

Ref: OS/Empanelment

Date: 23.12.2025

“TENDER DOCUMENT”

EMPANELMENT OF Agencies/Suppliers/Manufacturers/Printers/Service providers/Vendors FOR (Office Services Department)

**LIFE INSURANCE CORPORATION OF INDIA
SRINAGAR DIVISION**

Last Date of Submission: 13.01.2026 up to 1600 Hours



TENDER NOTICE

Life Insurance Corporation of India, Divisional Office, Srinagar intends to invite sealed tenders in a closed envelope for Empanelment of Agencies/Suppliers/Manufacturers/Printers/Service Providers/Vendors for Life Insurance Corporation of India-Srinagar Division, from the Individual(s)/Firms. Tender document containing terms and conditions, is available at our web site www.licindia.in>Bottom-Links>>Tenders. The last date of submission of Tenders is **13.01.2026 up to 1600 Hours**. For further details please log on to www.licindia.in>Bottom-Links>>Tenders

Senior Divisional Manager, LIC of India, Divisional Office, Srinagar reserves the right to accept or reject any or all offers/ tenders in full/ part without assigning any reason whatsoever.

SENIOR DIVISIONAL MANAGER



Salient Features of the TENDER

S.NO.	Title	Description
1	Tender	Tender for Empanelment of Vendors (Office Services Department) Life Insurance Corporation of India, Srinagar Division
2	Name and address to whom the tender is to be submitted	Tender Receiving Officer Life Insurance Corporation of India, D. O. Cell, Jeevan Jyoti Building, 18-A, Rail Head Complex, Jammu-180012
3	Tender Fee	₹118- (Rupees 100/- as tender fee + 18% GST) (non- refundable) by way Demand Draft only , in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at Jammu.
4	Last Date and time of submission of tender applications	13.01.2026 by 1600 Hours. Applicants to ensure that their tender is received on or before the date and time specified, as no consideration whatsoever shall be given for postal or any kind of delay.
5	Date of opening of Tender	Applications in a sealed envelope will be opened by the Tender Opening Committee on 16.01.2026 11 AM in presence of the bidders or one of their authorized representatives (Authorization letter as per the format provided, with ID proof) who wish to attend at their own cost.
6	Tender Specifications	Tender mainly consists of three parts as: a) Instructions to bidders, Eligibility Criteria, General Terms and Conditions b) Annexures A, B, C, D
7	Official Website where Tender document is available	www.licindia.in >Bottom-Links>>Tenders

SENIOR DIVISIONAL MANAGER

ELIGIBILITY CRETERIA

Life Insurance Corporation of India, Srinagar Division intends to invite applications for Empanelment for various services as detailed below, in sealed envelopes, from reputed Agencies/Suppliers/ Manufacturers/ Printers/ Service Providers/ Vendors having sound financial capacity and proven track record of at least 3 years in the respective field with Central Government/PSU/ State-UT departments:

S. No.	CATEGORY	Average Minimum Turnover of Last Three Financial Years
1	Offset/ Screen printers for printing of forms/ledgers, visiting /Identity cards/publicity brochures/booklets etc. with paper.	10 Lakhs
2	Computer continuous stationery with/without carbon	10 Lakhs
3	Manufacturer/Supplier of Cloth lined/Kraft Envelopes/ordinary envelopes	5 Lakhs
4	Supply/installation/testing/commissioning of SMF batteries of Exide/Amaron Quanta brands	10 Lakhs
5	I.T. consumables such as Toners, Ink, cartridges, printer heads, DMP ribbons, (Fresh purchases only)	5 Lakhs
6	AMC of water Purifiers /Water Coolers	3 Lakhs
7	Supply/Maintenance and IT cabling and allied works	3 Lakhs
8	AMC of EPABX/Telephone Equipments, Supply and Repairing	2 Lakhs
9	Printing of Flex Boards/ Name Plates/ Banners Leaflets etc.	2 Lakhs
10	Scrap Dealer	2 Lakhs

