



मण्डल कार्यालय, सबसिटी सेंटर, रेती स्टैंड, उदयपुर-313002

### सुचीबद्धता हेतु सूचना

भारतीय जीवन बीमा निगम, मण्डल कार्यालय, जीवन प्रकाश, सबसिटी सेंटर, रेती स्टैंड, उदयपुर-313002 निम्नलिखित कार्यों के लिये समय समय पर पूरे मण्डल की आवश्यकता के अनुसार निविदायें आमंत्रित करने तथा कार्य करने के लिये आपूर्ति कर्ता/सेवा प्रदाता फर्मों से एम्पेंनलमेंट/सुचीबद्ध किये जाने हेतु आवेदन आमंत्रित करता है –

SUPPLY OF TABLE STATIONERY, PRINTING OF COMPUTER STATIONERY, PRINTING OF FORMS, SUPPLY OF TELECOMMUNICATION EQUIPMENTS SUCH AS FAX, EPABX SYSTEMS, TELEPHONE INSTRUMENTS, CALCULATORS ETC, SUPPLY/MAINTENANCE /SERVICING OF SAFETY EQUIPMENTS, FIRE EXTINGUISHERS & FIRE ALARMS, IT CONSUMABLES SUCH AS INK CARTRIDGES, PRINTER RIBBONS, PEN DRIVES, LAPTOP BATTERIES/CHARGER ETC., IT CONSUMABLES SUCH AS INK CARTRIDGES, PRINTER RIBBONS, PEN DRIVES, LAPTOP BATTERIES/CHARGER ETC, SUPPLY OF WATER COOLERS, REFRIGERATORS, LED TVS ETC: SUPPLY AND MAINTENANCE OF CCTV CAMERA; SUPPLY /MAINTENANCE/SERVICING OF SAFE , CASH BOX, NOTE COUNTING MACHINE & FAKE NOTE DETECTOR; SUPPLY OF POLICY RACKS/ OFFICE TABLE, CHAIRS, WOODEN FURNITURE & FIXTURE ETC; SUPPLY OF WATER PURIFIERS & R O SYSTEMS FOR DOMESTIC AND COMMERCIAL USE; SUPPLY OF DESERT COOLERS/AIR COOLERS/FANS, MOTOR PUMP, GEYSER, HEATER, AND OTHER ELECTRICAL ITEMS VIZ. TUBES, CHOKES, CFL, STARTERS, HOLDERS, HOT CASE ETC; SUPPLY OF LINEN ITEMS SUCH AS TOWELS, BED SHEETS, UPHOLSTERY FOR RESIDENCES AND GUEST HOUSES AND CLOTH FOR UNIFORM; SUPPLY OF OFFICE UPKEEP MATERIALS LIKE CLEANING/MOPPING MATERIALS; COURIER SERVICES; PEST CONTROL SERVICES; HIRING OF PHOTO COPIERS; TRANSPORTATION -HIRING OF TAXIES AT UDAIPUR; BOOKING OF AIR TICKETS; BOOKING OF RAILWAY TICKETS; REFILLING OF TONER CARTRIDGES, PRINTER RIBBONS ETC; MAINTENANCE/SERVICING OF TELECOMMUNICATION EQUIPMENTS SUCH AS FAX, EPABX SYSTEM ETC; MAINTENANCE/SERVICING OF DESERT COOLERS, AIR COOLERS, WATER COOLERS/ PLUMBER/ELECTRICIAN; REPAIR/POLISHING/PAINTING AND MAINTENANCE OF WOODEN FURNITURE AND FIXTURES/CARPENTRY WORK/PAINTING WORK ETC; DRY CLEANING OF CARPETS/ SOFA SETS/VERTICAL BLINDS/CURTAINS/ TOWELS ETC; SCRAP DEALERS/WASTE PAPER & UNSERVICEABLE ITEM BUYERS; BINDING WORK; SUPPLY OF CROCKERY ITEMS/GIFT ITEMS; TRANSPORT SERVICE FOR FURNITURE AND STATIONERY; CANTEN / CATERING SERVICES; NEWS PAPER AGENCY FOR ADVERTISEMENT; PRINTING OF IDENTITY CARDS; SUPPLY OF FIBRE/METEL/ ACRYLIC/ WOODEN TROPHY; SUPPLY OF ALL TYPES OF BEGS AND SUITCASES; DG SET ON RENTAL & HIRE BASIS; PRINTING & SUPPLY OF CRAFT PAPER, CLOTH & RIBBED ENVELOPES.PVC/PLASTIC WALLETS / FOLDERS; DRINKING WATER SUPPLIERS; SUPPLY OF UPS, INVERTERS & BATTERIES; E-FILING OF TDS & CORRECTION RETURNS & OTHER INCOME TAX RELATED MATTERS; DEATH CLAIM INVESTIGATION WORK; FLEX BOARD, NAME PLATES, FOAM BOARD ETC; ELECTRONICS ITEMS/ ELECTRICAL ITEMS/ APPLIANCES/ AUTOMOBILES AND ACCESSORIES; HOME & LIVING ITEMS, KITCHENWARE, PERSONAL CARE, LIFESTYLE (MEN/WOMEN/KIDS WEAR); BOOKS, STATIONERY, SPORTS, ENTERTAINMENT, TROPHIES & GIFT ITEMS; GOLD, SILVER, GIFT CARDS; SUPPLY OF PUBLICITY MATERIALS SUCH AS HOARDING/FLEX/BANNERS/GLOW SIGN BOARDS, CANOPIES & STANDIES PRINTING OF PUBLICITY MATERIALS/PAMPHLETS ETC./MAGAZINES; WALL PAINTING; HIRING OF MOBILE PUBLICITY VAN

