



लाइफ इन्स्योरेंस कर्पोरेशन (नेपाल) लिमिटेड  
Life Insurance Corporation (Nepal) Ltd.  
(A Joint Venture of Life Insurance Corporation of India)



स्टार मल, चौथो तल्ला, पुतली सडक, काठमाडौं

फो.नं.: ०१-४०९२६९३, फ्याक्स नं.: ९७७-१-४०९२६९५, Email: liccorporate@licnepal.com.np

## NOTICE FOR EMPANELMENT

First date of Publication 2083-03-08 (22<sup>th</sup> June, 2026)

Life Insurance Corporation (Nepal) Ltd., a leading life insurance company invites sealed proposal for empanelment from the established and reputed firms/ suppliers/ vendors for supply of various good and services for fiscal year 2083/084 as categorized below.

A.

S.N	Categories/ Group	Description
1	Stationery Goods	1. General Stationeries 2. Toner/ Cartridges, Ink, toner Refilling, Ribbon 3. Stamps, Refilling of Stamps, ID cards and visiting Cards
2	Furniture & Furnishers	1. Office Chair (Revolving Chair, Visitor Chair etc.) 2. Metal Furniture ( Angle Rack, Almirah etc. 3. Wooden Furniture (Office Table, Sofa, wooden Almirah etc.)
3	Printing Stationery	1. Policy Bond, BOC receipts, forms, Diary, Calendar etc. 2. Other Printing
4	Security Services	1. Security Guard service
5	Manpower Service	2. Supply of outsourcing staffs etc.
6	Computer and other equipment	1. Laptop, Desktop, Server Laser Printer, Dot Matrix Printer, Scanner etc. 2. Note Counting Machine, CCTV etc. 3. EPABX system, Telephone Set, Fire Extinguisher, Attendance Device 4. Data Connectivity, Internet, Network Firewall, Routers Etc. 5. Any other equipment.
7	Repair & maintenance	1. Desktop, Laptop, Printer and other item repair 2. Office equipment repair and maintenance. 3. Furniture repair and maintenance 4. Other repair and maintenance
8	Electronic Goods Supply	1. Air Conditioner, TV, Geyser, Fan, Cooler etc.
9	Construction Work	1. Interior Construction work Like Partition, painting Electrical work etc.
10	Office Upkeep Services	1. Cleaning Services, Electric, Plumbing etc.
11	Insurance Services	1. None Life Insurance (Assets Vehicle Cash etc.)
12	Other Services	2. Courier Service 3. Air Ticketing 4. Promotional and Gift Item Supply 5. Advertisement and Publicity 6. Drinking Water Supply. 7. Jewelry Shop for providing coins & medals 8. Other Services.

**B. The Firm/ Company should furnish the information as under & have met the following eligibility Criteria:**

1. Brief Profile of the company
2. At least 2 years of Working Experience
3. Tax Clearance Certificate of FY 2081/082
4. Having experience of supplying the good/ Service to some big and reputed

**Organizations shall be Preferable.**

The interested firms are requested to examine the annexure I (Branch Location) & annexure II (Items required) are made available in our website: [licnepal.com.np](http://licnepal.com.np)>under the newsroom>notices section. Any firm may show their interest for any location &/or any item. On examining your suitability, you may submit your expression of interest (location & item) in a sealed envelop by 2083.03.23 (7<sup>th</sup> July, 2026) to our registered corporate office within office hours.

LIC (Nepal) will examine the feasibility of all such expression & empaneled bidders for future procurement. Company may reject the empanelment request of any firm without showing any reason. Post empanelment, all the successful bidders will be asked for submission of their quotation for their chosen items. This quotation will be valid for one year & company may procure any items of any quantity at their given rate.