Senior Divisional Manager



Instructions to Bidders

1. Life Insurance Corporation of India, Srinagar division intends to invite applications for Empanelment for various services as detailed below, in sealed envelopes, from reputed Agencies / Suppliers/ Manufacturers/ Printers/ Service Providers/ Vendors to be empanelled with OS department.
2. For complete details and formats of tender document please log on to LIC's website www.licindia.in>Bottom-Links>>Tenders. Should there be any changes in the terms and conditions of the tender, they will be duly notified on this official website and no further intimation will be given through any other means.
2. The Separate Forms (Annexure-A, B, C & D) are required to be filled up by the participating bidders for each category from S. No 1 to 10.
3. **TENDER FEE:** Tender document may be downloaded from the website, should be duly filled in and accompanied by a **Demand Draft only** of ₹118/- (₹100+18% GST) favoring 'LIC of India' drawn on any Nationalized/Scheduled Bank payable at Jammu, towards non-refundable tender Fee. Kindly note that tender fee can be deposited at our cash counter in cash during cash hours on any working day excluding Saturdays, Sundays and Holidays.
4. Application for empanelment duly completed and addressed to:

**Tender Receiving Officer,
Life Insurance Corporation of India,
D. O. Cell, Jeevan Jyoti Building,
18-A, Rail Head Complex, Jammu- 180012.**

The closed envelope should be super scribed as:

"Application for empanelment of Agencies/ Suppliers/Manufacturers/Printers/ Service Providers/ vendors"

Category S . No _____ under category:

5. The applications (**Annexure–A, B, C & D**) 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 **13.01.2026 up to 4.00 PM**. Corporation bears no responsibility for applications received after due date, and if received are liable to be rejected.
6. The Agencies/Suppliers/Manufacturers/Printers/Service Providers/Vendors who are already on our panel are required to apply for fresh empanelment.

7. The Agencies/Suppliers/Manufacturers/Printers/Service Providers/Vendors who have been blacklisted/ removed earlier by any office of the Corporation should not apply, if applied, their application will not be considered.
8. Tenders received late, not in properly sealed cover, received telegraphically, through mail or conditionally or not conforming to the prescribed conditions or not complete in all respects will be rejected.
9. The last date for submission of tenders is as stipulated in the 'Salient features of the Tender'. If the last date of receipt of tenders as mentioned in the 'Salient features of the Tender' happens to be a holiday, tenders shall be accepted on the next working day by 3.00PM.
10. The tenders will be opened by the "Tender Opening Committee" on the day as mentioned in the 'Salient features of the Tender'.
11. The Bidder should affix authorized person's signature on all the pages from **page 1-7** of the tender as a token of acceptance of the terms and conditions.

Senior Divisional Manager



General Terms and Conditions

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, Srinagar Division.
2. Incomplete, conditional tenders and fax/ e-mail/ telegraphic tenders will not be considered and will be rejected.
3. Tender applications from intermediaries or brokers will not be entertained.
4. Mere submission of application for empanelment does not confer any 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. Life Insurance Corporation 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.
5. LIC reserves the right to reject incomplete applications, applications lacking in the required details, applications submitted without signatures or without relevant enclosures.
6. In case of any dispute arising with any State/ Central Agency, owing to happening of any incidence within any office, **AGENCIES/ SUPPLIERS/ MANUFACTURERS/ PRINTER/ SERVICE PROVIDERS/ VENDORS** shall be solely responsible for it and LIC will not have any liability in this regard whatsoever.
7. Any dispute arising out of the terms of this tender on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated Authorities of LIC and the authorized representatives of the contractor. Any dispute arising out of the Contract/Agreement shall come under the jurisdiction of the Honorable Courts in Jammu city only.
8. The Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to make any modification/s in the tender before the last date of submission of tenders. The modification/s, if any, will be published on our website www.licindia.in/Bottom-Links/Tenders and will form part of the tender.
9. The Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to reject or to accept any tender and to annul the tendering process.
10. The LIC reserves the right for inclusion / exclusion of terms and conditions for empanelment as per the requirement.

PERIOD OF EMPANELMENT:

Empanelment will be for a period of three (03) financial years 2026-27, 2027-28 & 2028-29.

