



HOWRAH DIVISIONAL OFFICE

Jeevan Ganga Building, 16 Hare Street
OS Dept, 6th Floor, Kolkata-700001

Email- os.howrah@licindia.com

The Life Insurance Corporation of India, Howrah Divisional Office intends to prepare a panel of vendors for various service related jobs and supply of goods & services for a period of three financial years from the date of empanelment to 31/03/2027 subject to satisfactory performance.

Accordingly, Life Insurance Corporation of India, Howrah Divisional Office invites applications from the Manufacturers /Firms/Printers /Suppliers /Vendors/Dealers/Service Providers having their establishment in Kolkata or in the Districts of Howrah, Hooghly, North 24 parganas & South 24 Parganas and who fulfill the eligibility criteria and agree to the set terms & conditions mentioned in the document.

The applicant desirous to be empanelled for SI No/Item No 1 to 40 must have registered office or at least one running office/shop/working place in Kolkata(KMC) or in the districts of Howrah, Hooghly, North 24 Parganas and South 24 Parganas. The applicants of North 24 Parganas and South 24 Parganas must be empanelled with LIC of India, copy of which is to be submitted and empanelment should be valid as on the date of decision.

The applicant desirous to be empanelled for SI No 41 to 51, there is no restriction of place and open to all and as such any vendor of any place in India can apply for empanelment, provided they must be empanelled with LIC of India, copy of which is to be submitted and empanelment should be valid as on the date of decision.

The application in the prescribed form should reach to:

The Manager OS
LIC of India, Howrah Divisional Office
Jeevan Ganga Building
OS Dept, 6th Floor
16 Hare Street
Kolkata 700001.

on or before 20/05/2024 up to 2.00 PM

The Life Insurance Corporation of India, Howrah Divisional Office reserves the right to accept any application or reject any or all of the applications received without assigning any reasons.

Schedule is mentioned in the next page.

Detailed terms & conditions and the empanelment document are available in our website

www.licindia.in & go to "Tenders".

Note: All the applicants may please note that any amendments/ corrigendum to the Notice of Empanelment, if issued & if be required, will only be notified in our website.

Sr Divisional Manager



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SCHEDULE OF EMPANELMENT(SOE)

Date of Empanelment Notice available for download	27 th April to 20 th May 2024
Start Date of submission of application	27 th April, 2024
End Date of submission of application	20 th May, 2024 up to 2.00 PM
Date & time of opening	20 th May, 2024 at 3.00 PM

Sr Divisional Manager



HOWRAH DIVISIONAL OFFICE

**Jeevan Ganga Building, 16 hare Street
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NOTICE for EMPANELMENT of VENDORS

Re: Empanelment of Manufacturers/Firms/Printers/Suppliers/Vendors/Dealers /Service Providers under different categories in Howrah Divisional Office.

Applications are invited from the Manufacturers /Firms/Printers /Suppliers /Vendors/Dealers/Service Providers having their establishment in Kolkata(KMC) or in the Districts of Howrah, Hooghly, North 24 parganas & South 24 Parganas for empanelment of vendors for Supply, Printing, Maintenance and Service related jobs as mentioned in the Category A, B & C in all the Branch, satellite Offices and Divisional Office of Howrah Divisional Office for the period 2024-2027.

Category: A (Small Budget Jobs):

- 1. Supply of table stationary items**
- 2. Supply of stamp/visiting cards/pads/ I Card/Lamination work,**
- 3. Preparation of Name Plate/Notice Board/Vinyl Board/Inventory numbering**
- 4. Supply of package Drinking water**
- 5. Firms dealing with Pesticides/rat killers/Termites treatment.**
- 6. Plants Maintenance, Gardening and beautifications of office premises**
- 7. Supply of flowers on daily basis**
- 8. Shifting of Office Furniture: Almirah, Cabinet. Racks, Chairs, tables etc....**
- 9. Repair of Furniture and fittings.**
- 10 Printing of Flex/Banners**

