

**Date : 19.06.2020**

**EMPANELMENT OF VENDORS /SERVICE PROVIDERS**

Applications are invited from reputed authorized dealers/ vendors/ service providers/ Manufacturers from Hyderabad and Secunderabad only for empanelment for the following items.

Sl. No.	Nature of Service	Minimum turn over in each of the last three years (Rs.)
1	Table & Office stationery, Xerox papers	10 lakhs
2	Computer continuous stationery.	15 lakhs
3	Computer consumables including printer heads and refilling of toners, Hard discs	20 lakhs
4	Offset screen printers for printing of forms, visiting cards, publicity material, periodical magazines	15 lakhs
5	Supply of printing stationery viz .policy bonds etc	25 lakhs
6	Manufacturer of Cloth/paper covers/policy and loan docket, folders, leaflets	5 lakhs
7	Supply/maintenance of Telephone lines, cables, EPBX and equipments	25 lakhs
8	Courier Services	20 lakhs
9	Supply and maintenance of Note counting machines and fake note detectors, Calculators, Weighing machines	1 Crore
10	Supply /maintenance of Fire fighting equipments	15 lakhs
11	Supply and maintenance of Water dispensers and coolers/refrigerators	10 lakhs
12	Supply and maintenance of water purifiers.	10 lakhs
13	Wooden steel Modular furniture and fixtures manufacturer/supplier/repairer	25 lakhs
14	Office upkeep services and housekeeping services including maintenance of Guest Houses.	25 lakhs
15	Security services such providing security guards	5 Crore
16	Hiring of Cabs/Taxies	15 lakhs
17	Cleaning and upkeep material suppliers	5 lakhs
18	Horticulture and garden maintenance including indoor and outdoor plants	25 lakhs
19	Scrap Dealers	5 lakhs
20	Catering Services including maintenance of Canteens	25 lakhs
21	Transporters( for Furniture movements, diaries and	5 lakhs

	calendars)	
22	Air, Train and Bus Tickets booking agents	50 lakhs
23	Pest control	5 lakhs
24	Supply and Maintenance of CC TVs.	25 lakhs
25	Supply of Crockery and canteen equipments	5 lakhs
26	New Xerox machines suppliers/providers on rent basis/repairers	10 lakhs

**Application form for empanelment is to be submitted for each item separately which may be collected from our office by paying Rs. 118/- (100+18 G.S.T) in cash/DD/Banker's Cheque at LIC Zonal Office cash counter during office hours or it can be downloaded from our website. If the application is downloaded from the site, the DD/Banker Cheque for Rs. 118/- drawn in favor of "LIC of India", payable at Hyderabad is to be enclosed for each application while submitting the same.**

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

1. **Applications for empanelment duly completed should be submitted to the Assistant Secretary (OS/Establishment), LIC of India, Zonal Office, "Jeevan Bhagya", Secretariat Road, Saifabad, Hyderabad – 500 063 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, along with enclosures i.e., Xerox copies of certificates in evidence of the facts mentioned in the Forms is 04.07.2020 (up to 3.00 PM).**
3. **The LIC bears no responsibility for applications received after due date & are liable to be rejected.**
4. The firm should have been established 3 years before.
5. The firms/suppliers who are already on our panel are required to apply for fresh empanelment, if interested.
6. Firms/suppliers who have been black listed / removed by the LIC earlier, should not apply. If they apply, their applications will not be considered.
7. Mere submission of Application for empanelment does not mean the 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.

8. Applications incomplete in any respect will not be entertained and are liable to be rejected.
9. The LIC reserves the right to cancel the name of the supplier/firm from its approved lists at its absolute discretion without assigning any reason.
10. The LIC has right to change the terms and conditions at any point of time.
11. For any clarifications please email to : [scz\\_os@licindia.com](mailto:scz_os@licindia.com)

**Regional Manager (E&OS).**