Notice for Empanelment

Applications are invited from the Reputed Firms for Empanelment of **VENDORS / SUPPLIERS/ CONTRACTORS / MANUFACTURERS/ SERVICE PROVIDERS for a period of 3 years (Three years) from date of empanelment** at Western Zonal Office, Office Services Department, Ground Floor, Yogakshema (West Wing), Jeevan Bima Marg, Nariman Point, Mumbai - 400021 for Purchase & Supply of Table and Office Stationery. For details of categories refer Annexure-I.

For complete details and empanelment documents please contact the O.S Department, Ground Floor at the above address or log on to www.licindia.in under the link "Tenders". Any further information such as correction/addition/deletion in term and condition if any will be published at our website only.

LIC of India reserves the right to accept or reject any or all applications in full / part without assigning any reasons whatsoever. The firms/Agencies that are on our panel are also required to apply a fresh, if interested.

Last date for submitting documents for Empanelment is 16.00 Hrs on 18.03.2026.

Date: 23.02.2026

Place: Mumbai

Zonal Manager

Annexure-1

Notice for Empanelment

Applications are invited from reputed VENDORS / SUPPLIERS / CONTRACTORS/ MANUFACTURERS / SERVICE PROVIDERS for empanelment on our Approved List for a period of 3 years (Three years) from date of empanelment as per following Serial No. Name of Category and Minimum Turn Over:

SL NO	Name of Category	Minimum Turnover Required per annum (in any of last three Years) in lacs
1	PURCHASE AND SUPPLY OF TABLE AND OFFICE STATIONERY ETC	15 lacs

1. The eligibility conditions and applications form can be downloaded from our website www.licindia.in or the same can be obtained from the office from Secretary (OS), LIC of India, Western Zonal Office, Ground Floor, Yogakshema (West Wing), Jeevan Bima Marg, Nariman Point, Mumbai - 400021. Application for empanelment along with notice of empanelment, general terms and conditions, Annexure A, B, C and D duly completed should be submitted to the same address in a closed envelope super subscribed as:

   "Application for empanelment of VENDORS / SUPPLIERS / CONTRACTORS /MANUFACTURERS/SERVICE PROVIDERS for Purchase & Supply of Table Stationery along with Non refundable application fee of Rs.590/- (Rs. 500/- as tender fees + Rs. 90/-18% GST) in the form of Demand Draft in favour of Life Insurance Corporation of India, payable at Mumbai or can be deposited at our cash counter during cash working hours on office days. (Except Saturday, Sunday & Public Holiday). (MSME & NSIC are exempted from application fee)

2. The VENDORS / SUPPLIERS / CONTRACTORS / MANUFACTURERS/ SERVICE PROVIDERS desirous to be empanelled with us for above said jobs Category No.1 and fulfilling conditions as per Annexure A enclosed may apply for empanelment for jobs undertaken at Western Zonal Office, Mumbai. The applications in questionnaire form (Annexure B) along with the enclosures and Annexure C with necessary certificates in evidence of the facts mentioned in the forms and Annexure-D are to be sent at the address mentioned above on or before 18.03.2026 by 16.00 Hrs. The applications received late or incomplete will not be entertained and are liable to reject. The application received will be opened on 20/03/2026 at 12.00 pm

3. VENDORS / SUPPLIERS / CONTRACTORS / MANUFACTURERS/ SERVICE PROVIDERS who have been black listed/removed earlier should not apply. If applied, their applications will not be considered.

4. Mere submission of Application for empanelment does not confer the 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 for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action. The corporation reserves the right to raise/ lower the minimum eligibility criteria for empanelment depending upon the responses and also to call for documents/certificates if required in the process of empanelment.

ZONAL MANAGER

General Terms & Conditions for Empanelment of VENDORS/SUPPLIERS/CONTRACTORS/MANUFACTURERS/SERVICE PROVIDERS for a period of 3 years (three years) from the date of empanelment.

1. Application is to be submitted along with a non-refundable application Fee of Rs.590/- (Rs. 500/- as tender fees + Rs. 90/- 18% GST) in cash or by DD in favour of LIC of India payable at Mumbai. Application fees is not applicable to MSMSE & NSIC Vendors

2. The Bidder needs to submit a signed Bid Security Declaration stating that if the bidder withdraws or modify their bid during the period of validity etc., the bid submitted by him/her will be declared void and will be cancelled. Further the bidder will be suspended for the period of Six Months or as deemed fit by the competent authority for participating in any of the tendering/Bidding /Empanelment process initiated by the Western Zonal Office.