Category B (Medium Budget Jobs):

- 11. Supply and Maintenance of Telephones with EPBX,**
- 12. Supply of Plastic articles/Chairs/Tables**
- 13. Maintenance of Aquaguard Water Purifiers**
- 14. Supply of Uniform/Cloth/Curtains/Towel and other similar items**
- 15. Supply of Crockery items**
- 16. Installation, Repair & Maintenance of Network Cabling**
- 17. Maintenance of Photo Copier**

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18. Disposal of Scrap/waste paper/unserviceable furniture/equipment's And E-Waste
19. Computer hardware cleaning services.
20. Printing of Sales Brochure/leaflets/booklets/posters/
21. Wall painting in different places displaying products/services of LICIL.
22. Maintenance of C C TV System
23. Maintenance of Medium Scale Solar Plants
24. Maintenance of UPS System

Category C (High Value Jobs):

25. Supply of Fire Extinguisher, refiling, maintenance & training.
26. Maintenance of Fire Alarm system and Sprinkler System,
27. Supply & Maintenance of Fake Note Detecting & Note Counting machine,
28. Civil (Builders) Maintenance Works
29. Electrical Maintenance Works
30. Sanitary & Plumbing with water work & maintenance & training
31. Maintenance and/Repair of Modular Office Furniture in Modernized Set-up.
32. Supply & Maintenance of Glow Sign Board/Signage/Branding/Wrapping, etc.
- 33 Event Management for meeting & conference at different hotels and different places.
- 34 Supply of Gift items for different divisional office level competitions.
- 35 Outdoor publicity through mobile van or other moveable media.
- 36 Supply of rental hoarding/Kiosks/Electronic Display Board/Monopole, Unipole display.
- 37 Maintenance of AC machine, air cooler and water cooler.
- 38 Supply of SMF Battery for UPS System.
- 39 Courier Services.
40. Providing Catering Services.
41. Supply of printing items of different forms/magazine/envelope of different sizes, etc.
42. Supply of continuous stationery items
43. Supply of Computer Consumable items like Printer ribbon, Printer head, Ink, cartridge
44. Supply of Steel Furniture, Almira, Rack, Cabinet, Chair, Table etc...
45. Supply of Water Cooler Purifiers
46. Supply of Gift items
- 47 Supply of C C TV system.
- 48 Supply of Trophy, Shield, Citation and Memento.
49. Supply of UPS
50. Supply of Policy Dockets/Bag
51. Supply of AC machine, air cooler and water cooler.

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The interested Firms/Printers /Suppliers/Vendors/Dealers/ Service Providers fulfilling eligibility criterion and agreeable to the set Terms & Conditions, are requested to apply on or before 20/05/2024 up to 2.00 PM. Necessary Application Forms can be downloaded from our website www.licindia.in/Tenders or may be obtained from OS Deptt. (6th Floor), LIC of India, Howrah Divisional Office, “Jeevan Ganga” Building, 16 Hare Street, Kolkata 700001 . Annexure-A to be submitted for all category of vendors other than Printer. Annexure-B to be submitted for vendors under printing category.

The envelope should be superscribed as "Empanelment of Firms/Printers /Suppliers/Vendors Dealers/ Service Providers (as applicable) along with respective Serial No....." and to be submitted in the Drop Box provided at OS Deptt. (6th Floor), LIC of India, Howrah Divisional Office, “Jeevan Ganga” Building, 16 Hare Street, Kolkata 700001. The Applications sent through Post or Courier Services should reach our Office on or before last date and time. Postal delay or courier delay should not be considered and the applications received after last date & time, will not be considered.

