



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

ASANSOL DIVISIONAL OFFICE,"JEEVAN PRAKASH", DIVISIONAL OFFICE, G.T.ROAD (West End), PO ASANSOL, DIST:PASCHIM-BARDHAMAN, WEST BENGAL, PIN 713304; PH: 0341-2254596, E-MAIL:[os.asansol@licindia.com](mailto:os.asansol@licindia.com)

ADO/OS

Date:-07/03/2024

### NOTICE FOR EMPANELMENT OF FIRMS/SUPPLIERS/SERVICE PROVIDERS

Applications are invited from reputed firms for 'Empanelment for 3 years(2024-2027) with Life Insurance Corporation of India, Asansol Divisional Office, West End, G.T.Road, Asansol, Dist: West Bardhaman, West Bengal for the following category:-

Sl	Category	Sl	Category
1	Printing of forms/Pads/visiting cards/brochures/leaflets	12	Supply of linen items such as Towel, Bedsheets, Mattress etc.
2	Supply of pre-printed continuous computer stationery	13	Catering service providers
3	Supply of IT consumables, Printer Ribbons, Cartridge, Refill of cartridge	14	Road transport for Diary, Calendars, furnitures within the jurisdiction of Asansol DO/ Car Rentals
4	Supply and AMC of Note counting & fake note detection machine	15	Courier service
5	Supply and AMC of Fire Extinguishers	16	Name Plates, Seal, Rubber Stamps makers, Printing of Corporate Identity Cards with ribbon, printing of Visiting Cards etc.
6	Telephone, EPABX, Telephone Networking system, instrument etc.	17	Repair of office furniture/Binder
7	Supply of office stationery (Pen, files, Photo copy paper, Registers etc.)	18	Supply and maintenance of CCTV
8	Supply of Cloth envelopes, craft/ordinary envelopes	19	Supply and AMC providers of Photocopier machines
9	Supplier of Water purifiers, Water coolers, Air coolers	20	Miscellaneous works involving manual labor
10	Scrap Vendors (destruction of old records/waste papers etc)	21	AMC service provider of Pest Control/Termite treatment etc.
11	Supply of office furniture & fittings, Steel Racks, slotted angle etc.	22	Gardening including trimming / cutting of Trees and bushes, planting of sapling etc

The applicant (Vendor) must have at least one Local office or their representative at Kolkata/Bardhaman/Durgapur/Asansol for providing supply/services. Each vendor has to fill up Annexure- A apart from the specified forms meant for specific/technical jobs. Application fee of Rs.500+ GST 18% = Rs.590.00 (for each category) should be deposited in cash in our cash counter or may be submitted along with the form in the form of a Demand Draft favoring LIC of India payable at Asansol.

Continued P/2

The schedule is as follows:-

SI	Schedule	Date
1	Date of publication of the Empanelment notice at our website <a href="http://www.licindia.in/tenders">www.licindia.in/tenders</a>	07/03/2024
2	Date of publication of the advertisement in News paper having wide circulation	07/03/2024
3	Application form and detail notice of Empanelment may be downloaded from our website <a href="http://www.licindia.in/tender">www.licindia.in/tender</a> on and from.	07/03/2024 to 04/04/2024
4	Application fees of Rs.590/- may be deposited in cash in Asansol DO Cash counter on office Days from 10.00 am to 4.15 pm on and from:-	07/03/2024 to 04/04/2024
5	Last date for submission of hard copy of the forms & credentials to this office	05/04/2024 3 pm

**6) The hard copy of the application for Empanelment with prescribed fees and credentials must be submitted to the following address :**

**"Superscribed as "Application for Empanelment of vendors in LIC Asansol DO, Category SI No..... Category....."**

**The Manager (OS)  
LIC of India, Asansol Divisional Office  
G.T.Road (West End), Asansol,  
Dist: Paschim Bardhaman, West Bengal PIN 713304.**

No application shall be entertained which are not received within the stipulated time and date and such applications arriving late shall be rejected summarily without any further correspondences.

The selection shall be at the sole discretion of the Competent Authority of LIC, Asansol DO. Existing empanelled vendors are also required to apply for fresh Empanelment. Firms blacklisted by any office of the Corporation need not apply. Application incomplete in any respect or not supported by requisite papers shall be summarily rejected. The vendors for supply of computer consumables must submit the Manufacturers Authorization Form (MAF) duly completed. The Corporation reserves the right to accept or reject any or all applications without Assigning any reason thereof.

