



Patna Division Office-2, JeevanGanga, Fraser Road ,patna-800001; ph.0612-2232504

NOTICE FOR EMPANELMENT

Empanelment of Vendors/suppliers/Printers/ Manufacturers/ Service Providers

Applications are invited from reputed Vendors/Suppliers/ Printers/Manufacturers/Service Providers for empanelment of following items:

SL NO	ITEM CATEGORY	Minimum average turnover (in lac) during last 3 F.Y
1.	Table & office stationery such as pens, files, photocopier paper, punching machines, staplers, dusters towel etc	4.00
2.	Computer continuous stationery	10.00
3.	(i) Computer consumables such as ink cartridges, CDs, pen drives, Ribbons, printer head etc (ii) (ii) Repair of printer heads, drums etc, refilling of toner cartridge, printer ribbons etc	10.00
4.	Offset/screen printers for printing stationery of forms/ledgers, visiting cards etc. with or without paper.	5.00
5.	Supply/maintenance/servicing of glow sign, signage, flex banner, front/back lit board, hoarding, wall painting and other publicity, printing of leaflets and poster	10.00
6.	Supply of competition prizes, gift articles, mementos etc..	10.00
7.	Manufacturer/supplier of cloth/kraft/ ordinary envelopes, policy docketts	3.00
8.	Supply/maintenance/servicing of note counting machines, fake note detecting machines	5.00
9.	Supply/ maintenance servicing of safety and firefighting equipment, fire alarms systems	10.00
10.	(i) Hiring of DG sets up to 40 KVA (ii) Hiring of DG sets from 40 KVA to 100 KVA (iii) Hiring of DG sets over 100 KVA (The firm should have valid trade license, VAT & Service Tax registration, Pan and experience of running of DG sets of similar capacity in PSUs/Govt. organizations- copies must be enclosed)	5.00
11.	Supply/maintenance/servicing of water coolers,refrigerators,Air conditioners	10.00
12.	Supply / maintenance servicing of purifiers, RO systems, dispensers aqua guard	5.00
13.	Supply/maintenance/servicing wooden/steel / modular/Fiber furniture and fixture	10.00
14.	Supply/maintenance servicing of desert/air coolers	2.00
15.	Binder Services	1.00
16.	Supply of crockery	2.00
17.	Pest control services	10.00
18.	Repair and maintenance of electrical installations	15.00
19.	Repair and maintenance of civil,sanitary and plumbing works	25.00
20.	Preparation of Identity cards	1.00
21.	Supply of battery for UPS	10.00
22.	Maintenance/Servicing of Network Cabling	3.00
23.	Horticulture	2.00



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DESCRIPTION OF EMPANELMENT PROCESS

1. The separate forms (Annexure A) are required to be filled up for each category which may be downloaded from our website www.llicindia.in(link tender) or collected from OS department of above mentioned Divisional Office . The application will be available from **08.01.2025** application for empanelment dully completed should be submitted to Sr. Divisional Manager, LIC of India, Patna Divisional Office-2. "Jeevan Ganga Building," Fraser Road, Patna 800001 (Bihar) in a closed envelope super scribed as "Application for Empanelment of Vendors/Suppliers/Printers/ Manufactures/ Service providers, Category Sl. No(name of category) along with non refundable application fee of Rs. 500/- for each category, in the form of demand draft in favour of Life Insurance Corporation of India payable at "Patna" or can be deposited at our cash counter in cash during cash hours from 10.A.M to 4.30 PM (Sunday and Saturday closed) on all working days. The last date for receipt of application forms duly completed is on **29.01.2025 up to 5 PM.**
2. The application in questionnaire from (Annexure A) along with the enclosure i.e. necessary certificates in evidence of the facts mentioned in the form are to be sent at the above mentioned address. Application could not be considered after due date.
3. Firms/suppliers who have been black listed/removed earlier by any office of the Corporation, for any period of time and in any category, should not apply. If they apply, their applications will not be considered.
4. Mere submission of application for empanelment does not mean the 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 for which Life Insurance Corporation of India will be liable nor obligatory to inform the applicant the grounds of any such action.
5. Applications incomplete in any respect will not be entertained and are liable to be rejected.
6. Tender will be floated or quotations will be called for as and when required by the office after process of empanelment completed as per approval of the Competent Authority. Terms and condition of tender will be issued separately.
7. The empanelment will be separate for each category of stores and shall be valid for 3 financial years, including the year in which they are empanelled.
8. The empanelment process can be reported at regular intervals of every one year or whenever required.


Sr. Divisional Manager