

**Date: 14-02-2024****NOTICE FOR EMPANELMENT**

The Life Insurance Corporation of India, Divisional Office, Machilipatnam is inviting applications for empanelment from all interested Printers for the supply of the following :

1. Printing & Stationery such as Forms, Paper etc.;
2. Computer Continuous Stationery – Printed / Blank;
3. Envelopes suppliers, PVC/Plastic wallets, folders etc.

Interested Printers fulfilling the Eligibility criteria and agreeable to the Terms & Conditions are requested to apply on or before **04.03.2024** (Tuesday) up to 5.30 PM. The details and application forms are available in our website [www.licindia.com/tenders](http://www.licindia.com/tenders). Last date for submitting the duly filled in applications is **5.30 PM** on **04-03-2024**.



Sr. Divisional Manager

Date:14-02-2024

**EMPANELMENT OF Printers**

Applications are invited from reputable Firms /Manufacturers for empanelment for the following items. If the forms are downloaded from our website, Tender fee of Rs 200/- + Rs 36/- (GST) should be paid by Demand Draft drawn in favour of LIC of India and payable at Machilipatnam which should be sent as an attachment to the Application and annexures.

S.N o (1)	Nature of service (2)	Minimum turn over in each of the last three years (3)	Annexure to be submitte d (4)
1	Printing & Stationery such as Forms, Paper etc.	20 lakhs	A, B & C
2	Computer Continuous Stationery – Printed / Blank----	30 lakhs	A, B & C
3	Envelopes suppliers, PVC/Plastic wallets, folders etc.--	15 lakhs	A, B & C

Last date for applying : 04.03.2024

Tender opening : 05.03.2024

Pre - Bid Meeting : 26.02.2024

1. **Separate forms** (as mentioned in the column 4 of the aforesaid table) are required to be filled up for each item which may be downloaded from our website [www.licindia.in](http://www.licindia.in), from **19-02-2024**. Applications with all annexures and other documents should be placed in a closed envelop super scribed as “ **Application for Empanelment of Suppliers/Vendors/Item Sr.No..... (Name of item)** should be submitted to

Manager (E&OS)  
LIC of India  
Divisional Office  
Machilipatnam.

**The Last Date for receipt of application forms duly competed is 04-3-2024 before 5.30 PM .**

2. The LIC bears no responsibility for applications received after due date & are liable to be rejected.
3. The firms/suppliers who are already on our panel are required to apply for fresh empanelment, if interested.
4. Firms/suppliers who have been black listed/removed by the LIC earlier, should not apply. If they apply, their applications will not be considered.
5. 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 Life Insurance Corporation of India shall neither be liable nor obliged to inform the applicant the grounds of any such action.
6. Applications incomplete in any respect will not be entertained and are liable to be rejected.
7. The LIC reserves the right to cancel the name of the supplier/firm from its approved lists as its absolute discretion without assigning any reason.
8. The LIC has right to change the terms and conditions at any point of time.
9. The Empanelment will be for a period of three years i.e., from 1-4-2024 to 31-03-2027, and after empanelment, if found unsuitable/not complying with the terms& conditions of tenders floated during the period of empanelment/not executing the orders during the period of empanelment if awarded any tenders, shall be liable to be deleted / blacklisted from empanelment .
10. The Terms and Conditions governing the empanelment are given herewith. All pages of the application form and Terms & Conditions will have to be signed by the applicant as proof of its acceptance.
11. After preliminary scrutiny of Application Forms, verification of credentials, the Empanelment to Various Services will be done in respect of only those applicants whose Application Forms are found eligible.
12. The Application forms will be issued **from 19-02-2024 to 04-03-2024** between 10.00 am to 4.00 pm on all working days, on payment of Rs. 200/- + GST 18% i.e. Rs 36/- (Total Rs.236/- Rupees Two hundred and thirty six only) in cash or by Demand Draft drawn on any nationalized or schedule bank in favour of Life Insurance Corporation of India payable at Machilipatnam at the cash counter of Divisional Office, Machilipatnam. The Miscellaneous Receipt issued by our Cash Counter for the payment of fee is to be enclosed with the Application form. For the Application forms downloaded from website, Demand Draft/Bankers Cheque for Rs 200/- +GST @18% i.e. Rs 36/- (Total Rs 236/- non refundable) payable at Machilipatnam to be enclosed along with Application towards the cost of Empanelment application.

Senior Divisional Manager.