Continued-P/3

### Conditions for empanelment

1. The Firm/Supplier/Service Provider should be in profession for at least 3 years. (copy of registration certificate must be enclosed).
  2. The Firm/Supplier/Service Providers must have at least one full time Running office/ shop or Working place at Kolkata/Paschim Bardhaman/Bankura/Purulia.
  3. The Firm/Supplier/Service Provider should be on the approved panel of at least 3 reputed firms out of which at least one should be Public Sector or Govt. undertaking.
  4. The Firm/Supplier/Service Provider should have registration with state or local authorities for undertaking the profession (Credentials must be enclosed).
  5. Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed).
  6. The Firm/Supplier/Service provider should keep sufficient stock in hand so as to comply with urgent need without delay,
  7. The Firm/Supplier/Service provider/Vendor shall be empanelled only after positive recommendation of committee duly constituted to visit and inspect the premises/ workshops/verification of credentials etc of the applicant. The applicant shall provide access and extend all possible co-operation in this regard.
  8. All applicants are required to affix the signature and seal of the authorized official of the Firm on each page and Annexure - A in acceptance of terms and conditions therein.
  9. Application without enclosing the mandatory credentials and application fees receipt/ Demand Draft shall not be considered and rejected.
  10. Incomplete applications and applications arriving late shall be rejected.
  11. Decision of the competent authority of Asansol DO shall be final & can't be questioned.
  12. For any query/Clarification, please contact our office mail at [os.asansol@licindia.com](mailto:os.asansol@licindia.com)
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**We accept all terms and conditions of the "Application for Empanelment of vendors for LIC, Asansol DO-2024"**

**Signature, Name, Designation:**  
Seal of the Company/Firm/Vendor/Service provider

## INSTRUCTION FOR FILLING UP THE APPLICATION FORM FOR EMPANELMENT OF VENDORS 2024-27

1. All applicants must fill up "Annexure A". Annexure A is mandatory for all applicants.
2. All applicants must submit the application fees of Rs.590/- either in cash in Asansol DO cash counter or should enclose D/D favouring LIC of India payable at Asansol Applicants must submit application fees @ Rs.590/- for each category they shall apply.
3. Applicants must attach the relevant certificates/testimonials along with their applications:-
  - a) Certificate of incorporation/Registration with Registrar of companies/Firms in India.
  - b) Contract copies or proof of empanelment for similar categories executed in the last years (2021 onwards)
  - c) Latest issued profession related license certificate.
  - d) Latest certificate issued under Shops & Establishment Act, 1953
  - e) Manufacturers Authorization Form (MAF) in Annexure D for Vendors applying for category No.3 in enclosed format.
  - f) NSIC/MSME Certificate if applicable.
  - g) Audited balance sheet and Profit & Loss account for the last 3 financial year (2020-21, 2021-22, 2022-23)
  - h) Certificate issued by CA for the turnover of the firm for the last 3 years (2020-21, 2021-22, 2022-23)
  - i) Copy of PAN card
  - j) ESI & EPF registration certificates, if applicable
  - k) GST Registration certificate
  - l) Bank A/C details
  - m) All applicants must submit the address proof of their office/Representative office/s located at Kolkata/ Paschim Bardhaman/Bankura/Purulia along with the details of contact person.
- 4) Along with the Annexure A, each applicant shall submit the relevant Performa duly completed along with the testimonials viz. applicants applying under Category 2 must also fill up Questionnaire No. 5 and likewise.
- 5) The details of the Annexures enclosed in the notice are as following:-
  - a) Annexure A-General information-compulsory for all applicants (2pages)
  - b) Annexure B- Minimum turnover required for the applicants to apply
  - c) Annexure C- Details of valuable clients
  - d) Annexure D- Manufacturers Authorization Form (MAF)-compulsory for Applicants applying for Category (IT consumable items).
  - e) Questionnaire No.1- Questionnaire for Table stationery (Category No. 7)
  - f) Questionnaire No.2-Questionnaire for Envelope Makers (Category No.8)
  - g) Questionnaire No. 3- Questionnaire for Category No. 4,5,6,11
  - h) Questionnaire No. 4- Questionnaire for Category No. 3
  - i) Questionnaire No. 5- Questionnaire for Category No. 2
  - j) Questionnaire No.6 Questionnaire for Category 1

**Sr. Divisional Manager**



ASANSOL DIVISIONAL OFFICE, "JEEVAN PRAKASH", DIVISIONAL OFFICE, G.T.ROAD (West End), PO ASANSOL,  
DIST:PASCHIM-BARDHAMAN, WEST BENGAL, PIN 713304; PH: 0341-2254596, E-MAIL:[os.asansol@licindia.com](mailto:os.asansol@licindia.com)

### Annexure A

#### General Information (compulsory for all)

1	Name of the Firm / Establishment / Press (in capital Letters)	
2	Date of Establishment/Incorporation	
3	Address with Telephone No. Fax No. And Email id	
4	Address of Office (If separate) And Telephone Number	
5	Status: Whether Sole proprietorship/ Partnership/ Private Limited company/Public Limited company	
6	Names of the Parthers/Directors	
7	Name of Chief Executive with his present addresses & Telephone Numbers	
8	Name of Representative (s) Indicating Designation who would be calling on us and Attending to our jobs and his/their mobile number.	
9	Name of Bankers with addresses & telephone nos.	
10	is the firm / establishment/press registered under the Factories Act? If so state a) License No b) Date of last renewal (copy to be attached) c) PAN d) ESIS No if any e) EPF Registration if any	
11	Whether holding certificate under shops & establishments Act, duly renewed. Copy should be enclosed	
12	State the latest Income Tax assessed year and the amount Of Tax assessed. Copies of last 3 year's IT returns, Balance sheets & Revenue A/C to be enclosed	
13	Are you agreeable to make deliveries to Corporation's Offices within and outside of Asansol Division when so directed?	