3. If the tender value exceeds Rs 1,00,000/- besides Tender fee a security deposit in the nature of performance guarantee @3% of Contract value by DD or Bank Guarantee in favour of LIC of India through scheduled Banks payable at Mumbai is to be deposited which is refundable without interest.

4. Limited Tender may be called for purchases of upto Rs.25 lacs or limits decided by the competent authority. Limited tender shall be invited only from amongst the firm/dealers in the empanelled approved list.

5. T.D.S. shall be deducted as per IT rules. No advance payment shall be made for the orders.

6. After empanelment if VENDOR/SUPPLIER / CONTRACTOR / MANUFACTURER/SERVICE PROVIDER is blacklisted by any of the office of LIC of India then its empanelment would be cancelled.

7. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within in its right award tendered job in part to one of the tenderer and remaining job to another tenderer.

8. That it has been mutually agreed between the Corporation and the supplier/vendor/Service Provider that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Zonal Manager, LIC of India, Zonal Office, Mumbai of the corporation and his decision shall be binding on the supplier/vendor/service providers. The supplier/vendor/service providers shall not raise any question of competence of the Zonal Manager to act as sole arbitrator.

9. The empanelment normally valid for 3 Years for from date of empanelment. However Empanelment process can be reviewed and repeated whenever required. The competent authority can extend the terms of the panel by one year. A firm empanelled can be blacklisted /removed during the validity period of the panel.

10. The corporation reserves the right to Remove/ Black list any supplier /vendor/ service provider from the list of empanelled agencies for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the Corporation,

11. Apart from all the above conditions if a Firm does not participate in two (02) Tenders continuously, the name of the Firm may be removed from our empanelled panel.

12. Eligibility criteria for availing benefits under the Public Procurement Policy:-Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012, It is necessary for the enterprise to be registered with the Director of Industries (DI)/District Industries Centre (DIC) as manufacturing/ Service enterprises and having acknowledgement of Entrepreneurs memorandum (part-II) Or are registered with National Small Industries Corporation (NSIC) under Single point vendor registration scheme. The relevant copy of the Certificate must be enclosed. Apart from the benefit given to MSEs such as issue of Tender Sets free of cost and exemption for payment of EMD, the Vendors who are registered with NSIC under Single point registration Scheme will additionally be exempted from submitting the Security Deposit up to the monetary limit for which the unit is registered.

THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by IRDAI.

2. In terms of provisions of Section 33 (4) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as Investigating Officer to make an investigation as specified under Sec.33 (1) or carry out an inspection as specified under Section 33 (2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, managing Director or Other Officer of the service provider or contractor where the services are outsourced by LIC of India.

Zonal Manager

We agree with and accept all terms and conditions of the empanelment, which will be a part of application for empanelment. It is understood that the stipulated terms and conditions are accepted in Toto.

Signature
Name and Seal

Annexure - A

Empanelment of VENDORS/SUPPLIERS/CONTRACTORS/MANUFACTURERS SERVICE PROVIDERS for a period of 3 years (three years) from the date of empanelment.

Conditions for empanelment

1. The VENDORS / SUPPLIERS / CONTRACTORS / MANUFACTURERS/ SERVICE PROVIDERS should be in profession for minimum 3 years. (Copy of registration certificate to be enclosed where Minimum turnover is required).

2. The VENDORS / SUPPLIERS / CONTRACTORS / MANUFACTURERS/ SERVICE PROVIDERS should be on the approved panel of at least one reputed Firms/ Company/PSU where minimum turnover is required.

3. The VENDORS / SUPPLIERS / CONTRACTORS / MANUFACTURERS/ SERVICE PROVIDERS should have registration with state and local authorities for undertaking the profession, where minimum turnover is required (copies of proof to be enclosed).

4. Firms blacklisted either by any office of the Corporation /any Govt institution/body or by the company itself in which the vendor/contractor deals in, need not apply.

5. The Minimum Annual turnover of the VENDORS / SUPPLIERS / CONTRACTORS /MANUFACTURERS/ SERVICE PROVIDERS should not be less than as mentioned against each category in the Notice for Empanelment Annexure -1 (Please attach balance sheet for last three financial years).