**Stationary items using on regular basis.**

S.No	Printing & Stationary Items	Quality	Required Itmes
1	ID-Card with holder and ribbon	Sample can be taken from Corporate Offcie	As per requirement
2	Agent Manual	70Gsm Maplitho paper (inner) Cover Artboard 2	As per requirement
3	Agent Training Application(Prashichan ko)	70 Gsm woodfree indonatian both side	As per requirement
4	Agent Training Application(Ijajatpatra ko)	70 Gsm woodfree indonatian both side	As per requirement
5	Agent Training Certificate 100/pad	250 Gsm Art Paper	As per requirement
6	Agent licence renewal application (100pcs)	70 Gsm woodfree indonatian both side	As per requirement
7	Annexure For ADB (200/packet)	70 Gsm woodfree indonatian Single side	As per requirement
8	Anexure for PTD (200/packet)	70 Gsm woodfree indonatian both side	As per requirement
9	Annexure For Money Back (100/pad)	70 Gsm woodfree indonatiainsingle side	As per requirement
10	Annexure For Term Rider (100/pad)	70 Gsm woodfree indonatian Singleside	As per requirement
11	Annexure For Dhan Bristi (100/pad)	70 Gsm woodfree indonatian both side	As per requirement
12	Annexure For Jeevan Sathi (100/pad)	70 Gsm woodfree indonatian both side	As per requirement
13	Assignment Of Policy	70 Gsm woodfree indonatian both side	As per requirement
14	B.O.C. (proposal Deposit Receipt) /Renewal Receipt	60Gsm Maplitho with numbering	As per requirement
15	Policy Bond of All Plans	105Gsm Purchment Paper/70 Gsm Maplitho	As per requirement
16	Proposal Form No.101 A	60 Gsm Malpitho Indian	As per requirement
17	Proposal Form No.103	70 Gsm woodfree indonatian	As per requirement
18	Rating sheet(200pcs)	70 Gsm woodfree indonatian	As per requirement
19	Review Slip Paper (continuous Paper)box	60 Gsm Malpitho Indian Box	As per requirement
20	Tamasuk For Policy	Nepali Paper A4 size	As per requirement
21	Envelop For policy DOCKET with cloth	Nepalipaper	As per requirement
22	Envelop Yellow (Big) per pcs	80 Gsm Luckyparchment	As per requirement
23	Envelop Yellow (Small) per pcs	80 Gsm Luckyparchment	As per requirement
24	Envelop Yellow (Big) Branch office per	80 Gsm Luckyparchment	As per requirement
25	plastic envelop/ envelop for policy bond	As per sample	As per requirement
26	Letter Head (Small)(200pcs) per pcs	80Gsm Multi colour woodfree indonesian	As per requirement
27	Letter Head( Big) (200pcs) per pcs	80Gsm Multi colour woodfree indonesian	As per requirement
28	Memo For Office Use as per shample		As per requirement
29	Dabi Farchut Purja (discharge)	70Gsm woodfree Indonesian single side	As per requirement
30	Surrender Application Form	70Gsm woodfree Indonesian single side	As per requirement
31	Dabi Karta ko Bayan(200Pcs/packet)	70Gsm woodfree Indonesian	As per requirement
32	Dabi jach pratibedan	70Gsm woodfree Indonesian	As per requirement
33	Ba Ka Patra (100 pads) Nepali paper	70Gsm woodfree Indonesian	As per requirement
34	Declaration Of Good Health (DGH)-swastha sambandhi Ghosana (200/pkt)	70Gsm woodfree Indonesian single side	As per requirement
35	Document Parcel Slip (100/pad)	44 Gsm colour Paper (inner)	As per requirement
36	ECG (Yellow card) 100/pad	Cardboard, Both Side	As per requirement
37	Medical Attendance certificate (200)	70Gsm woodfree Indonesian single side	As per requirement
38	Certificate of Hospital Treatment	70Gsm woodfree Indonesian single side	As per requirement
39	Karyalaya ko tarfa bata (Death claim)	70Gsm woodfree Indonesian single side	As per requirement
40	Comparative Analysis of Underwriting Red	70Gsm woodfree Indonesian	As per requirement
41	KYC Update Form (200/packet)	70Gsm woodfree Indonesian both side	As per requirement
42	Loan application form (200pcs/packet)	70Gsm woodfree Indonesian Single side	As per requirement
43	Indemnity form (100/packet) Nepali	70Gsm woodfree Indonesian	As per requirement
44	Application for Duplicate (LICENSE IF	70Gsm woodfree Indonesian	As per requirement

45	Death claim application(bimale no ko mriyudabi bhuktani sambandhama)	70Gsm woodfree Indonesian single side	As per requirement
46	Applicationform for agent(advance agains	70Gsm woodfree Indonesian single side	As per requirement
47	Copy plans printed (in cover)	70Gsm woodfree Indonesian	As per requirement
48	Proposal form (Baal unnati)	70Gsm Woodfree Indonesian	As per requirement
49	All Plans Brochure/leaflatye	130 Gsm Artpaper	As per requirement
50	Nepal Clearing House Ltd. Electric	70 Gsm woodfree indonesian	As per requirement
51	Enhance Customer Due Diligence	70 Gsm, woodfree indonesian both side	As per requirement
52	Wall Calendar	150 Gsm, Multicolour, 6 Pages, Artpaper	As per requirement
53	Table Calendar	250 Gsm, Artboard Paper, Pages 26	As per requirement
54	LIC Diary 2027	200 pages 80 Gsm woodfree, Hardcover	As per requirement
55	Other forms & Books		As per requirement
56	Loan Docket	As per sample	As per requirement