Contd on page 2

14	Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and Contracts.	
15	Area occupied by the press/firm (Building only)	
16	Total Numbers of employees	Permanent                      Temporary
17	Number of shifts you work normally	
18	Names of the offices of the LIC where supply of Stationery items have been undertaken during the last 3 years. Mention only those offices for whom you have done sizeable jobs or have done constant work. (Detail of job done to be given)	
19	Name, Addresses and Telephone Nos. Of at least three of your most valued customers	
20	Approximate sales per year	
21	Do you undertake manufacture of a) Envelopes b) Office files c) Stickers	
22	Mention any other specialties' of your Establishment	

**Note :** Please type this form or fill in legible ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question numbers and attach it to the form.

I / We \_\_\_\_\_ request LIFE INSURANCE CORPORATION OF INDIA, ASANSOL DO to consider inclusion of my/our Firm in the list of their approved vendors and agree to give full satisfaction to the Corporation in the event of their doing so.

Date : \_\_/\_\_/2024

Signature with Seal

Note

- a) The completed applications along with relevant supporting documents, if any, in a sealed cover super scribing "Stationery Application for Engagement of \_\_\_\_\_" is to be submitted to "THE MANAGER (OS), LIC of India, Asansol Divisional Office, West End GT.Road, Asansol-713304
- b) The Corporation serves the right to include or not the name of the applicant in the panel as its absolute discretion without assigning
- c) The Corporation reserves the right to cancel the name of the Printer from its approved lists at it's absolute discretion without assigning any reason



ASANSOL DIVISIONAL OFFICE, "JEEVAN PRAKASH", DIVISIONAL OFFICE, G.T.ROAD (West End), PO ASANSOL,  
DIST:PASCHIM-BARDHAMAN, WEST BENGAL, PIN 713304; PH: 0341-2254596, E-MAIL:os.asansol@licindia.com

### Annexure B

For empanelment of Firms/Suppliers/Vendors/service Providers required by LIC of India, Asansol  
Divisional Office

Sl	Category	Minimum Annual Turnover (Rs)
1	Printing of forms/Pads/brochures/leaflets	15 lakhs
2	Supply of pre-printed continuous computer stationery	20 Lakhs
3	Supply of IT consumables, Printer Ribbons, Cartridge, Refill of cartridge	10 Lakhs
4	Supply and AMC of Note counting & fake note detection machine	10 Lakhs
5	Supply and AMC of Fire Extinguishers	10 Lakhs
6	Telephone, EPABX, Telephone Networking system, instrument etc.	5 Lakhs
7	Supply of office stationery (Pen, files, Photo copy paper, Registers etc.)	3 Lakhs
8	Supply of Cloth envelopes, craft/ordinary envelopes	3 Lakhs
9	Supply of Water purifiers, Water coolers, Air coolers	5 Lakhs
10	Scrap Vendors for destruction of old records, waste paper etc	Not required
11	Supply of office furniture & fittings, Steel Racks, slotted angle etc.	10 Lakhs
12	Supply of linen items such as Towel, Bedsheets, Mattress etc.	5 Lakhs
13	Catering service providers	Not required
14	Road transport for Diary, Calendars, furniture within the jurisdiction of Asansol DO	Not required
15	Courier services	Not required
16	Name Plates, Seal, Rubber Stamps makers, Printing of Corporate Identity Cards with ribbon, printing of Visiting Cards etc.	Not required
17	Repair of office furniture/Binder	Not required
18	Supply and maintenance of CCTV	Not required
19	Supply and AMC providers of Photocopier machines	10 Lakhs
20	Miscellaneous works involving manual labor	Not Required
21	AMC service provider of Pest Control/Termite treatment etc.	Not Required
22	Gardening including trimming/cutting of trees and bushes, planting of saplings etc	Not required

Date : \_\_/\_\_/2024

Signature of Applicant/Vendors/Supplier with Seal

**Sr Divisional Manager**



ASANSOL DIVISIONAL OFFICE,"JEEVAN PRAKASH", DIVISIONAL OFFICE, G.T.ROAD (West End), PO ASANSOL,  
DIST:PASCHIM-BARDHAMAN, WEST BENGAL, PIN 713304; PH: 0341-2254596, E-MAIL:[os.asansol@licindia.com](mailto:os.asansol@licindia.com)

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**Annexure C**

**For empanelment of Firms/Suppliers/Vendors/service Providers required by LIC of India,  
Asansol Divisional Office**

**Details of other valuable clients (PSU / Govt Organisation / Pvt firms)**

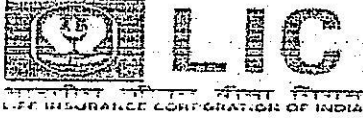
Sl	Name of client	Address	Financial Year	Whether contract copies / work coders / experience letters attached

Kindly note that the details regarding contracts/empanelment/work orders pertaining to last 3 Financial Years only should be mentioned i.e. from 2020-2021 onwards.