इच्छुक फर्मर्स अपने अनुभव, कार्य विधि/क्षेत्र के प्रपत्र पूर्ण विवरण सहित प्रबन्धक(का.से.) मण्डल कार्यालय,

सबसिटी सेंटर, रेती स्टैंड, उदयपुर-313002 को दि. 15.10.2025 सांय 04.00 बजे तक प्रेषित करें। पूर्ण

जानकारी और प्रपत्रों हेतु हमारी वेबसाईट [www.licindia.in](http://www.licindia.in) पर जाकर टेंडर लिंक पर क्लिक करें। भारतीय जीवन

बीमा निगम बिना कारण बताये किसी अथवा सभी प्रस्तावों को पूर्ण/आंशिक रूप से स्वीकृत अथवा रद्द करने

का अधिकार सुरक्षित रखता है।

दि. 25.09.2025

वरि.मण्डल प्रबन्धक



LIFE INSURANCE CORPORATION OF INDIA,  
DIVISIONAL OFFICE-JEEVAN PRAKASH,  
RETI STAND, SUBCITY CENTRE, UDAIPUR-313002  
PHONE NO. : Tel: 0294- 2481290,

### **Notice for Empanelment of Suppliers/Manufacturers/Service Providers**

Applications are invited from reputed MANUFACTURERS/FIRMS/VENDORS/SERVICE PROVIDERS for empanelment for following items:

S NO	CATEGORY	MIN.TURN OVER REQUIRED (IN LAST 3 YEARS)
1	SUPPLY OF TABLE STATIONERY	5 LACS
2	PRINTING OF COMPUTER STATIONERY	50 LACS
3	PRINTING OF FORMS	25 LACS
4	SUPPLY OF TELECOMMUNICATION EQUIPMENTS SUCH AS FAX, EPABX SYSTEMS, TELEPHONE INSTRUMENTS, CALCULATORS ETC	5 LACS
5	SUPPLY/MAINTENANCE /SERVICING OF SAFETY EQUIPMENTS, FIRE EXTINGUISHERS & FIRE ALARMS	10 LACS
6	IT CONSUMABLES SUCH AS INK CARTRIDGES, Printer Ribbons, PEN DRIVES,LAPTOP BATTERIES/CHARGER ETC.	10 LACS
7	SUPPLY OF WATER COOLERS, REFRIGERATORS, LED TVs ETC	25 LACS
8	SUPPLY AND MAINTENANCE OF CCTV CAMERA	10 LACS
9	SUPPLY /MAINTENANCE/SERVICING OF SAFE , CASH BOX, NOTE COUTING MACHINE & FAKE NOTE DETECTOR	05 LACS
10	SUPPLY OF POLICY RACKS/ OFFICE TABLE, CHAIRS, WOODEN FURNITURE & FIXTURE ETC	10 LACS
11	SUPPLY OF WATER PURIFIERS & R O SYSTEMS FOR DOMESTIC AND COMMERCIAL USE.	10 LACS
12	SUPPLY OF DESERT COOLERS/AIR COOLERS/FANS, MOTOR PUMP, GEYSER, HEATER, AND OTHER ELECTRICAL ITEMS VIZ.TUBES, CHOKES, CFL, STARTERS, HOLDERS, HOT CASE ETC	10 LACS

मण्डल कार्यालय, जीवन प्रकाश, पो. बाक्स संख्या. 18, सब्बिटी सेंटर, उदयपुर- 313 001  
दूरभाषसं. 2584730 ए 2486640 ए फैक्स- 2583558 ई-मेल : os.udaipur@licindia.com

Divisional Office, "Jeevan Prakash", P.B. No. 18, Subcity Centre, Udaipur - 313 001  
Tel.: 0294-2481290, 2486640, email: [os.udaipur@licindia.com](mailto:os.udaipur@licindia.com)

