

Annexure A

NOTICE FOR EMPANELMENT 2026

Applications are invited from the vendors / firms (including existing empanelled vendors under Rajkot Division) for the empanelment of various jobs mentioned below for Divisional Office, Rajkot for a period of three years from 01.03.2026 to 28.02.2029.

CATEGORY OF VENDORFIRM FOR SUPPLY OF

(A) Furniture and fixtures

1. All types of Furniture & Fixtures (Wooden & Iron), Safes. Fire/ Water proof storage equipment, Policy Racks, Network Racks, etc.
2. Purchase and maintenance of Water cooler, Purifiers, RO systems, Air coolers Air conditioners, Refrigerators, Photo copier machine, Washing machines.
3. Purchase of Batteries for UPS, Invertors, Generator sets, voltage stabilizers
4. Purchase & maintenance / repairing of Telecommunication equipment such as EPABX, Fax, Intercom, Telephone instruments etc.
5. Purchase & maintenance of Note Counting Machine, Fake Note Detectors.
6. Purchase of electrical appliances, Wall clocks, Fans etc.
7. Bed linen, Mattress, Hand towels and Cloth traders, Umbrella suppliers

(B) PRINTING & STATIONERY

8. Table & Office stationery, calculators etc.
9. Printing & Stationery such as Forms, Paper, etc.
10. Computer Continuous Stationery – Printed/ Blank
11. Envelop Suppliers, PVC/ Plastic Wallet, Folder Suppliers, Policy Dockets etc.
12. IT Consumables – Computer peripherals such as Cartridge & Refilling of Cartridge, Printers, Printers ribbons, Printer heads, Laptop batteries/ chargers Pen drives
13. Printing of Identity Cards, Visiting Cards,
14. Rubber Stamps/ Nylon Stamps
15. Binding Work,
16. Xerox (photo coping) work,
17. Purchase and repairing of Calculator and other calculating machine

(C) OS & ESTATE RELATED MATTERS

18. Carting and labour services with transportation Services
19. Carpenter work, painting work, furniture fitting & repairing work.
20. Waste paper and scrap lifting services
21. News paper Advertizing Agencies

22. All types of Fire Extinguishers including refilling
23. Pest Control and Sanitization Services
24. Railway and Air Ticket Booking

25. Courier Services
26. Curtain & carpet work, Decoration and lighting work
27. Maintenance of UPS Systems
28. Maintenance of Fire Alarm & Fire Detection System
29. Civil repair & maintenance work, draining & plumbing work
30. Electrical repair & maintenance work
31. Purchase & maintenance of Security Systems, CCTV cameras
32. Computer network cabling work
33. Water tanker suppliers
34. Security Services
35. Cleaning of under ground and over head water tanks
36. Catering services
37. Fire consultants
38. Transformer services
39. House keeping and maintenance services for office premises and guest house
40. Painting work like name plate, small sign board etc.
41. Maintenance of Diesel Generator set

Schedule for submission

1	Issue of form for empanelment	From 12.01.2026 to 30.01.2026 between 10.30 am to 04.00 pm
2	Empanelment Fee (Non Refundable)	Rs. 118/- (Rs. One Hundred Eighteen)
3	Last Date and Time for submission of Empanelment form	02.02.2026 upto 04.00 pm
4	Address where form of empanelment alongwith the necessary documents is to be sent	Manager (Estate), 'Jeevan Prakash', Tagore Marg, Rajkot 360001

NOTE :

1. Vendors/suppliers/contractors who are on our existing panel have to apply fresh for empanelment.
2. Vendors/ suppliers, who have been permanently black listed/ removed earlier should not apply. If apply, their application will not be considered.
3. The application should clearly mentioned the category number for which the empanelment is desired.
4. Sr. Divisional Manager, Rajkot Division reserves the right to include/ exclude/ cancel the name fo the vendors/ suppliers from its approved list at its absolute discretion without assigning any reason.