Last date of submission of Application Forms is 20/05/2024 up to 2.00 PM

Note:

- 1. Existing empanelled Firms/Vendors/Service Providers are required to apply for fresh empanelment.**
- 2. Black listed firms/removed earlier should not apply (if applied, will not be considered).**
- 3. Any corrections or modifications in regard to the empanelment of vendors will be published in our website www.licindia.in as Corrigendum to the notice for Empanelment. Hence, all are requested to visit our above website till the last date of submission of application is over.**
- 4. Mere submission of application for empanelment does not confer the right of empanelment. Life Insurance Corporation of India, Howrah Divisional Office, 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, Howrah Divisional Office, shall neither be liable nor obligatory to inform the applicant the grounds of any such action.**
- 5. Printers operating from a common hired premises will not be considered for empanelment and the firm should have its own printing unit.**
- 6. Mere empanelment of the vendors does not confer any right on any vendor to seek order for services. The order for services shall be given as per the requirement of the Division from time to time , if be required so, by inviting tender and the order will be given to the lowest one bidder(L1)**

Date: 27/04/2024

SR.DIVISIONAL MANAGER

HOWRAH DIVISIONAL OFFICE

Jeevan Ganga Building, 16 hare Street

OS Dept, 6th Floor, Kolkata-700001

Email- os.howrah@licindia.com

ELIGIBILITY CRITERION FOR ALL CATEGORY

- 1. The Firms/Printers /Suppliers/Vendors /Dealers/Service Providers should be in the continuous profession for at least last 3 years (self attested copy of valid Trade license/registration certificate of renewal from Municipality/Corporation /statutory authority etc. for 3 years should be enclosed).**
- 2. The Firms/Printers /Suppliers/Vendors /Dealers/Service Providers should have registration with state and local authorities for undertaking the profession, such as copies of State Registration, Certificates under Shops & Establishment Act to be produced.**
- 3. The applicant desirous to be empanelled for SI No/Item No 1 to 40 must have registered office or at least one running office/shop/working place in Kolkata(KMC) or in the districts of Howrah, Hooghly, North 24 Parganas and South 24 Parganas. The applicants of North 24 Parganas and South 24 Parganas must be empanelled with LIC of India, copy of which is to be submitted and empanelment should be valid as on the date of decision.**
The applicant desirous to be empanelled for SI No 41 to 51, there is no restriction of place and open to all and as such any vendor of any place in India can apply for empanelment, provided they must be empanelled with LIC of India, copy of which is to be submitted and empanelment should be valid as on the date of decision.
- 4. Annual turnover should be Rs 3 Lacs or above for Category (B) and Rs 7 lacs and above for Category (C) . For Category (A), turn over criteria is not applicable. Income criteria could be more in case of specific jobs and will be governed by the Terms of that specific Tender.**
(Attach last continuous 3 yrs ITs with Audited PL A/C & Balance Sheet for Category B & Category C)
- 5. The Firms/Printers/Suppliers/Vendors/Dealers/Service Providers must be in the approved panel of at least 3 reputed firms, out of which at least one should be preferably a Government/Public Sector or Govt undertaking in the category for which the application is applied for and empanelment as above must be valid as on the date of decision. (Enclose letter of approval of the panel or any other supporting documents).**
- 6. Must submit self attested copy of:**
 - a) PAN from Income Tax Authority and copy of Bank Account/cancelled Cheque**
 - b) Copy of GST registration certificate with number/payment receipt, wherever applicable..**
 - c) Copy of FIRM'S Electricity Bills for last three months as proof of establishment.**
 - d) ESIC Registration No., EPF Registration No., Factory Registration No., NSIC Registration No./MSME Regn. No., wherever applicable.**
 - e) For all category of Firms, Office Address, Telephone number(if any), Mobile Phone number, email id, name of the contacting person are mandatory.**
- 6. Firms/Suppliers/Service Providers should have Office in Kolkata or in the districts of Howrah, Hooghly, North 24 Parganas & South 24 Parganas with E-mail id, address of the office, and telephone No./Mobile No. (Compulsory)**

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7. Firms/Agencies for management of Waste materials and E-waste must have proper authentication from the Govt. Authority and after disposal/dismantling, must submit Certificate from the Central/State Authorities.