6. Applicant are required to affix the signature and seal of the authorised official of the Company on each page of the empanelment documents including Annexure A, B, C and D.

7. In case of a Company/ Partnership firm & OR proprietorship firm, please attach authority letter from all the Partners/Proprietor/ Competent Company Official of the firm certifying the signature of the partner/ person who is authorized to sign the empanelment documents along with all the enclosures in the form of Annexure C.

8. The VENDORS / SUPPLIERS / CONTRACTORS / MANUFACTURERS/ SERVICE PROVIDERS should be GST compliant where minimum turnover is required.

9. The VENDORS / SUPPLIERS / CONTRACTORS / MANUFACTURERS/ SERVICE PROVIDERS should have a valid PAN Card no. issued by Income tax department.

Zonal Manager

Annexure-B

Application for Empanelment of VENDORS/SUPPLIERS/CONTRACTORS MANUFACTURERS/SERVICE PROVIDERS for a period of 3 years (three years) from the date of empanelment.

Sr. No.	INFORMATION SOUGHT	INFORMATION PROVIDED
1	Name of Applicant (IN BLOCK LETTERS)	
2	DATE OF ESTABLISHMENT/INCORPORATION OF THE FIRM	
3	i) Correspondence Address	
	ii) Telephone numbers iii) Mobile No. iv) E-mail address	
4	Address of Head Office (if separate) and Telephone no., Fax no. & Email id	
5	Nature of Ownership: Whether Proprietary/Partnership/ Private Limited Company / Public Limited Company)	
6	Names of the Partners/Directors E-mail ID	
7	Name of Chief Executive with his present addresses Telephone/Mobile No E-mail ID	
8	Name of Representative (s) with designation who would be calling on us and attending to our jobs and his/their Mobile Nos. / E-mail ID	
9	Name of Bankers with addresses & telephone numbers Account No. Type of Account: IFSC Code: Please attach cancelled cheque	

10	Registration Details:	
	a) License number	
	b) Date of last renewal of license (copy of license to be enclosed)	
	c) PAN No. (copy to be enclosed)	
	d) ESIS No if any (copy to be enclosed)	
	e) EPF registration No. if any (copy to be enclosed)	
	f) GSTIN No. (copy to be enclosed)	
	g) Labour Licence and Validity (copy to be enclosed) if any	
11	Is the firm owned by SC/ST entrepreneurs, if so please enclose the copy	
12	Whether holding certificate under Shops & Establishment Act duly renewed (copy to be enclosed)	
13	MSME/NSIC CERTIFICATE (IF ANY) (COPIES TO BE SUBMITTED)	
14	State the latest Income Tax Assessed Year and the amount of Tax Assessed (copies of last 3 years IT Returns, Balance Sheet / Revenue A/c and/or CA certificate to be enclosed)	
15	Turn over for last 03 years F.Y. 2022-2023 F.Y. 2023-2024 F.Y. 2024-2025	
16	Are you agreeable to make deliveries to Corporation's Offices within and out of Mumbai	
17	Has your firm been blacklisted / removed earlier by LIC or any of the PSUs / BFSI / Govt /semi-Govt. Quasi Govt departments in India. (Yes/No). If yes, then give details	
18	Are you agreeable to abide strictly by the Terms and conditions of the Empanelment?	
19	If your firm is already empanelled with any office of LIC of India or any other PSU (Central). (Please enclose list with names, address and Tel. /Mobile Nos. of the persons to be contacted for confirmation). Separate sheet may be attached	
20	Name, addresses and telephone Nos. of three of your most valued clients (Separate list may be attached)	
21	Mention any other specialties of your Establishment	
22	Details of DD/ Banker's Cheque / MR for Application Fee of Rs.590/- (Rs.500+ Rs.90/- 18% GST) D.D./ Banker's Cheque no. and & Date And Name of Issuing Bank	

23	Signed Bid Security Declaration in lieu of Earnest Money Deposit where in accepting the clause. The Bidder needs to submit a signed Bid Security Declaration stating that if the Bidder withdraws or modifies their bid during the period of validity etc., the bid submitted by him or her will be declared void and will be cancelled Further the bidder will be suspended for the period of six months or as deemed fit by the Competent Authority for participating in any of the Tendering / Bidding Empanelment process initiated by the Western Zonal Office.	Submitted/Not submitted

Note: -

1. 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 form.