ELIGIBILITY CRITERIA

1. The firm should have a standing of at least three years. Copy of Registration Certificate must be enclosed.
2. The agency should have completed similar nature of work during last three years for which the agency is applying for empanelment. Copy of completed work/ work orders to be enclosed.
3. Minimum average annual turn over of last three years should be Rs. 1 Lakh for empanelment.
4. The Firm/ Agency/ Contractor should have necessary infrastructure and sufficient man power on its rolls so as to provide immediate, satisfactory and efficient services.
5. The Firm/ Agency/ Contractor are hereby informed that LIC of India, Rajkot Division, will arrange inspection of the office premises and infrastructure facility of The Firm/ Agency/ Contractor through a committee of Officials and/ or through an Investigator appointed for the purpose to verify the existence and status of firm/ establishment with necessary infra structure facility in providing satisfactory and efficient services, so as to take a decision about the empanelment of The Firm/ Agency/ Contractor.
6. The firm should have registration with State & Local authorities for undertaking the profession / providing services, if required. (Copies of State/ Local authorities registration to be enclosed).
7. The Firm/ Agency/ Contractor should have a valid PAN number issued by Income Tax Authority and attach photo copy of PAN card.
8. The Firm/ Agency/ Contractor should be registered with Goods & Service Tax Authority and should have a valid GST number issued by Statutory authority and should be ready to issue GST Compliance, Bills/ Invoices for release of payment. Attach self attested photo copy of GST Registration with GST number.
9. The Firm/ Agency/ Contractor should furnish the list of Corporate Clients with whom they were empanelled during the last three financial years i.e. 2022-23, 2023-24 and 2024-25. Attach certificates from concerned Corporate Clients/ companies.
10. Vendor/ Firm should keep sufficient stock in hand, so as to comply with requirements without delay.
11. Vendor/ Firm should furnish the specific brand or make, in case they are authorized dealer. (Copy of authorized dealership to be enclosed).
12. The approved panel will be valid for a period of three years from 01.03.2026 to 28.02.2029
13. Existing vendors on the panel have to apply fresh for empanelment.
14. An amount of Rs. 118/- (non refundable) towards empanelment fee is to be paid for each category by enclosing a payable at par Cheque/ Demand Draft payable at Rajkot, favouring LIC of India and is to be enclosed with the application form. The fees may also be remitted in cash at the cash counter of Rajkot Divisional Office between 10.00 a.m. to 04.00 p.m. on all working days. Applications received without fees of Rs. 118/- will be rejected.
15. Any dispute is subject to Rajkot jurisdiction.
16. Sr. Divisional Manager, Rajkot Division reserves the right to cancel any application without giving any reason. The decision of Sr. Divisional Manager, LIC of India, Rajkot Division in this regard shall be final and binding on the Bidders/ Tenderers.
17. Application should reach us along with the necessary documents in an envelop super scribed “APPLICATION FORM FOR EMPANELMENT FOR S. NO. _____” and should also bear the name of The Firm/ Vendor/ Contractor sending it.

Sr. Divisional Manager

Application for Empanelment for

No.	Information Sought	Information Provided
1	Name of the firm/ agency/ dealer/ person (In Block Letter)	
2	Nature of Ownership (Whether Proprietary / Partnership / Personal)	
3	Date of establishment in case of firm	
4	Complete address of the firm/ personal address	
5	Telephone No. Mobile No. E mail address	
6	Name of the partners/ directors if firm or partnership firm	
7	Name of representatives with designation who would be calling on us and attending to our jobs Mobile No. of representatives	
8	Is the firm registered under the shop establishment Act ? If so state a) License No. b) Date of license expiry c) PAN No. d) ESIS No., if any e) EPF Reg. No.	
9	Is the firm registered under the factories Act ? If so state License No. Date of last renewal of license a) GST No. b) TAN No. c) ESIS No. d) EPF Reg. No.	
10	PAN No. (Copy enclosed)	
11	GST No. of the firm (self attested copy attached if) HSN Code HSN Code description	
12	Turn over for last 3 years F.Y. F.Y. F.Y.	
13	TAN No.	
14	Has your firm been blacklisted/ removed/ earlier by LIC or any of the PSUs/BFWI/ Govt./ Semi Govt./ in India Yes/ No	

15	Name of the Bankers with the address and telephone No.	
16	Whether the firm is empanelled with any office of LIC or any PSU state the name of the office	
17	Do you agree to make free deliveries to Rajkot Div. Office or any of the branches under Rajkot Div.	
18	Do you agree to enter into a rate contract or running contract or fixed quantity contract.	
19	Do you agree to abide strictly by the terms and conditions of tender and contracts	
20	Do you agree to submit samples whenever called for ?	
21	Are you occupied by shop/ printing press	
22	Do you have dealership of any brand/ make/ standard firm	
23	No. of employee having	
24	Mention product and services your provide. Also mention any other specialties of your firm.	

I/We _____ request Life Insurance Corporation of India, Rajkot Divisional Office to consider inclusion of my/ our firm/ company in the list of their approved firms/ suppliers/ service providers and hereby assure to extend full co-operation up to the satisfaction of Corporation in the event of their doing so.

I/We agree to abide by all the terms & Condition as per Annexure A and framed by Corporation from time to time.

Date : _____

Signature with Seal