONGAIGAON DIVISIONAL OFFICE, BARPARA ,BONGAIGAON- 783380

**BARPARA, MAIN ROAD (OPP. CHILARAI INDOOR STADIUM)
BONGAIGAON – 783380, ASSAM
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Notice for new empanelment of Suppliers /Printers/Manufacturers/Vendors/Service Providers

LIC of India, Bongaigaon Divisional Office invites application for empanelment from interested Suppliers /Printers/Manufacturers/Vendors/Service Providers for various items and services , such as Printing & Stationery/Policy Bond/Table & Office Stationery/IdentityCard/IT consumables/Envelope/Water Purifier/Xerox/Fire Fighting Equipments/Electrical items/Furniture & Fixture/ Crockery & Gift items/ Refilling of Cartridge/Repairing of Printer Head/Security & House Keeping service/ Collection of Scrap Items/Supply of Cloth items/Courier Services/Sign Board,Glow Sign, Flex etc.

For application forms and details please contact Office Service Deptt., LICI, Bongaigaon Divisional Office, Barpara, Phone No. 03664228295/ 95933 91105 or at our website: www.licindia.in. The last date for Submission of Application form is on 23.01.2025 up to 3.00 PM. For each category separate application form is required and the Envelope should be superscribed as “ Application for Empanelment of Suppliers/Printers/Vendors/Category SI No. _____ .

Criteria for empanelment are as given below:

- 1) The applicant firm/supplier should be in the same profession for at least 1year (Copy of proof must be enclosed)
- 2) The firm should submit copy of their order of empanelment of other public sector/private sector firm etc. if any
- 3) The firm /supplier should have trade licence/certificate under shops & establishment act duly renewed /registration with state & local authorities for undertaking the profession (copies of proof to be enclosed)
- 4) The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay
- 5) Vendor should furnish the specific brand or make , in case of authorized dealer (copy of valid authorized dealership certificate must be enclosed)
- 6) The empanelment would be done only on the favourable recommendations of the duly constituted committee that would visit and inspect the premises, workshop, shop etc. of the applicants
- 7) For suppliers of IT consumables submission of authorization letter from original equipments manufacturer (OEM) is mandatory.

Place: Bongaigaon

Date: 16/12/2024

Sd/-
Sr. Divisional Manager