13	SUPPLY OF LINEN ITEMS SUCH AS TOWELS, BED SHEETS, UPHOLSTERY FOR RESIDENCES AND GUEST HOUSES AND CLOTH FOR UNIFORM.	05 LACS
14	SUPPLY OF OFFICE UPKEEP MATERIALS LIKE CLEANING/MOPPING MATERIALS.	02 LACS
15	COURIER SERVICES	05 LACS
16	PEST CONTROL SERVICES	02 LACS
17	HIRING OF PHOTO COPIERS	02 LACS
18	TRANSPORTATION -HIRING OF TAXIES AT UDAIPUR	02 LACS
19	BOOKING OF AIR TICKETS	02 LACS
20	BOOKING OF RAILWAY TICKETS	02 LACS
21	REFILLING OF TONER CARTRIDGES, PRINTER RIBBONS ETC	NOT REQUIRED
22	MAINTENANCE/SERVICING OF TELECOMMUNICATION EQUIPMENTS SUCH AS FAX, EPABX SYSTEM ETC	NOT REQUIRED
23	MAINTENANCE/SERVICING OF DESERT COOLERS, AIR COOLERS, WATER COOLERS/ PLUMBER/ELECTRICIAN	NOT REQUIRED
24	REPAIR/POLISHING/PAINTING AND MAINTENANCE OF WOODEN FURNITURE AND FIXTURES/CARPENTRY WORK/PAINTING WORK ETC	NOT REQUIRED
25	DRY CLEANING OF CARPETS/ SOFA SETS/VERTICAL BLINDS/CURTAINS/ TOWELS ETC	NOT REQUIRED
26	SCRAP DEALERS/WASTE PAPER & UNSERVICEABLE ITEM BUYERS	NOT REQUIRED
27	BINDING WORK	NOT REQUIRED
28	SUPPLY OF CROCKERY ITEMS/GIFT ITEMS	NOT REQUIRED
29	TRANSPORT SERVICE FOR FURNITURE AND STATIONERY	NOT REQUIRED
30	CANTEEN / CATERING SERVICES	NOT REQUIRED

31	NEWS PAPER AGENCY FOR ADVERTISEMENT	NOT REQUIRED
32	PRINTING OF IDENTITY CARDS	NOT REQUIRED
33	SUPPLY OF FIBRE/METEL/ ACRYLIC/ WOODEN TROPHY	02 LACS
34	SUPPLY OF ALL TYPES OF BEGS AND SUITCASES	05 LACS
35	DG set on rental & Hire basis	05 LACS
36	PRINTING & SUPPLY OF CRAFT PAPER, CLOTH & RIBBED ENVELOPES.PVC/PLASTIC WALLETS / FOLDERS	05 LACS
37	DRINKING WATER SUPPLIERS	01 LACS
38	SUPPLY OF UP, INVERTERS & BATTERIES	05 LACS
39	E-FILING OF TDS & CORRECTION RETURNS & OTHER INCOME TAX RELATED MATTERS	NOT REQUIRED
40	FLEX BOARD,NAME PLATES,FOAM BOARD ETC.	02 LACS
41	DEATH CLAIM INVESTIGATION WORK	NOT REQUIRED
42	Electronics items/ Electrical Items/ Appliances/ Automobiles and Accessories	10 Lacs
43	Home & Living items, Kitchenware, Personal Care, Life Style (Men/Women/Kids Wear)	10 Lacs
44	Books, Stationery, Sports, Entertainment, Trophies & Gift Items	5 Lacs
45	Gold, Silver, Gift Cards	10 Lacs
46	Supply of Publicity materials such as Hoarding/Flex/Banners/Glow Sign Boards, Canopies & Standies	5 Lacs
47	Printing of Publicity Materials/Pamphlets etc./Magazines	5 Lacs
48	Wall Painting	3 Lacs
49	Hiring of Mobile Publicity Van	3 Lacs

1. The separate forms(Annexure-A) are required to be filled for each category which may be downloaded from our website [www.licindia.in](http://www.licindia.in) click on the link "Empanelment of Suppliers/Manufacturers/Service Providers for Udaipur Divisional office. Application for empanelment duly completed should be submitted at the O.S. Department, LIC OF INDIA, Divisional Office, Subcity Centre, Reti Stand, Udaipur- 313002(Raj.) in a closed envelop super scribed as "Application for empanelment of Suppliers/Manufacturers/Service Providers Category S. No.....(Name of Category) along with non refundable application fees of Rs. 118.00 in the form of demand draft

- in favour of LIC Of India payable at Udaipur 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 49) and fulfilling conditions as per Annexure A enclosed, may apply for empanelment for jobs undertaken at Divisional Office, Udaipur. The applications in questionnaire form (Ann.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 **15.10.2025 by 4.00 p.m.** The corporation bears no responsibility for applications received after due date and time 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. LIC Of India reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. LIC 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.
  7. The Empanelment shall initially be valid upto 31.03.2028. The tenure may be extended by an additional one year, on the same terms and conditions, with approval of the competent authority.