8. All applicants are required to affix the signature and seal of the authorised official of the company /farm on each page of the form and Terms & Conditions.

27/04/2024

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Terms & Conditions for Empanelment

[For all Category]

- 1. The applicant desirous to be empanelled for SI No/Item No 1 to 40 must have registered office or at least one running office/shop/working place in Kolkata(KMC) or in the districts of Howrah, Hooghly, North 24 Parganas and South 24 Parganas and applicants of North 24 Parganas and South 24 Parganas must be empanelled with LIC of India, copy of which is to be submitted and empanelment should be valid as on the date of decision. However, Corporation reserves the right not to empanel vendors having unsatisfactory past performance**
 - 2. The applicant desirous to be empanelled for SI No 41 to 51, there is no restriction of place and open to all and as such any vendor of any place in India can apply for empanelment, provided they must be empanelled with LIC of India, copy of which is to be submitted and empanelment should be valid as on the date of decision. However, Corporation reserves the right not to empanel vendors having unsatisfactory past performance**
 - 3. Must have Valid E-mail address and telephone No./Mobile No.**
 - 4. All requisite License and other relevant documents conforming Govt. Rules should be up to date**
 - 5. The empanelment will be valid for 3 financial years from the date of finalisation of empanelment to 31/03/2027.**
 - 6. Application Fee: Rs.500/ plus 18% GST for each Category (Non-refundable) i.e. if any Vendor applies for 2 Categories it has to pay Rs.500 plus 18% GST for each application and apply in 2 separate Envelops with all relevant documents. In case the forms are down loaded, the application fee is payable either depositing cash in our cash counter or by a demand draft favouring LIC of India, payable at KOLKATA. Application submitted without application fee will not be considered.**
 - F. The applicant must fulfill eligibility criterion already mentioned**
 - 8. Printer should fulfill additional eligibility criterion mentioned in respective application Forms**
 - h. Existing empanelled vendors/Service providers must apply for each category**
 - i. Application Form:
Annexure-A:-For All (other than Printer)
Annexure-B:-For Printers**
 - j. Application should be properly filled up along with all required documents**
 - k. Mere submission of application will not mean empanelment, The decision of the corporation is final in this regard.**
- The interested Firms/Printers/Suppliers/Vendors/Dealers/Service Providers fulfilling eligibility criterion and agreeable to the set Terms & Conditions are requested to apply as per respective prescribed Forms along with application fee for getting empanelled on the panel of Howrah Divisional Office for 3 Financial Years from the Date of Finalization to 31.03.2027.**

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Note:

- 1. Firms/traders/suppliers who are already in our panel should also apply afresh for empanelment under each Category.**
- 2. Firms/traders/suppliers who have been blacklisted/ removed earlier, should not apply and their application will not be considered.**
- 3. Separate applications with required documents and application fee are required for applications in more category than one.**
- 4. Empanelment will be done only on the favourable recommendations of the duly constituted committee on the basis of record verification/visit or inspection of premises, work place etc of the applicants. Mere submission of application for empanelment does not confer the right of empanelment. 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 obligatory to inform the applicant the grounds of any such action.**
- 5. Printers operating from a common hired premises will not be considered for empanelment and the firm should have its own printing unit.**
- 6. The Corporation reserves the right to include/exclude/cancel the name/s of the firms/suppliers/service providers from its approved list at their absolute discretion without assigning any reason.**
- 7. Application/s incomplete in any respect will not be entertained and are liable to be rejected.**
- 8. The empanelment will be valid for three years from the date of finalisation to 31/03/2027, subject to the conditions of extension for six months at the sole discretion of the authority of Howrah Divisional Office but vendors will not be allowed to ask for or apply for extension beyond 31/03/2027.**
- 9. The Firm/supplier/service provider must give their acceptance to the Terms & Conditions as attached.**
- 10. The Firms/vendor/service provider who have been black listed/removed earlier by any office of the corporation should not apply.**
- 11. In case, the Firm/vendor/service provider is the authorised dealer of any brand or make, such authorised dealership certificate should be enclosed.**

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Annexure-A

**FORMS TO BE FILLED IN BY MANUFACTURERS/ FIRMS/SUPPLIERS /VENDORS//DEALERS/
SERVICE PROVIDERS, OTHER THAN PRINTERS**

Applied for SI No.....