SENIOR DIVISIONAL MANAGER



Annexure "A"

APPLICATION FORM FOR EMPANELMENT

S. No. of CATEGORY:	NAME OF CATEGORY:

(Separate application is to be submitted for each category)

Conditions for Empanelment:

1. The applicant Agencies/Suppliers/Manufacturers/Printers/Service Providers/Vendors should be in the same profession for at least 3 years. (Copy of proof to be enclosed)
2. The firm should be on the approved panel of at least two (02) Central/State/UT Govt. departments or Public sector Corporations/Companies (Copy of proof to be enclosed)
3. The Agencies/Suppliers/Manufacturers/Printers/Service Providers/Vendors should have registration with Central/State/UT or local authorities for undertaking the profession for which applied for empanelment.(copy of proof to be enclosed).
4. Bidders applying for Empanelment should possess certificate under Shops & Establishment act, or Certificate of Incorporation duly issued by the concerned authorities. (Copy of proof to be enclosed)
5. The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
6. Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed).
7. Average Minimum Annual turnover required for empanelment is indicated above against each category. (Copy of proof to be enclosed)
8. Firms to give consent for onsite Inspection of the office premises, workshop, shop etc. of the applicants for verification .(Declaration to be enclosed)
9. The empanelment would be done only on the recommendations of the duly constituted committee that would visit and inspect the premises, workshop, shop etc. of the applicants.
10. For suppliers of IT consumables and Batteries, submission of authorization letter from original equipment manufacturer (OEM) is mandatory.

Signature of Bidder with Seal

Name:



Annexure "B"

APPLICATION FORM

EMPANELMENT OF AGENCIES/SUPPLIER/MANUFACTURERS/PRINTER/SERVICE PROVIDERS/ VENDORS FOR LIC OF INDIA, SRINAGAR DIVISION

PART 1: GENERAL INFORMATION

S.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED	
	Category for which you are applying	S. No. as per Category List	
		Category Name	
1.	Name of the Firm(In Block Letters)		
2.	Date of Establishment/Incorporation of Agency/Firm		
3.	Correspondence address, Telephone No. & Mobile No E-mail id		
4.	Address of Head Office (if Separate from the above) Telephone No.		
5.	Status of the Company/Firm : Proprietary/Partnership/ limited company/ Public Limited Company		
6.	Name of the Official/Officials who would be calling on us and attending to our jobs. Telephone Nos.		
7.	Name of bankers with addresses & Telephone Nos.		

8	<p>Is the firm registered under the Factories Act? If so, state</p> <p>(a) Labour License ,if applicable No and validity under various Sections of Labour Laws. (Enclose photocopy)</p> <p>(b) EPF registration No. if any (Enclose copy)</p> <p>(c)ESI No. if any (Enclose copy)</p>		
9	<p>Whether holding certificate under shops & establishment act or Certificate of incorporation?</p> <p>(Duly Renewed copy should to be enclosed)</p>		
10	<p>Certificate issued by Chartered Accountant in respect of Annual Turnover for last three Financial years (Certified copy to be enclosed)</p>	<p>FY 2022-23</p> <p>FY 2023-24</p> <p>FY 2024-25</p>	
11	<p>Whether Black listed by any Govt. Deptt./Public sector undertaking /Company</p>		
12	<p>Are you agreeable to make deliveries at :</p> <p>LIC of India, DO Cell, 18-A, Jeevan Jyoti Building, Rail Head Complex, Jammu -180012</p>		
14	<p>Are you agreeable to abide strictly by the terms and conditions of the tenders and contracts?</p>		
15	<p>Is your firm empanelled with any office of LIC of India</p> <p>If yes, attach self-attested copy of the letter/order.</p>		
16	<p>Name, Addresses and Telephone Nos. of some of your most valued Clients</p> <p>(Separate list may be attached)</p>		

17	Are you registered with NSIC/Director of Industries/ Distt. Ind. Centre as Micro, Small and Medium (MSEM) Enterprise. (If yes, attach self- attested copy of certificate)	
18	Mention any other specialties of your Establishment.	
19	Website details if any	
20	PAN No (attach attested copy)	
21	GST No (attach attested Copy)	
22	Details of Tender Fees	Amount Demand Draft No: Date: Bank:

Signature with seal

Name:

Designation:



Annexure "C"

DECLARATION

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 will be treated as invalid 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 AGENCY/SUPPLIER /MANUFACTURERS /PRINTERS /VENDORS/ SERVICE PROVIDERS will be final and binding on me / us.
3. I/we agree to notify LIC of India Divisional office Srinagar accepting the Tender and registering my/our Firm for empanelment of Agencies/suppliers/manufacturers/printers/service providers/vendors, of any changes in the foregoing particulars as and when they occur and to verify and confirm the same to LIC of India.
4. I/We agree that I/We have no objection if onsite Inspection of my/our premises/workshop/shop/office premises etc. is done by the officials of LIC of India.
5. I/We hereby confirm that all the information furnished is correct to the best of my/our knowledge and belief.
6. I/We affirm and declare that to notify the fact of my/our amalgamation with another contractor/Firm Life Insurance Corporation of India may remove my/our name from the list of empanelled agencies/suppliers/manufacturers/printers/service providers/vendors and any contract i/We may be holding may be rescinded.