Date : \_\_\_/\_\_\_/2024

**Signature of Applicant/Vendors/Supplier with Seal**





**ANNEXURE D**

मण्डल कार्यालय : आसनसोल

कार्यालय सेवा विभाग, "जीवन प्रकाश", जी. टी. रोड, वेस्ट एण्ड, आसनसोल-713304 जिला :  
वर्दवान (प.बं.), दूरभाष सं./PHONE NO. (0341)225-7523 e-mail: [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

**DIVISIONAL OFFICE: ASANSOL**

**OS DEPTT., "JEEVAN PRAKASH", G.T. ROAD, WEST END, ASANSOL-713304, DIST: WEST BARDHAMAN , WEST BENGAL.**

**MANUFACTURER'S AUTHORIZATION FORM (MAF)**  
**(TO BE SUBMITTED ON COMPANY'S LETTERHEAD)**

REF: APPLICATION FOR EMPANELMENT

To

The Senior Divisional Manager  
Life Insurance Corporation of India  
Asansol Divisional Office  
West End, G.T.Road, Asansol – 713304

Dear Sir/Madam,

We, M/S ..... who are established and reputed  
Manufacturers of ..... having factories/Depot at .....  
and ..... do hereby authorize  
M/S.....  
(Name and address of the bidder)

to offer their quotation, negotiate and conclude the contract with you against the above invitation for the Bid/empanelment.

We hereby extend our commitment / standard guarantee and comprehensive warranty as per terms and conditions of the RFP and the contract for our equipment quoted/services offered against this invitation for Bid/empanelment by/of the above firm.

We also extend our back to back service support and assurance of availability of our equipment, their components and Consumables as per terms and conditions of the RFP, to M/S .....  
For a period of five years & Seven years (for Line printers & Servers).

Dated at..... this..... day of.....2020

Signature of the Company Secretary

Signature

Name:

Designation:

Name & Address of the company

Seal of the Company.



## QUESTIONNAIRE NO.1

मण्डल कार्यालय : आसानसोल

कार्यालय सेवा विभाग, "जीवन प्रकाश", जी. टी. रोड, वेस्ट एण्ड, आसानसोल-713304 जिला :

वर्दवान (प.बं.), दूरभाष सं./PHONE NO. (0341)225-7523 e-mail: [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

DIVISIONAL OFFICE: ASANSOL

OS DEPT., "JEEVAN PRAKASH", G.T. ROAD, WEST END, ASANSOL-713304, DIST: WEST BARDHAMAN , WEST BENGAL.

### QUESTIONNAIRE FOR TABLE STATIONERS

#### GENERAL INFORMATION

1 Name of the Press/FIRM :  
(In Block Letters)

2 Date of Establishment/Incorporation :

3 Address with Telephone No. Fax No. And Email id :

4 Address of Office (If separate)  
And Telephone Number :

5 Status: Whether Sole proprietorship/ Partnership/  
Private Limited company/Public Limited company :

6. Names of the Partners/Directors :

7 Name of Chief Executive with his present addresses &  
Telephone Numbers :

8 Name of Representative (s)  
Indicating Designation who would be calling on us and  
Attending to our jobs and his/their mobile nos. :

9 Name of Bankers with addresses & telephone nos. :

10 Is the press registered under the Factories Act ? If so, state:

a License Number :

b Date of last renewal of license. Copy of license to be  
attached. :

c PAN No. :

d ESIS No. If any :

e EPF Registration No. If any :

11 Whether holding certificate under shops & establishments  
Act, duly renewed. Copy should be enclosed :

12 State the latest Income Tax assessed year and the amount  
Of Tax assessed. Copies of last 3 year's IT returns,  
Balance sheets & Revenue A/c to be enclosed :

13 Are you agreeable to make deliveries to Corporation's  
Offices within and out of Asansol DO when so directed ? :

14 Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and Contractors. (copies annexed) :

15 Area occupied by the press (Building only) :

16 Total Numbers of employees :

Permanent..... Temporary.....

17 Number of shifts you work normally :

18 Names of the offices of the LIC where supply of Stationery items have been undertaken during the last 3 years. Mention only those offices for whom you have done sizeable jobs or have done constant work. (Details of jobs done to be given)

19 Name, Addresses and Telephone Nos. Of at least three Of your most valued customers :

20 Approximate sales per year :

21) Do you undertake manufacture of :

A Envelopes ?

B Office Files ?

C Stickers ?

22) Mention any other specialities of your Establishment:

Note: 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 numbers and attach it to the form.

I/We ..... request LIFE INSURANCE CORPORATION OF INDIA, ASANSOL DO to consider inclusion of my/our Firm in the list of their approved printers and agree to give full satisfaction to the Corporation in the event of their doing so.