**Dated : 25.09.2025**

**Sr. Divisional Manager**



LIFE INSURANCE CORPORATION OF INDIA,  
DIVISIONAL OFFICE-JEEVAN PRAKASH,  
RETI STAND, SUBCITY CENTRE, UDAIPUR-313002  
PHONE NO. : Tel: 0294- 2481290,

**APPLICATION FORM FOR EMPANELMENT OF FIRM (Annexure-A)**

Serial No of Category	Name of Category

**(Separate Application is to be filled up for each category)**

**CONDITIONS FOR EMPANELMENT**

1. The firm/supplier/service provider should be in profession for at least 3 year(Copy of registration certificate must be enclosed).
2. Annual turn over of the firm/supplier/service provider should be at par or more than the specified for category.
3. The firm/supplier/service provider should be on the approved panel of at least 03 reputed firms out of which at least one should be public sector or government undertaking.
4. The empanelment would be done only on the favourable recommendation of the duly constituted committee that may visit & inspect the premises, workshop etc. of the applicant.
5. Applicants are required to affix the signature and seal of the Authorized Official of the Company/firm on each page of the application documents including Annexure-A.

**GENERAL INFORMATION**

1.	Name of the Dealer/Firm(In block letters)	
2.	Date of Establishment/Incorporation	
3.	Address,e-mail id and Telephone no.(Landline & Mobile no.)	
4.	Address of office(If Separate) : And Telephone no./Mobile no.	
5.	Status : Whether Proprietary/ Partership/ Private Limited Company/Public Limited Company	

6.	Name of Proprietor/Partners/Directors	
7.	Name of Chief Executive/Owner with his present addresses and Tel.nos /Mob.no/ email id	
8.	Name of Representative(s) indicating designation who would be calling on us and attending to our job	
9.	Name of Bankers with address and Tel.nos, IFSC code and A/c no.	
10.	Is the establishment registered under the Factories Act ? If so, State – Attach self attested copy of each	
10(a)	License Nos.	
10(b)	Date of last renewal of licence (Copy of license to be Enclosed)	
10©	GST No	
10(d)	TIN NO	
10(e)	ESIS NO, if any	
10(f)	EPF Registration no. if any	
11	Whether holding certificate under shops and establishment act, duly renewed, copy should be enclosed.	
12	State the latest Income Tax Assessed year and the amount of Tax assessed( copies of last 3 years IT returns, Balance Sheets & Revenue A/c to be enclosed.	F. Y. 2022-23 F. Y.2023-24 F. Y.2024-25
13	Turn Over for last three years (kindly attached proof)  F. Y. 2022-23 F. Y.2023-24 F. Y.2024-25	
14	Are you agreeable to make the F O R deliveries to our Divisional Office, Udaipur and other offices of udaipur division.	
15	Are you agreeable to submit samples whenever called for	
16	Are you agreeable to abide strictly by the terms and conditions of the tenders and contracts as and when laid down by the Corporation.	
17	Name, addresses and telephone nos. of some of your most valued clients(Attach separate list)	

मण्डल कार्यालय, जीवन प्रकाश ,पो. बाक्स संख्या. 18 ,सबिटी सेंटर, उदयपुर- 313 001  
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18	If your firm is empanelled with any of office of LIC Of India .(Attached letters of empanelment .)	
19	Have you ever been black listed by LIC of India or Govt./Semi Govt./Quasi Govt.departments/PSUs/ Banks as on date of submission of bid.	
20	Is the firm registered for Micro & Small Enterprises (MSE) With Director of Industries/District Industries Centre as manufacturing/service enterprises or registered with National Small Industries Corporation(NSIC) under single point vendor registration Scheme. If so enclose copy.	
21	Is the firm owned by SC/ST entrepreneurs? If so enclose copy	
22	Mention any other specialties of your establishment.	

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the firm.

I/We .....request LIC Of India, Divisional Office, Subcity Centre, Reti Stand, Udaipur to consider inclusion of my/our name in the list of their approved firms/suppliers/service providers. We agree to give full satisfaction to the corporation in the event of their doing so.

1. I/We have read the instructions appended to the Annexure A and I/We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me/us can be treated at the sole discretion of the corporation and I/We will be solely responsible for the consequences.
2. I/We agree that the decision of the Corporation in selection of Manufacturers/Vendors/Service providers will be final and binding on me/us.
3. All the information furnished by me here under is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if inspection of my/our premises/workshop, shop etc is done by the official of the Corporation.

Dated at.....this.....day of.....2025

Signature with Seal :

Name :

Designation :