



**NOTICE FOR EMPANELMENT OF VENDOR - 2025-2028**

LIC of India, Nanded divisional office, are intends to invited the application from the Firms/Suppliers /Vendors /Dealers/Service Providers having their establishment in or around Nanded for empanelment for Supply, Maintenance and Service related jobs at various offices under Nanded Divisional Office jurisdiction (Nanded, Hingoli,Parbhani & Jalna district) for the period 1<sup>st</sup>April 2025 to 31<sup>st</sup>March 2028.  
The various categories are appended below:

| S. No. | CATEGORY  |
|--------|---|
| 1      | Printed Forms ( proposal forms, pads ) etc.   |
| 2      | Blank & pre printed continuous computer stationary, etc.                                    |
| 3      | Printing / Supply of Envelops, Folders, Office files, etc.                                  |
| 4      | Printed materials – letter heads, visiting cards, Flex, vinyl print, etc. (Offset printers) |
| 5      | Supply & Maintenance of UPS & Batteries .   |
| 6      | Supply of IT / computer consumables- printer Ribbons, Cartridge, Printer Head, Ink, etc.    |
| 7      | Supply & maintenance of Air Conditioners / Water Cooler etc.                                |
| 8      | Supply & Maintenance of Fire Extinguishers / Fire safety Equipment./Smoke detector          |
| 9      | Supply & Maintenance of CC TV/camera.   |
| 10     | Supply & Maintenance of Note / Cash Counting Machine.                                       |
| 11     | Hiring & maintenance of DG set  |
| 12     | Supply of Electric Items – ceiling Fans, Wall Fans, Water Geyser, cable, Button etc.        |
| 13     | Supply of Bed Sheets / Blankets / Towels / Napkins etc.                                     |
| 14     | Supply of Table stationary / Crockery / cleaning / sanitary materials & office stationary   |
| 15     | Courier / Parcel Services   |
| 16     | Photo copy / Xerox works  |
| 17     | Book Binding jobs.  |
| 18     | Travel agency / Transport services.   |
| 19     | Gardening work.   |
| 20     | Scrap disposal – paper scrap/metal scrap etc.   |
| 21     | Office Canteen services at divisional office.   |

Interested firms are required to submit an application form in a sealed envelope marked “ Application for inclusion/Empanelment for Service/Category...Sr no.....( mention Category & serial no ) “ in OS Deptt Divisional Office Nanded latest by on or before 07.04.2025 up to 4.00 pm . Application received after last date will not be considered at any cost. Application forms can be obtained either from OS deptt Nanded Division Office during Office hours from 24.03.2025 to 07.04.2025 upto 02.00 pm on payment of Rs. 118/- by cash/DD( DD in favor of LIC Of India , payable at Nanded ) which is non refundable or may be download from our web site. [www.licindia.in](http://www.licindia.in) /tenders link. Firms which are already on our panel are also required to apply for fresh empanelment. Firms blacklisted by any office of the Corporation need not apply. For complete details & empanelment documents, please visit our website [www.licindia.in](http://www.licindia.in) (tender link) any further information such as correction/addition/deletion in term and condition if any will be published at our website. LIC Of India reserves the right to accept or reject any or all applications in full/part without assigning any reasons whatsoever.

Date: - 24/03/2025

Place: - Nanded D.O.

Encl – Application form & term & condition

(Annexure A,B&C)

Sr. Divisional Manager.