Date:-

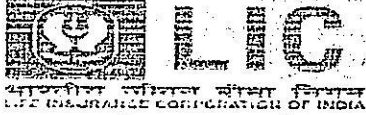
Signature with Seal

Note:-

1 The completed applications along with relevant supporting documents, if any, in a sealed cover super scribing Stationery " Application for Empanelment of Computer Continuous Printers" is to be submitted to " THE MANAGER (OS), LIC of India, Asansol Divisional Office, West End, G.T.Road, Asansol - 713304 "

2 The Corporation reserves the right to include or not the name of the applicant in the panel as its absolute discretion without assigning any reason.

3 The Corporation reserves the right to cancel the name of the Printer from its approved lists at it's absolute discretion without assigning any reason.



## QUESTIONNAIRE NO.2

मण्डल कार्यालय : आसानसोल

कार्यालय सेवा विभाग, "जीवन प्रकाश", जी. टी. रोड, वेस्ट एण्ड, आसानसोल-713304 जिला :

वर्दवान (प.वं.), दूरभाष सं./PHONE NO. (0341)225-7523 e-mail: [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

DIVISIONAL OFFICE: ASANSOL

OS DEPTT., "JEEVAN PRAKASH", G.T. ROAD, WEST END, ASANSOL-713304, DIST: WEST BARDHAMAN , WEST BENGAL.

### QUESTIONNAIRE FOR ENVELOPE MAKERS

#### PART I : GENERAL INFORMATION

1 Name of the Press :  
(In Block Letters)

2 Date of Establishment/Incorporation :

3 Address with Telephone No. Fax No. And Email id :

4 Address of Office (If separate)  
And Telephone Number :

5 Status: Whether Sole proprietorship/ Partnership/  
Private Limited company/Public Limited company :

6. Names of the Partners/Directors :

7 Name of Chief Executive with his present addresses &  
Telephone Numbers :

8 Name of Representative (s)  
Indicating Designation who would be calling on us and  
Attending to our jobs and his/their mobile nos. :

9 Name of Bankers with addresses & telephone nos. :

10 Is the press registered under the Factories Act ? If so, state:

a License Number :

b Date of last renewal of license. Copy of license to be  
attached. :

c PAN No. :

d ESIS No. If any :

e EPF Registration No. If any :

11 Whether holding certificate under shops & establishments  
Act, duly renewed. Copy should be enclosed :

12 State the latest Income Tax assessed year and the amount  
Of Tax assessed. Copies of last 3 year's IT returns,  
Balance sheets & Revenue A/c to be enclosed :

13 Are you agreeable to make deliveries to Corporation's  
Offices within and out of Asansol DO when so directed ? :

14 Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and Contractors. (copies annexed) :

15 Area occupied by the press (Building only) :

16 Total Numbers of employees :

Permanent..... Temporary.....

17 Number of shifts you work normally :

18 Names of the offices of the LIC where supply of Stationery items have been undertaken during the last 3 years. Mention only those offices for whom you have done sizeable jobs or have done constant work. (Details of jobs done to be given)

19 Do you have experience in printing of multi colour Envelopes ? State the major work done for the last Three years with details.

20 Name, Addresses and Telephone Nos. Of at least three Of your most valued customers :

21 Approximate sales per year from envelope making Alone. :

22 Which and what type of quality materials do you Use for the windows ? :

23 Are the Windows affixed manually or is it done through Machines ?

24 The type of Punching machines you are using (Hyddrolic or Electrical or by hand)

25 Number of Punching machines :

26 What is the type of Window Patching Machine (Electrical or manual) :

27 Particulars of Punching Machine :

28 Particulars of Perforating machines :

Note: 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 numbers and attach it to the form.

I/We ..... request LIFE INSURANCE CORPORATION OF INDIA, ASANSOL DO to consider inclusion of my/our Firm in the list of their approved printers and agree to give full satisfaction to the Corporation in the event of their doing so.

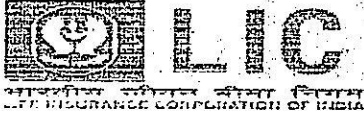
Date:-

Signature with Seal

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Note:-

- 1 The completed applications along with relevant supporting documents, if any, in a sealed cover super scribing Stationery " Application for Empanelment of Computer Continuous Printers" is to be submitted to " THE MANAGER (OS), LIC of India, Asansol Divisional Office, West End, G.T.Road, Asansol – 713304 "
- 2 The Corporation reserves the right to include or not the name of the applicant in the panel as its absolute discretion without assigning any reason.
- 3 The Corporation reserves the right to cancel the name of the Printer from its approved lists at it's absolute discretion without assigning any reason.