Signature of the Bidder with Seal

**Eligibility Criteria & Other Terms & Conditions**

1. The Area of Operation of our Divisional office Machilipatnam is- the Krishna , NTR , Eluru , Guntur , Bapatla & Palnadu Districts of Andhra Pradesh.
2. The application in the Prescribed Format in Annexure-A (Hard Copy) and other Annexures if required as mentioned in the table , only should be dropped in the tender box or should be sent by post as per Rules on or before the stipulated date and time. No corrections are to be made in the terms quoted.
3. The applicant must be a Registered / Authorized Organization / Partnership firm / Sole proprietorship.
4. The company / vendor preferably be on the approved panel of PSU/Govt Dept.s /reputed companies.
5. The applicant must have a proven track record of minimum 3 years with reputed clients in the field.
6. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
7. The applicant must have **annual turnover as mentioned in the Column No.3 of the aforesaid table.**
8. For each type of supply/service, separate application and application fee have to be paid. If only one application with different DDs/separate application with separate DDs in single cover are submitted, such applications in Toto will be rejected.
9. The applicant must produce relevant documentary evidence along with the application form. Their empanelment will be decided basing information provided in Annexure-A, B, C
10. Non disclosure of relevant information or furnishing of incorrect information / documents will suffer disqualification.
11. The applicant must not have been at any time declared as insolvent or convicted for any offence.
12. The applicant must not have been prosecuted or suffered any penalty for violation of any labor laws by any Authority.
13. The applicant should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract.
14. The applicant should not be a party to any cartel at any time for processing any contract including the present Tender.

15. LIC of India is not responsible in any manner for the postal delay / loss / non receipt of the application form.
16. The application form should be submitted so as to reach LIC, DO, Machilipatnam on or before the date and time specified in the covering letter.
17. Corrections, if any, in the application form should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
18. The application form should be either typewritten or neatly and legibly hand written in dotpen.
19. Application form should be placed in sealed cover superscribing as "**Application for Empanelment to \_\_\_\_\_**".
20. Any application form not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.
21. The applicant should sign and seal on all the pages.
22. The Competent Authority reserves the right to change the relevant dates; to accept or reject all or any of the applications; or cancel all applications without assigning any reasons whatsoever.
23. The applicant should not be black listed / debarred by LIC or any PSU or any Government Departments. An affidavit in Annexure-B duly notarised is to be submitted to this effect.
24. Any dispute arising out of or relating to this empanelment shall be deemed to have arisen in Machilipatnam and shall be subject to adjudication of a competent court in Machilipatnam.
25. The applicant must furnish an appropriate declaration in respect of the terms and conditions mentioned herein along with the application form.

**ANNEXURE – A**

**Application for Empanelment for \_\_\_\_\_**

**(Last Date for Submission : 04.03.2024 before 05.30 p.m.)**

Sl.No.	Information Sought	Information Provided
1	Name of the Firm ( in Block Letters)	
2	Date of Establishment / Incorporation	
3	Registration No. for registration under Companies Act,1956 (Please enclose photo copy of the certificate)	
4	Whether registered under Shops & Establishments Act and its renewal(renewal copy should be enclosed)	
5	Correspondence address and Telephone No.	
6	Address of Head Office (if separate) and Telephone No.	
7	Status : Proprietary / Partnership / Private Limited Company / Public Limited Company(certificates should be enclosed)	
8	Name(s) of the proprietor/ Partners / Directors	
9	Name of the Chief Executive with his present address, Mobile / Telephone No.	
10	Name(s) of Representative(s) with Designation who would be calling on us and attending to our jobs	
11	Address of Local Office in Krishna /Elur,NTR/Guntur / Bapatla / Palnadu Districts with name of the contact person/s and his/their contact number/s, if it is different from the above	
12	Name of Bankers with addresses &Telephone Nos., IFSC Code, Bank A/c No. &Type of A/c	
13	PAN No. allotted by Income Tax Dept.	

	(Please enclose attested photocopy)	
14	ESI Registration No.	
15	EPF Registration No.	
16	Goods & Service Tax Registration No. (Please enclose attested photocopy of certificate)	
17	Turnover for last 3 years	2022-2023 2021-2022 2020-2021
18	State the latest Income Tax Assessed year and the amount of Tax Assessed (copies of last 3 years IT Returns <b>with computation of income</b> , Balance Sheets & Revenue A/c to be enclosed)	
19	Details if registered with any other Government Authority (ies)	
20	Date of obtaining ISO 9001:2008 or 14001:2004 certificate and its validity period (Please enclose an attested copy of certificate), if any.	
21	Details of empanelment with any office of LIC of India and/or PSUs/any other Corporate Offices/customers. (Please enclose list giving full details and name and telephone no. of person/s who may be contacted for confirmation.	
22	Details of your Past Supply and Presently undertaken to supply in the field (enclose the certificates from the relevant institutions) ) <b>to know the firm is having the 3 years experience</b>	
23	Are you original manufacturer / dealer? If Dealer, please affix the authorization form of Manufacturer on their letter head wherever applicable	
24	Is the firm registered under the factorics Act ? if so state A)licence No. And date of renewal (Enclose copy)	
25	If belong to MSME-Submit the copy of the MSME certificate	



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

LIC of India: Divisional Office; Machilipatnam-521001

26	Mention any other specialties of your establishment	
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**NOTE: Please type out this form or fill it up legibly in ink. If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.**

### DECLARATION

1./We request the Life Insurance Corporation of India, divisional Office, Machilipatnam to consider/inclusion of my/our name in the list of their approved firms/suppliers. We agree to give full satisfaction to the LIC in the event of their doing so.

