



Estates & Office Services Department
LIC of India, Divisional Office,
“Jeevan Prakash”, 100 Ft. Road,
SHIVAMOGGA – 577 205.

Date: 16.12.2023

Applications are invited from reputable authorized vendors /service providers/firms for empanelment of the following items.

Sl.No. Category of items to be supplied

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| 1) | Continuous Stationery (Blank & Printed) |
| 2) | Forms / Books Printing, |
| 3) | Supply of Office Files / Plastic Files |
| 4) | Supply of Table stationery, |
| 5) | Supply of Printed Envelopes, |
| 6) | Supply of Dockets (Bituminised), |
| 7) | Supply of Rubber stamp / Visiting card/ Letterheads/ID Cards |
| 8) | Supply of IT Consumables |
| 9) | Supply of Office Furnitures |
| 10) | Supply & Service of Fire Extinguishers |


Application form for empanelment is to be submitted for each item which may be collected from our office by paying Rs 100/- towards registration fee in cash/DD/Banker's Cheque at LIC Divisional Office cash counter during office hours or it can be downloaded from our website www.licindia.in (link Tenders). If the application is downloaded from our website, the DD/Banker Cheque for Rs 100/- [towards registration fee] drawn in favour of “LIC of India”, payable at SHIVAMOGGA is to be enclosed for each application while submitting the same. One time Tender fee of Rs.200.00 is also to be paid. Please note both are non refundable.

MSMED registered firms/agencies are exempted from the payment of Registration fee. However they are advised to submit Xerox copy of the MSMED registration certificate while requesting for empanelment. Needless to mention that the certificate is in force/valid.

1.Applications for empanelment duly completed should be submitted to the MANAGER[E&OS] LIC of India, “Jeevan Prakash”, 100 Feet Road, Gopalagowda Extention, SHIVAMOGGA-577205 in a closed envelope superscribed as “Application for Empanelment of Suppliers/Vendors” Item Sr.No.....[Name of Item].

- 2.The last date for receipt of application forms, duly completed alongwith enclosures i.e. xerox copies of certificates in evidence of the facts mentioned in the Forms is 05.01.2024 upto17.00 hrs.
- 3.The firm should have been established and be in this profession for at least 3 years.
- 4.The firm/suppliers who are already on our panel are also required to apply for fresh empanelment, if interested.
- 5.Firms/suppliers who have been black listed/removed by the LIC earlier, should not apply. If they apply their applications will not be considered.
- 6.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.
- 7.Application incomplete in any respect will not be entertained and are liable to be rejected.
- 8.The LIC reserves the right to cancel the name of any supplier/firm from its approved lists at its absolute discretion without assigning any reason.
- 9.The LIC has the right to change the terms and conditions at any point of time.
- 10.For any clarifications please e mail to: os.shimoga@licindia.com
11. The firm should use the form attached herewith for applying for empanelment.

Life Insurance Corporation of India bears no responsibility for application received after due date & are liable to be rejected.


MANAGER[E&OS]DM
वि. चन्द्रशेखरा
V. Chandrashekara
प्रबंधक (वि एवं ले)
Manager (F & A)
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