Dated at _____ this _____ day of _____ 2025

Signature with seal

Name:

Designation:

Note:

The Corporation reserves the right to cancel the name of the AGENCY/SUPPLIER /MANUFACTURERS /PRINTERS /VENDORS/ SERVICE PROVIDERS from its approved lists at its absolute discretion without assigning any reason



ANNEXURE -'D'

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of Agency :

.....

Phone / Mobile No. :
(FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

Agency Bank Account No. :
(Full Digit 11-16)

Type of A/c : Saving A/c ☐ Current A/c ☐ OD A/c ☐ ☐ A/c ☐
(Tick)

Bank IFSC Code No. :

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(11 DIGIT IFSC CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Authorized Signatory
(Name / Designation and Seal of the Firm / Company)
Mobile/Email Id:
Date:

Kindly enclose cancelled cheque leaf for verification of NEFT details.



Self- Declaration

I/We _____
do hereby declare that I/We have not, at any time during the period of last three years, immediately preceding the date of this declaration, been Black listed by any central or state Govt. deptt. / Public Sector company /any office of the LIC nor have been convicted by any court of law. I/We further state that I do not have any criminal antecedents and no criminal cases are pending against me/us.

Authorized Signatory
Bidder Detail with Seal and Stamp

Date: _____



Ref:OS/Empanelment

Date: 23.12.2025

Sr. Divisional Manager

Sir,

Re: Approval for empanelment of Agencies/ Suppliers/ Manufacturers/ Printers/ Service Providers/ Vendors

Competent Authority vide office Note Ref: OS/Empanelment dated 18.07.2022 approved publication of Notice for empanelment of Agencies/Suppliers/Manufacturers/Printers/Service Providers/Vendors for LIC of India, Srinagar Division. After completion of the scrutiny of the applications received from vendors, Competent Authority vide Office Note Ref: OS/Empanelment/2023 dated 21.03.2023 recommended vendors under various categories for empanelment with OS department of Srinagar Division, which was approved by the Competent Authority. Empanelment is valid up to 31st March, 2026.

Now since Empanelment of vendors is going to expire on 31st March, 2026, we propose to publish a fresh Notice for Empanelment of vendors under various categories as mentioned below in the table.

Category No.	CATEGORY TITLE
1	Offset/ Screen printers for printing of forms/ledgers, visiting /Identity cards/publicity brochures/booklets etc. with paper.
2	Computer continuous stationery with/without carbon
3	Manufacturer/Supplier of Cloth lined/Kraft Envelopes/ordinary envelopes
4	Supply/installation/testing/commissioning of SMF batteries of Exide/Amaron Quanta brands
5	I.T. consumables such as Toners, Ink, cartridges, printer heads, DMP ribbons (Fresh purchases only)
6	AMC of water Purifiers /Water Coolers
7	Supply/Maintenance and IT cabling and allied works
8	AMC of EPABX/Telephone Equipments, Supply and Repairing
9	Printing of Flex Boards/ Name Plates/ Banners Leaflets etc.
10	Scrap Dealer

In the above context we may submit that procurement of stores under various categories for our Division is being done through GeM portal. However there are certain products which we have to purchase through offline mode due to Non-availability through GeM portal. Further floating Bid through the portal has to be processed after completion of the bidding period thereby making it difficult to procure stores on urgent basis. As such Empanelment of vendors is necessary to ensure smooth supply under such circumstances. Tender has been prepared for this purpose and detail of Tender schedule shall be as under:

1. Date of Issue of advertisement:-24.12.2025.
2. Date of floating of tender:-24.12.2025.
3. Date of uploading the tender on LIC website:-24.12.2025.
4. Last date and time of receiving of tender:-13.01.2026 (4.00 PM)
5. Date and time of opening of tender:-14.01.2026 (4.00 PM)

We also propose publishing of advertisement of the above tender in News Papers, The Daily Excelsior and Rising Kashmir in English, Amar Ujala in Hindi and Aaftab in Urdu.

Submitted for approval.

Manager (OS)