2./We have read the instructions appended to the Annexure "A" and I/We understand that the information furnished now is found false at a later date, any contract made between ourselves and the LIC, on the basis of the information given by me/us can be treated as invalid at the sole discretion of the LIC and I/we will be solely responsible for the consequences.

3./We agree that the decision of the LIC in selection of printers providers will be final and binding on me/us.

4.All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

5./We agree that I/We have no objection if inspection of my/our premises/workshop, shop etc., is done by the officials of the corporation

I / We \_\_\_\_\_ request Life Insurance Corporation of India, Divisional Office, Machilipatnam to consider our application for empanelment. I / We agree to abide by all the "ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS" prescribed in your formats and assure to render the services to the fullest satisfaction of the Corporation.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Signature of the Vendor  
Name & Address  
Seal**

**NOTE: Applications received with incomplete information or not in our format or alterations without attestation will not be considered.**

Note: Documentary evidence wherever applicable should be enclosed.  
(Copies of the credentials & Certificates issued by any other institution may be enclosed)



**ANNEXURE 'B'**

**(AFFIDAVIT ON STAMP PAPER REGARDING NON-BLACKLISTING/PROSECUTION)  
(To be notarized)**

**Date:**

I hereby depose that neither me nor our Organization \_\_\_\_\_  
\_\_\_\_\_ including our Partners/ Shareholders/Directors were ever  
blacklisted/prosecuted by any Organization/department/statutory body(ies) in any State or  
by any Courts of Law.

Witness:

Deponent  
(Tenderer)

**Verification :**

Verified at \_\_\_\_\_ on \_\_\_\_\_ and the contents  
mentioned/stated above in this affidavit is true to the best of my knowledge based on firm  
records and no information is hidden therefrom.

(Tenderer)

**ANNEXURE 'C'**
**Date:**

The Sr. Divisional Manager,  
 LIC of India,  
 Divisional Office,  
**MACHILIPATNAM**

Dear Sir,

**Re: Application for Empanelment from Sl.No. ....**

**Nature of service: .....**

**1] Particulars of Composing facilities:**
**a] DTP Systems**

Sl.No.	Make	Packages	Languages	Other features if any

**b] Other Composing facilities such as hand composing:**
**2 Particulars of Scanning Machines being used :**
**3 Printing Machine (Single / Multi Colour) :**
**a] Offset Machine**

Sl.No.	Make	Size	Colour	Speed	Other features if any

**b] Pre-printed Continuous Stationery Machine**

Sl.No.	Make	Size	Colour	Speed	Other features if any

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c) Letter Press Machines :

d) Screen Printing Facility :

4) Particulars of Positives & Plate Making Facility :

5) Binding & Finishing

a) Cutting Machines:

Sl.No.	Make	Size of Blade	Hand/Power Driver

b) Particulars of Punching Machines :

c) Particulars of Perforating Machines :

d) Particulars of Gliding Department :

6) Have you got photo-type setting machine, if so, please furnish full details of type faces:

7) If any of the equipments mentioned above is under lease, loan or hire purchase, agreement should be furnished.

8) Please furnish details of particulars of any other agreements, you may have entered into which are subsisting and are likely to have a bearing on the jobs, which may be entrusted to you.

**SIGNATURE OF VENDOR**  
**Name & Address**  
**Seal**

**Check List**
**Annexure-G**

Checklist of Self attested copies of documents to be enclosed along with the Technical bid

Sr. No.	Details of requirement	Page No
1	Complete Tender Document – Seals and signed on each page by authorized person including Annexure-A &B	
2	Annexure-C(if applicable)	
3	Details of Tender Fee: If tender purchased from O.S.Department D.O. Machilipatnam	
4	Certificate of Registration/Incorporation of the firm as security service.	
5	Certificate under Shops & Establishment Act, duly renewed	
6	Copies of documents related to status of the Firm (Individual/ Sole Proprietor/ Partnership/ Company).	
7	Attested copy of PF/ EPF Registration Certificate	
8	Attested copy of ESI Registration certificate	
9	Attested copy of PAN Certificate	
10	Attested copy of GST Certificate	
11	Attested copy of MSME / NSIC Certificate	
12	Attested copies of IT Returns for AY,2023-24, 2022-23 &2021-22 <b>with computation of income</b>	
13	Audited Copies of Balance Sheets for FY, 2020-21, 2021-22 &2022-2023 by Chartered Accountant	