**QUESTIONNAIRE NO. 3**

मण्डल कार्यालय : आसानसोल

कार्यालय सेवा विभाग, "जीवन प्रकाश", जी. टी. रोड, वेस्ट एण्ड, आसानसोल-713304 जिला :

वर्दवान (प.बं.), दूरभाष सं./PHONE NO. (0341)225-7523 e-mail: [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

DIVISIONAL OFFICE: ASANSOL

OS DEPTT., "JEEVAN PRAKASH", G.T. ROAD, WEST END, ASANSOL-713304, DIST: WEST BARDHAMAN , WEST BENGAL.

**QUESTIONNAIRE FOR EMPANELMENT OF DEALERS FOR SUPPLY OF**

**CURRENCY COUNTING MACHINE / EPABX /FURNITURE ITEMS/ FIRE EXTINGUISHERS / GENERATOR HIRE  
(TICK WHICHEVER IS APPLICABLE)**

Name of the dealer (In block Letters)	
Address and Telephone No/Mobile No./E- mail id	
Address of the office if different from the above	
Outstation vendor to furnish local address of offices at West Bengal with contact details of Local representatives.	
Date of Establishment/Incorporation	
Status: Whether sole proprietorship/partnership/ Pvt Ltd/ Public ltd.	
Names of the Partners/Directors	
Name of Chief Executive with his present  Address and Telephone Numbers.	
Name of Representative(s) indicating Designation who would be calling on us and Attending of our jobs and his/her mobile numbers	

Name of Bankers with addresses & Telephone Nos.	
Is the Company registered under the Shops & Establishments Act ? If so, state – License Number :-  Date of renewal of License.	
State the latest Income Tax Assessed year and the Amount of Tax assessed. Copies of last 3 yrs, IT Returns, Balance sheets & Revenue A/C to be enclosed.	
PAN NUMBER (ENCLOSE XEROX COPY)	
GSTIN NUMBER (ENCLOSE XEROX COPY)	
GST RETURNS FILED UPTO MM/YYYY	
ESIS NO: IF ANY (ENCLOSE XEROX COPY) EPF REGN NO, IF ANY	
Are you agreeable to make deliveries to Corporation's offices within/out of Asansol DO Jurisdiction (inclusive of mofussil/rural areas) when so directed ?	
Are you agreeable to abide strictly by the terms and conditions of the Tenders and Contracts ?	
Name of the offices of LIC where you have supplied materials during the last 3 yrs.	
Mention any other specialities of your Establishments	

Note:- If the space provided is not sufficient, please attach a separate sheet to give the details.

I/We..... request LIFE INSURANCE CORPORATION OF INDIA, ASANSOL DIVISIONAL OFFICE to consider inclusion of my/our firm in the list of their approved dealers and agree to give full satisfaction to the Corporation in the event of their doing so. I/We further state that our firm has not been black-listed in any of the offices of LIC OF INDIA/Other State/Central/Quasi Government Organizations.

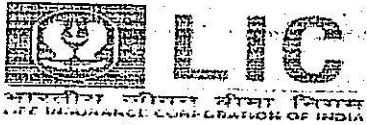
Date:

Place:

SIGNATURE

Note:- The Corporation reserves the right to cancel the name of the vendor from its approved list at its absolute discretion without assigning any reason.





मण्डल कार्यालय : आसानसोल

कार्यालय सेवा विभाग, "जीवन प्रकाश", जी. टी. रोड, वेस्ट एण्ड, आसनसोल-713304 जिला :  
वर्दवान (प.बं.), दूरभाष सं./PHONE NO. (0341)225-7523 e-mail: [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

DIVISIONAL OFFICE: ASANSOL

OS DEPTT., "JEEVAN PRAKASH", G.T. ROAD, WEST END, ASANSOL-713304, DIST: WEST BARDHAMAN , WEST BENGAL.

**QUESTIONNAIRE NO 4**

**QUESTIONNAIRE FOR EMPANELMENT OF I.T. CONSUMABLES VENDORS**

Name of the Vendor (In block letters)	
Date of Incorporation	
Office Address with Telephone Nos.	
E-mail Address of the Firm	
Status: Whether sole Proprietorship/Partnership/ Private Limited Company/Public Limited Company	
Names of the Partners/Directors	
Other Person's Name with Phone Nos.	
Offices of LIC/Banks/Other PSUs/Govt.offices Where empanelled (copy to be enclosed)	
Your Product Line	
PAN No.	
TIN No.	
Experience in sales of Network Materials/IT consumables like CD/CD-RW/DVD, Toners (New,Refilling & Reconditioning), Ribbons (New & Refilling) Line Printer Ribbons (Printonix P500, P7000.P7010, LIP16306), Reconditioning of printer heads	
Authorisation obtained from (authorized dealers)	
Name, addresses and Telephone Nos of atleast three of your most valued clients (with you for more than 3 years)	
Whether holding Certificate under shops & establishment Act duly renewed ?	
Are you agreeable to make deliveries to Corporation's offices within and out of Asansol DO jurisdiction of so directed?	

Are you agreeable to abide strictly by the Terms & conditions of the Tenders and contractors (copies annexed).	
Mention any other Special features of your firm.	