## General Stationary Items

S.n	Product	Required Unit	Size
1	Bag File Thin	As per requirement	
2	Ball Pen	As per requirement	
3	Ball Pen Pentonic	As per requirement	
4	Ball Pen Techno Tip Cello	As per requirement	
5	Binder Clip 19mm	As per requirement	
6	Binder Clip 25mm	As per requirement	
7	Binder Clip 32mm	As per requirement	
8	Binder Clip 41mm	As per requirement	
9	Binder Clip 51mm	As per requirement	
10	Black Tape	As per requirement	
11	Board Marker	As per requirement	
12	Box File	As per requirement	
13	Box File Plastic	As per requirement	
14	Business file thick	As per requirement	
15	Calculator CT9915	As per requirement	
16	Carbon Paper	As per requirement	
17	Cartoon Tape	As per requirement	
18	CD Marker(Permaline)	As per requirement	
19	Cello Pointec Gel Pen	As per requirement	
20	Cello Tape 1/2 inch	As per requirement	
21	Cello Tape1"	As per requirement	
22	Cello Tape Holder (comix B 3103)	As per requirement	
23	Chalani Register	As per requirement	
24	Clip File	As per requirement	
25	Clock Battery	As per requirement	
26	Cobra file (Thick)	As per requirement	
27	Cobra file (Thin)	As per requirement	
28	Cobra File 1200	As per requirement	
29	Cobra File Lamination File No.1200	As per requirement	

30	Colour Paper	As per requirement	
31	Correction Pen	As per requirement	
32	Darta Register	As per requirement	
33	Day Book 3 no.	As per requirement	
34	Divider set	As per requirement	
35	Doms Erasers	As per requirement	
36	Doms Pencils	As per requirement	
37	Doms Sharpener	As per requirement	
38	Double A Correction Tape	As per requirement	
39	Duster	As per requirement	
40	east chi A4 (12 Index)	As per requirement	
41	Easy Stick Note	As per requirement	
42	Executive notebook A5	As per requirement	
43	Expanding Case A4 Size	As per requirement	
44	Expanding file	As per requirement	
45	Extention cord	As per requirement	
46	Fevicol	As per requirement	
47	File lace	As per requirement	
48	Flexoffice Twin CD Marker	As per requirement	
49	Foam Tape doble Sided	As per requirement	
50	Folder File	As per requirement	
51	Glue Stick	As per requirement	
52	Glue Stick 36 gm	As per requirement	
53	Glue Stick 8 gm	As per requirement	
54	Highlighter	As per requirement	
55	Hi-tecpoint V5 RT	As per requirement	
56	Hook	As per requirement	
57	ID Card Holder	As per requirement	
58	Index File Plastic	As per requirement	
59	Jel Pen Cello	As per requirement	
60	Lever File	As per requirement	
61	L-shape Folders	As per requirement	
62	Marker Pen	As per requirement	
63	Masking tape 1"	As per requirement	
64	My Clear bag thick	As per requirement	
65	Nepali File	As per requirement	
66	Office File	As per requirement	
67	Packing tape	As per requirement	
68	Packing tape(100 metres)	As per requirement	
69	Packing tape(1kg)	As per requirement	
70	Paper clip	As per requirement	
71	Paper Clips	As per requirement	
72	Paper cutter	As per requirement	
73	Paper fastener	As per requirement	
74	Pen Holder	As per requirement	
75	Pentonic pen	As per requirement	
76	Permanent marker	As per requirement	
77	Photo copy paper 70 gsm	As per requirement	

78	Pilot Pen V5RT	As per requirement	
79	Pilot Pen V5RT Refill	As per requirement	
80	Plastic scale 12"	As per requirement	
81	post it pad 1 inch	As per requirement	
82	post it pad 3*3	As per requirement	
83	post it pad 3*5	As per requirement	
84	Pre-ink Stamp	As per requirement	
85	Prencil	As per requirement	
86	Printer Paper(Review slip)	As per requirement	
87	Punch Blade Replacements	As per requirement	
88	Punching Machine DP 600	As per requirement	
89	Raping Paper	As per requirement	
90	Register no.3	As per requirement	
91	Register no.4	As per requirement	
92	Register no.5	As per requirement	
93	Register no.6	As per requirement	
94	Ring file Big	As per requirement	
95	Ring File Small	As per requirement	
96	Rubber band	As per requirement	
97	Scisser big	As per requirement	
98	Showman Line Marker	As per requirement	
99	Sign Pen-351	As per requirement	
##	Small Battery	As per requirement	
##	Small index file	As per requirement	
##	Snowman marker(water Proof)	As per requirement	
##	Spiral note normal	As per requirement	
##	Spiral notebook 50 sheet chinese	As per requirement	
##	Sponge Wetter	As per requirement	
##	Stamp pad	As per requirement	
##	Stamp pad Refill Ink	As per requirement	
##	Stamp pad(Big)	As per requirement	
##	Stamp Refill	As per requirement	
##	Stapler Machine 24/6	As per requirement	
##	Stapler Machine no.10	As per requirement	
##	Stapler pin no.10	As per requirement	
##	Stapler remover	As per requirement	
##	Stick file thick	As per requirement	
##	Sticky Note	As per requirement	
##	Sticky Note (3*3 inch 76*76mm)	As per requirement	
##	Tape Dispenser Small	As per requirement	
##	Think Permanent Marker	As per requirement	
##	Ultra Fine Permanent	As per requirement	
##	Visiting card Holder	As per requirement	
##	Tissue Box	As per requirement	
##	Toilet Paper Roll	As per requirement	