Name of the Particulars against the Serial No

PROFILE OF VENDOR

1. Name of the FIRM

(in Block letters)

2. Date of Establishment/Incorporation

3. Office address

ward No

Ph- No

E-mail

4. Factory Address (If any)

5. Status of the firm:

(Whether Pvt. Ltd. Company / Pubic

Ltd. Company/ Partnership Firm /

Proprietorship Firm)

6. Name of the Proprietor/ Director/CEO

(as the case may be):

7. Name, Address, Tel. No., e-mail, of the

Chief executive

8. Whether registered with the Registrar

of Companies/Registrar of Firms in

India. If so, mention Number and date

and enclose Registration Certificate copy.

9. (a)License No.

(a)Last renewed on

documentary Proof (last 3 years of

(a)

(b)

10. Name of the Banker with address

Telephone No

A/C No....

IFS Code No.

- 11. Whether an assessee of Income Tax. If so, mention Permanent Account Number (PAN):**
- 12. GSTN Registration No. (enclose copy)**
- 13. Trade License No.
(Enclose copy of license duly attested)**
- 14. PAN No(Enclose copy)**
- 15. NSIC Registration No. if any :
(Enclose xerox copy)**
- 16. MSME Registration No, if any
(Enclose Copy)**
- 17. Is your Firm registered under MSME
under SC/ST category(Enclose Copy)**
- 18. Name & Address of your most valued
Customers including any Govt Organisation
(Enclose Copy)**
- 19. Are you agreeable to strictly abide by the
Terms & Conditions of Tender & Contract.**
- 20. ESI Registration No. if any :
(Enclose xerox copy of
Certificate with copy of latest payment receipt)**
- 21.ISO Certificate No, if any.
(Enclose xerox copy of
Certificate with copy of latest payment receipt)**
- 22. EPF Registration No if any :
(Enclose xerox copy)**
- 23. Registration No. under Shop &
Establishment Act if any :
(Enclose copy of Registration Certificate No. with date of renewal)**
- 24. Whether your firm is black listed by any
Government/PSU**
- 25. Turnover of the Company/Firm for the last 3 Years.
2020-21:
2021-22:
2022-23:
(Please attach a copy of audited Balance Sheet and Profit & Loss Account) for the years
mentioned above)**
- 26. Income Tax Return (enclose copy of last 3 years)
2020-21:
2021-22:
2022-23:**

27. Name, address, Tel. No. e-mail
of the firms with whom you are
already empanelled :
(enclose copy of approval letters)

- 1.
- 2.
- 3.
- 4.

28. Name of the Offices of LIC with
whom you are already empanelled :
(Enclose copy of approval letter/order copy/documents)

- 1.
- 2.
- 3.

29. State the nature of job undertaken by you.
Full details to be given,. Enclose separate sheet
if required.

30. No of Persons working with you.

Permanent
Temporary
Skilled
Semiskilled
Unskilled

No of shift you work normally.

31. Are you agreeable to engage technically
qualified person/s for CAMC

32. Approximate valuer of your annual output

33. Mention any other important
Specialties of your Establishment

**Important : All the copies to be attached for item nos. 01 to 33 as above, wherever
applicable, must be self- attested by the person signing the application forms.**

I/We request Life Insurance Corporation of
India, HOWRAH DIVISIONAL OFFICE to consider inclusion of my/our/Firm in the list of
approved Manufacturers/Firms /Printers/Suppliers/ Vendors/Dealers/ Service Providers for the
years 2024 to 2027 and agree to abide by all the Terms and Conditions in respect of any notice
of Tender and also will abide by all Statutory Rules/Regulation/Act of both the State as well as
the Central Government while carrying out job/work if any allotted to me/us. Further I/We
undertake that I/we have no objection for inspection of our Office and verification of documents/
Certificates by the LIC Official/s.