We ..... request LIFE INSURANCE CORPORATION OF INDIA, Asansol Divisional Office to consider inclusion of my/our firm in the list of their Approved IT consumables panel and agree to give satisfaction to the Corporation in the event of their doing so.

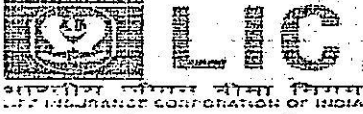
Dated:-

Signature with Seal

Note:- The Completed applications along with relevant supporting documents, if any, in a sealed cover superscribing "Application for Empanelment of IT Consumables" is to be submitted to "The Manager(OS), LIC of India, Asansol Divisional Office, West End, G.T.Road, Asansol 713304".

The Corporation reserves the right to include or not the name of the Applicant in the panel at it's absolute Discretion without assigning any reason.

The Corporation reserves the right to cancel the name of the IT consumable Vendor from it's approved lists at it's absolute discretion without assigning any reason.



**QUESTIONNAIRE NO. 5**

मण्डल कार्यालय : आसनसोल

कार्यालय सेवा विभाग, "जीवन प्रकाश", जी. टी. रोड, वेस्ट एण्ड, आसनसोल-713304 जिला :

वर्द्धवान (प.बं.), दूरभाष सं./PHONE NO. (0341)225-7523 e-mail: [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

**DIVISIONAL OFFICE: ASANSOL**

**OS DEPTT., "JEEVAN PRAKASH", G.T. ROAD, WEST END, ASANSOL-713304, DIST: WEST BARDHAMAN , WEST BENGAL.**

**QUESTIONNAIRE FOR PRE-PRINTED COMPUTER CONTINUOUS STATIONERY**

**PART I : GENERAL INFORMATION**

1 Name of the Press / <b>FIRM</b> (In Block Letters)	:
2 Date of Establishment/Incorporation	:
3 Address with Telephone No. Fax No. And Email id	:
4 Address of Office (If separate) And Telephone Number	:
5 Status: Whether Sole proprietorship/ Partnership/ Private Limited company/Public Limited company	:
6. Names of the Partners/Directors	:
7 Name of Chief Executive with his present addresses & Telephone Numbers	:
8 Name of Representative (s) Indicating Designation who would be calling on us and Attending to our jobs and his/their mobile nos.	:
9 Name of Bankers with addresses & telephone nos.	:
10 Is the press registered under the Factories Act ? If so, state: a License Number	:
b Date of last renewal of license. Copy of license to be attached.	:
c PAN No.	:
d ESIS No. If any	:
e EPF Registration No. If any	:
11 Whether holding certificate under shops & establishments Act, duly renewed. Copy should be enclosed	:
12 State the Intest Income Tax assessed year and the amount Of Tax assessed. Copies of last 3 year's IT returns, Balance sheets & Revenue A/c to be enclosed	:
13 Are you having facility and infrastructure for Printing the required forms, books etc. In Hindi,English, Bengali ?	:

14 Are you agreeable to make deliveries to Corporation's Offices within and out of Asansol DO when so directed ? :

15 Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and Contractors. (copies annexed) :

16 Area occupied by the press (Building only) :

17 Total Numbers of employees :

Permanent..... Temporary.....

18 Number of shifts you work normally :

19 Names of the offices of the LIC whose printing work You may have done during the last 3 years. Mention only Those offices for whom you have done sizeable jobs or Have done constant work. (Details of jobs done to be given)

20 Name, Addresses and Telephone Nos. Of at least three Of your most valued customers :

21) Approximate sales per year :

22) Do you carry stocks of papers and any other materials, If so, what stocks do you generally hold ? :

23) State the nature of printing job undertaken by you (Full details to be given) :

24) Do you undertake manufacture of :

A Envelopes ?

B Office Files ?

C Stickers ?

25) Mention any other specialities of your Establishment:

Note: 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 numbers and attach it to the form.

PART II : TECHNICAL INFORMATION

1 Particulars of composing facilities

A. D.T.P. Systems

Make	Packages	Languages	Other Features if any

B Other composing facilities such as hand composing:

2 Particulars of Scanning machines being used. :

3 Printing Machines  
A. Offset Machines

Make	Size	Colour	Speed	Other Features if any

B Letter press Machines

Make	Size	Speed	Other Features if any

C Screen Printing Facility – whether available ?

D Pre- printed continuous stationery machine.

Make	Size	Colour	Speed	Other features if any

4 Particulars of Positives and Plate making facility

5 Binding and Finishing

A Cutting Machines:-

Make	Size Blade	Other features if any

B Particulars of punching machines

C Particulars of perforating machines

D Particulars of gilding department

6 Have you got photo-typesetting 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 particulars of any other agreement you may have entered into which are subsisting and are likely to have a bearing on the jobs, which may be entrusted to you:

I/We ..... request LIFE INSURANCE CORPORATION OF INDIA, ASANSOL DO to consider inclusion of my/our Firm in the list of their approved printers and agree to give full satisfaction to the Corporation in the event of their doing so.

