



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Western Zonal Office, Ground floor,
West Wing, Yogakshema Bldg,
Jeevan Bima Marg, Mumbai-400 021.

LIFE INSURANCE CORPORATION OF INDIA

Notice inviting Applications for the Empanelment of Vendors under Three (03) categories given below:

- 1. Printing jobs such as folders, Pamphlets, Posters, House Magazine, Informative Books, Forms, Magazine, Informative Books, Registers, Visiting Cards & Letter Heads etc.**
- 2. Printing & supply of Envelopes.**
- 3. Printing of Continuous Computer Stationery.**

Applications are invited from **Vendors** (Vendor means Proprietor, Partnership firm, Company, Authorized dealer including existing firms on our panel) for empanelment for the captioned three categories mentioned above on job-work basis.

The vendors desirous to be empanelled with us may apply for the same as per the format given in the Annexure A.

The applications as per Annexure 'B' along with the enclosures in a sealed cover super scribed as 'Application for empanelment – Category (Please mention serial no and name of the category)', are to be sent at the following address so as to reach us **by 3 p.m., on 15th March, 2024.**

**Regional Manager (OS),
L I C of India, Western Zonal Office,
Yogakshema Bldg, Ground Floor, West Wing,
Jeevan Bima Marg, MUMBAI – 400021.
Tel: 022-66598023/8124/8077**

Please read carefully the General as well as prerequisite conditions of empanelment given in the Annexure A.

Date: 14th February 2024.

**Regional Manager (OS)
LIC, Western Zonal Office**

Enc: Annexure A, B, C



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Annexure - A

General Terms and Conditions:

1. Various vendors, who are on our existing panel, should also apply for the fresh empanelment.
2. Applicant, who have been blacklisted / removed earlier, should not apply. If applied, their applications will not be considered.
3. **Please type the format in Annexure B on your letterhead. If space provided is insufficient, please type the replies on a separate sheet giving appropriate question number and attach it to the form.**
4. **The Corporation reserves the right to cancel the name of the vendors from its approved lists at their absolute discretion without assigning any reason.**
5. The empanelment would be done on the recommendation of the duly constituted committee **that would visit & inspect the premises, workshop etc of the applicants and approved by the competent authority.**
6. The Competent Authority reserves the right to accept or reject the application without assigning any reasons.

Prerequisite Conditions for empanelment:

1. The applicant should be in **profession for at least 3 years** (Copy of registration certificate must be enclosed).
2. Vendors having office and operating PAN india may apply.
3. **Annual Turnover** of applicant should be ---
Categories no. 1 & 2 -- Rs. 25 Lakhs in last 1 out of 3 financial years and
Category no. 3 -- Rs.40 Lakhs in last 1 out of 3 financial years
(Attach copies of self-attested & audited P& L A/C, Balance Sheet)
4. The applicant should be on the **approved panel of at least 3 reputed Firms** out of which **at least one should be Public Sector or Government undertaking.**
5. The applicants should have registration with state & local authorities for undertaking the profession (Copies of registration, licenses & other documents are to be enclosed).
6. **Non refundable Application fees of Rs. 118/ (Rs. One Hundred Eighteen Only) is to be deposited by cash / Demand Draft favoring LIC of India, payable at Mumbai, along with the application.**



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Annexure - B

Application for the Empanelment of Vendors

Sr.No. of the categories: _____

Name of the categories: _____

Vendor means any Proprietor/firm/Company/Manufacturer/Dealer/Authorized agent who applies for the empanelment

Sr No.	Particulars	
1	Name of the Vendor: (in block letters)	
2	Date of Establishment:	
3	Address & Telephone No. e – mail of the Vendor: (In case of multiple units, details for every unit Should be furnished separately)	
4	Address and Telephone Number of Office (If separate) :	
5	Address and Telephone Number of the Godown (If separate) :	
6	Status: Whether Proprietary / Partnership / Private Ltd. Co. / Public Ltd. Co.	
7	Names of Proprietor/ Partners / Directors:	
8	Names of Chief Executives with their Present addresses & Telephone Nos. (Landline and Mobile)	
9	Names and Phone Nos. of Representative(s), indicating designations who would be : calling on us & attending to our jobs	