I/We also state that the information provided here-in-above are true to the best of my /our
knowledge and belief.

Authorized Signatories
(Name & Designation, seal of the firm)

Date:

Place :

Note :

- (1) Above form should be filled in legibly and duly signed and sealed
- (2) Incomplete forms and without required documents are liable to be rejected.
- (3) List of Panel will be displayed on the Notice Board of HOWRAH DIVISIONAL OFFICE ONLY . However, only the empanelled Manufacturers / Firms /Printers/ Suppliers/ Vendors/ Dealers/ Service Providers (as the case may be) will be informed by e-mail (if communicated by him/them and available) about their empanelment.
- (4) The Corporation reserves the right to cancel the name/s of the Manufacturers/Firms /Printers/Suppliers/ Vendors/Dealers/ Service Providers from its approved list at its absolute discretion without assigning any reason.

The hard copy of application for Empanelment with prescribed fees and credentials must be submitted to the following address superscribed as "Application for Empanelment of Vendors in LIC Howrah Divisional Office Category No ----- Category -----" to

The Manager OS
LIC of India, Howrah Divisional Office
Jeevan Ganga Building
OS Dept, 6th Floor
16 Hare Street
Kolkata 700001.

On or within 20/05/2024 up to 2.00 PM.

SR.DIVISIONAL MANAGER

HOWRAH DIVISIONAL OFFICE

Jeevan Ganga Building, 16 Hare Street
OS Dept, 6th Floor, **Kolkata-700001**
Email- os.howrah@licindia.com

To
The Sr Divisional Manager
Life Insurance Corporation of India
Howrah Divisional Office
16 Hare street, Kolkata 700001

I/we have read and understood the conditions for empanelment of vendors for various items as listed in the empanelment document and Notice for Empanelment of Vendors as also the instruction, eligibility criteria and Terms & Conditions. I/we hereby declare that the information furnished in the proforma from pages----- to ----- and in the supplementary sheets, if any, from pages ----- to ----- is correct and to the best of my/our knowledge and belief. We also declare that I/we is/are not a delisted/black listed vendor/s.

Yours faithfully
Signature
Name
Designation
Address
Date
Seal

HOWRAH DIVISIONAL OFFICE

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Annexure-B

Application Form For Printers

Applied for SI No.....

Name of the Particulars against the Serial No

PROFILE OF VENDOR

**1. Name of the FIRM
(in Block letters)**

2. Date of Establishment/Incorporation

**3. Office address
Ward No**

Ph- No

E-mail

4. Factory Address (If any)

**5. Status of the firm:
(Whether Pvt. Ltd. Company / Pubic
Ltd. Company/ Partnership Firm /
Proprietorship Firm)**

**6. Name of the Proprietor/ Director/CEO
(as the case may be):**

**7. Name, Address, Tel. No., e-mail, of the
Chief executive**

**8. Whether registered with the Registrar
of Companies/Registrar of Firms in
India. If so, mention Number and date
and enclose Registration Certificate copy.**