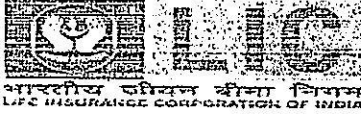
Date:-

Signature with Seal

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Note:-

- 1 The completed applications along with relevant supporting documents, if any, in a sealed cover super scribing Stationery " Application for Empanelment of Computer Continuous Printers" is to be submitted to " THE MANAGER (OS), LIC of India, Asansol Divisional Office, West End, G.T.Road, Asansol - 713304 "
- 2 The Corporation reserves the right to include or not the name of the applicant in the panel as its absolute discretion without assigning any reason.
- 3 The Corporation reserves the right to cancel the name of the Printer from its approved lists at it's absolute discretion without assigning any reason.



## QUESTIONNAIRE NO. 6

मण्डल कार्यालय : आसानसोल

कार्यालय सेवा विभाग, "जीवन प्रकाश", जी. टी. रोड, वेस्ट एण्ड, आसनसोल-713304 जिला :  
वर्दवान (प.बं.), दूरभाष सं./PHONE NO. (0341)225-7523 e-mail: [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

DIVISIONAL OFFICE: ASANSOL

OS DEPTT., "JEEVAN PRAKASH", G.T. ROAD, WEST END, ASANSOL-713304, DIST: WEST BARDHAMAN , WEST BENGAL.

### QUESTIONNAIRE FOR PRINTING PRESS

#### PART I : GENERAL INFORMATION

- 1 Name of the Press :  
(In Block Letters)

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- 2 Date of Establishment/Incorporation :
- 3 Address with Telephone No. Fax No. And Email id :

---

- 4 Address of Office (If separate)  
And Telephone Number :

---

- 5 Status: Whether Sole proprietorship/ Partnership/  
Private Limited company/Public Limited company :

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6. Names of the Partners/Directors :

---

- 7 Name of Chief Executive with his present addresses &  
Telephone Numbers :

---

- 8 Name of Representative (s)  
Indicating Designation who would be calling on us and  
Attending to our jobs and his/their mobile nos. :

---

- 9 Name of Bankers with addresses & telephone nos. :

---

- 10 Is the press registered under the Factories Act ? If so, state:
  - a License Number :
  - b Date of last renewal of license. Copy of license to be  
attached. :
  - c PAN No. :
  - d ESIS No. If any :
  - e EPF Registration No. If any :

---

- 11 Whether holding certificate under shops & establishments  
Act, duly renewed. Copy should be enclosed :

---

- 12 State the latest Income Tax assessed year and the amount  
Of Tax assessed. Copies of last 3 year's IT returns,  
Balance sheets & Revenue A/c to be enclosed :

---

- 13 Are you having facility and infrastructure for  
printing the required forms, books etc. in Hindi, English,  
Bengali ? :

14 Are you agreeable to make deliveries to Corporation's Offices within and out of Asansol DO when so directed ? :

15 Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and Contractors. (copies annexed) :

16 Area occupied by the press (Building only) :

17 Total Numbers of employees :

Permanent..... Temporary.....

18 Number of shifts you work normally :

19 Names of the offices of the LIC whose printing work You may have done during the last 3 years. Mention only Those offices for whom you have done sizeable jobs or Have done constant work. (Details of jobs done to be given)

20 Name, Addresses and Telephone Nos. Of at least three Of your most valued customers :

21) Approximate sales per year :

22) Do you carry stocks of papers and any other materials, If so, what stocks do you generally hold ? :

23) State the nature of printing job undertaken by you (Full details to be given) :

24) Do you undertake manufacture of :

A Envelopes ?

B Office Files ?

C Stickers ?

25) Mention any other specialities of your Establishment:

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**PART II : TECHNICAL INFORMATION**

1 Particulars of composing facilities

A . D.T.P. Systems

Make	Packages	Languages	Other Features if any

B Other composing facilities such as hand composing:

2 Particulars of Scanning machines being used. :



**3 Printing Machines**  
**A. Offset Machines**

Make	Size	Colour	Speed	Other Features if any

**B Letter press Machines**

Make	Size	Speed	Other Features if any

**C Screen Printing Facility – whether available ?**

**D Pre- printed continuous stationery machine.**

Make	Size	Colour	Speed	Other features if any

**4 Particulars of Positives and Plate making facility**

**5 Binding and Finishing**

**A Cutting Machines:-**

Make	Size Blade	Other features if any

**B Particulars of punching machines**

**C Particulars of perforating machines**

**D Particulars of gilding department**

**6 Have you got photo-typesetting 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 particulars of any other agreement you may have entered into which are subsisting and are likely to have a bearing on the jobs, which may be entrusted to you:**

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Date:-

Signature with Seal

---

Note:-

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- 2 The Corporation reserves the right to include or not the name of the applicant in the panel as its absolute discretion without assigning any reason.
- 3 The Corporation reserves the right to cancel the name of the Printer from its approved lists at it's absolute discretion without assigning any reason.