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10	Names of Bankers with addresses & Telephone Nos.& IFSC Code (copy of cancelled cheque leaf to be attached)	
11	Is the Vendor Registered under the following? (Submit self attested signed and sealed copy of below mentioned documents)	
	Shop & Establishment Act 1948 if yes, copy of duly renewed Certificate of Registration	
	Factories Act,1948: If yes,	
	License No & copy last renewed license	
	EPF Registration No. Copy of certificate	
	ESIC No. (if any) Copy of certificate	
	GST registration – Copy of certificate	
	Income tax act: PAN no: (Copy of PAN Card)	
	Labour License No. & validity under section of Labour Laws (enclose Xerox copy)	
	TIN no.	
12	State the latest income tax assessed year & the amount of tax assessed. (Copies of I.T. Returns for last 3 yrs. to be attached)	
13	Whether all the Statutory requirements as directed by Government authorities are fulfilled?	
14	Mention the Annual Turnover of the Vendor for the last 3 financial years (copies of certified P&L A/c. and balance sheets during last 3 years to be attached)	Annual Turnover
		<u>2020--21</u>
		<u>2021--22</u>
		<u>2022-23</u>
15	Business Premises : (a) Whether owned or rented :	
	(b) Area in Sq. ft. of	
	Office:	
	Press/factory:	
	Godown:	
16	a] If the Vendor belongs to the category of Micro, Small enterprises as defined in the “Micro, Small, Medium Enterprises Development Act,	



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	2006,specify the category of Micro, Small Enterprises and whether the enterprise is in manufacturing or service industry	
	B]Whether registration by filing entrepreneurs memorandum part –II ,with the respective District Industries Centre has been done, If yes then the Entrepreneur memorandum Number is to be mentioned and copy of Acknowledgement of Entrepreneurs memorandum (Part–II) AND/ OR are registered with National Small Industries Corporation (NSIC) under Single point registration - certificate to be submitted for Proof of registration mentioning monetary limits and validity period etc to be submitted. ---- for claiming special benefits regarding EMD, Security Deposit, etc.)	
	C] Whether the MSE is owned by SC/ST entrepreneurs and if so , attested true copies of SC/ST Certificate issued by the District Authority to be submitted	
17	Name of the offices of LIC of India whom the Vendor has supplied, if any, during last three years (attached copies of Orders)	
18	Names, Addresses and Telephone Nos. of six of your most valued Clients	
19	Total Numbers of Employees: Permanent: Temporary: Skilled: Unskilled:	
20	Is the Vendor agreeable to make deliveries to Corporation's offices within and out of Mumbai when so directed?	
21	Is the Vendor agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts as and when laid down by the Corporation?	



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22	Whether Vendor has been blacklisted by any office of LIC of India or any PSU? (If yes, give details)	
23	Number of shifts you work normally: Timings of shifts: Weekly holidays: Total no. of Employees:	
24	Names of the offices of the LIC whose jobs if any, you may have done during the last 3 years. Mention only those offices for which you have done sizable jobs or have done constant work. (Attached copy of work order)	
25	Names of the Offices where work you have undertaken work during the last 4 years. Mention only those Offices for whom you have done sizable jobs or have done constant work. (Attached copy of work order)	
26	Is the Vendor an authorized vendors?, If yes, mention company name/brand: (Enclose photo copy of letter of Authorization)	
27	Does the Vendor keep stocks of papers and any other material? If so, what stocks do you generally hold?	
28	Are you agreeable to enter into a Rate Contract/ Running Contract or Fixed Quantity Contract with us? Yes /No	
29	Mention any other specialties of the Vendor:	

1. I/We have read all the Terms and Conditions mentioned in the Annexure B and I/We understand that if any false information is detected at a later date, any future contract made between us and LIC of India, on the basis of information submitted by me can be treated as cancelled by the LIC of India.
2. We agree that the decision of LIC of India in selection of vendors will be final and binding on me/us.
3. All the information furnished above is correct to the best of my/our knowledge.
4. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.
5. We understand that any addendum/corrigendum will be issued on the LIC of India's Website only and the bidder has to refer the same before final submission of the tender.

Place:

Date:

Sign and Seal of Vendor



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Annexure - C

List of documents – self- attested, signed & sealed copies to be attached.

1. Registrations certificates:
 - a. Shop & Establishment Act 1948, copy of duly renewed Certificate of Registration
 - b. Factories Act, 1948, if yes License No & copy last renewed license.
 - c. EPF Registration No. Copy of certificate.
 - d. ESIS No. (if any) Copy of certificate.
 - e. Income tax act: PAN no: (Copy of PAN Card)
 - f. Labour License No. & validity under section of Labour Laws (enclose Xerox copy)
 - g. TIN no.
 - h. GST registration- Copy of certificate.
2. DD/Pay Order or Cash Receipt, if paid in cash --Non Refundable Applications Fee – Rs.118/-
3. Cancelled cheque Leaf.
4. Copies of I.T. Returns for last 3 Financial Years.
5. Certified Copies of P&L A/c. and balance sheets during last 3 financial years.
6. MSME Vendors – if yes, Entrepreneurs memorandum Number and copy of acknowledgements of entrepreneurs memorandum (Part-II) If, SC/ST entrepreneurs, true copy of certificates issued by District Authorities.
7. NSIC Vendors –if yes, single point registrations certificates.
8. Copies of Order – (last 3 years), if supplied to LIC of India.
9. Blacklisted by any office—if yes, give details.
10. Copies of Letter of Authorizations, if authorized dealer.
11. Copy of OME Certificate
12. Proof of ownership/Rent – Business Premises.

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