2. All the pages of application form and documents must be signed with seal.

DECLARATION

I/We request Life Insurance Corporation of India, Western Zonal Office, Mumbai to consider inclusion of my/our firm/company's name in the list of their approved firms/Vendors/Dealers and hereby assure to extend full cooperation up to the satisfaction of Corporation.

I/We have read the instructions of the Notice of Empanelment, Conditions and General Terms and Conditions and also in Annexure A, B,C & D and I/ We understand that if any false information is revealed at the later date, any contract made between ourselves and Corporation on the basis of the information given by me/ us can be treated as invalid at the sole discretions of the Corporation and 1/We will be solely responsible for the consequences.

I/we agree that the decision of the Corporation in selection of
MANUFACTURES/VENDORS/SERVICE PROVIDERS
will be final and binding by me/us

All the information furnished by me / us here under is correct to the best of my / our knowledge and belief.

1/ we agree that I/we have no objection if inspection of my/ our premises/ work shop, shop, etc. is done by the officials of the corporation.

1/we agree that 1/ we have no objection if enquiries are made about the work performance with clients mentioned at sr. no. 19 and 20.

1/ we agree to abide by all the rules & regulations framed by the Corporation from time to time.

Date:
Place:

Signature with Office Seal
Name:

ANNEXURE C
Authority Letter

To,
The Secretary (OS)
LIC of India, Western Zonal Office,
Gr. Floor, "Yogakshema "
West Wing. Marg Mumbai -400021.

Re: Empanelment of VENDORS/SUPPLIERS/CONTRACTORS/MANUFACTURERS/ SERVICE PROVIDERS

Respected Sir,

We, the undersigned, being the partners/owners/Proprietor/Director of the firm .....

.....hereby declare that we had authorized whose name and Specimen signature is given below:

Name	Specimen Signature

to sign all the documents in connection with this tender relating to LICI Western Zonal Office, Mumbai for Empanelment of
VENDORS SUPPLIERS / CONTRACTORS MANUFACTURERS/ SERVICE PROVIDERS along with technical bid, financial bid and any all-other documents resulting from it on our behalf, which is to be required to be submitted by us during the whole process of the Empanelment.

We all abide by the terms and conditions of the Empanelment.

Signature of All the Partners/Owners/Proprietors/Directors of the firms:

Sl.No.	Name of the Partner/Owner/Proprietor/Director	Signature	Date

Annexure-D

Bid Security Declaration

(To be typed on letter-head of the Tendering Agency)

Re: **Application for Empanelment of VENDORS/SUPPLIERS/CONTRACTORS MANUFACTURERS SERVICE PROVIDERS for a period of 3 years (three years) from the date of empanelment.**

I/We authorized representative of _____ being Indian Company Sole Trading Firm Partnership Firm, registered under _____bearing Registration No_____ having office at _____ do hereby solemnly affirm and declare as under:

Whereas Life Insurance LIC of India has given Notice for Empanelment of **VENDORS /SUPPLIERS/CONTRACTORS/MANUFACTURERS SERVICE PROVIDERS** for Purchase & Supply of Table and Office Stationery, Supply of water coolers and purifiers, purchase of Furnishings (Curtains, Upholsteries etc.) and Laundry, 1/We understand that according to the Bid Condition, Bid should be supported by a Bid Security Declaration along with all other documents as mentioned in the Technical and Financial Bid. I/ We accept that, I/We may be suspended for a period of 5 years from the date of Notification of the Tender, from bidding of any contract with you if, I/We withdraw or Modify our Bid during the period of validity of the above said Tender.

I/We are in a breach of any obligation under the bid condition if, I/We,

a) Have withdrawn/modified/amended, impairs or derogates the tender, my/our Bid during the period of Bid validity specified in the Bid ;or,

b) Having been notified of the acceptance of our Bid by the LIC during the period of bid validity

(1) Fail or refuse to execute the contract, if required, or

(II) Fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

1/ We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder upon the earlier of (i) the receipt of your notification of the name of the successful bidder; or (ii)thirty days after the expiration of the validity of my/our Bid.

Date:-

(Signature of the Authorized Person of the Agency) Seal of the Agency/Company

Name & Designation

Place:-