**9. (a)License No.
(a)Last renewed on
documentary Proof (last 3 years of
(a)
(b)**

**10. Name of the Banker with address
Telephone No
A/C No....
IFS Code No.**

- 11. Whether an assessee of Income Tax. If so, mention Permanent Account Number (PAN):**
- 12. GSTN Registration No. (enclose copy)**
- 13. Trade License No.
(Enclose copy of license duly attested)**
- 14. PAN No(Enclose copy)**
- 15. NSIC Registration No. if any :
(Enclose xerox copy)**
- 16. MSME Registration No, if any
(Enclose Copy)**
- 17. Is your Firm registered under MSME
under SC/ST category(Enclose Copy)**
- 18. Name & Address of your most valued
Customers including any Govt Organisation
(Enclose Copy)**
- 19. Are you agreeable to strictly abide by the
Terms & Conditions of Tender & Contract.**
- 20. ESI Registration No. if any :
(Enclose xerox copy of
Certificate with copy of latest payment receipt)**
- 21.ISO Certificate No, if any.
(Enclose xerox copy of
Certificate with copy of latest payment receipt)**
- 22. EPF Registration No if any :
(Enclose xerox copy)**
- 23. Registration No. under Shop &
Establishment Act if any :
(Enclose copy of Registration Certificate No. with date of renewal)**
- 24. Whether your firm is black listed by any
Government/PSU**
- 25. Turnover of the Company/Firm for the last 3 Years.
2020-21:
2021-22:
2022-23:
(Please attach a copy of audited Balance Sheet and Profit & Loss Account) for the years
mentioned above)**
- 26. Income Tax Return (enclose copy of last 3 years)
2020-21:
2021-22:
2022-23:**

**27. Name, address, Tel. No. e-mail
of the firms with whom you are
already empanelled :
(enclose copy of approval letters)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**28. Name of the Offices of LIC with
whom you are already empanelled :
(Enclose copy of approval letter/order copy/documents)**

- 1.
- 2.
- 3.

**29. State the nature of job undertaken by you.
Full details to be given,. Enclose separate sheet
if required.**

30. No of Persons working with you.

**Permanent
Temporary
Skilled
Semiskilled
Unskilled**

No of shift you work normally.

**31. Are you agreeable to engage technically
qualified person/s for CAMC**

32. Approximate valuer of your annual output

**33. Name of the offices of LIC to whom you have
supplied printing materials(Attach approval copy)**

**34. Are you agreeable to make deliveries to our
offices when so directed.**

35. Area occupied by the Press/Company/Firm in sft.

36. State the nature of printing jobs undertaken by you.

**37. Do you carry stock of papers and any other materials.
If so, what stocks do you generally hold.**

38. Do you undertake manufacturing of:

- 1. Envelopes**
- 2. Office Files**
- 3. Policy Docket**
- 4. Policy Wallet**
- 5. Different Registers**
- 6. Different Forms**

39. Furnish type of printing machine used:

- 1. Type**
- 2. Make**
- 3. Size**
- 4. Speed**
- 5. Color**

**40. Mention any other important
Specialties of your Establishment**

Important : All the copies to be attached for item nos. 01 to 40 as above, wherever applicable, must be self- attested by the person signing the application forms.

I/We request Life Insurance Corporation of India, HOWRAH DIVISIONAL OFFICE to consider inclusion of my/our/Firm in the list of approved Manufacturers/Firms /Printers/Suppliers/ Vendors/Dealers/ Service Providers for the years 2024 to 2027 and agree to abide by all the Terms and Conditions in respect of any notice of Tender and also will abide by all Statutory Rules/Regulation/Act of both the State as well as the Central Government while carrying out job/work if any allotted to me/us. Further I/We undertake that I/we have no objection for inspection of our Office and verification of documents/ Certificates by the LIC Official/s. I also state that I am not running my printing press from a common hired premises and I have my own printing unit.

I/We also state that the information provided here-in-above are true to the best of my /our knowledge and belief.

**Authorized Signatories
(Name & Designation, seal of the firm)**

**Date :
Place :**

Note :

- (1) Above form should be filled in legibly and duly signed and sealed
- (2) Incomplete forms and without required documents are liable to be rejected.
- (3) List of Panel will be displayed on the Notice Board of HOWRAH DIVISIONAL OFFICE ONLY . However, only the empanelled Manufacturers / Firms /Printers/ Suppliers/ Vendors/ Dealers/ Service Providers (as the case may be) will be informed by e-mail (if communicated by him/them and available) about their empanelment.
- (4) The Corporation reserves the right to cancel the name/s of the Manufacturers/Firms /Printers/Suppliers/ Vendors/Dealers/ Service Providers from its approved list at its absolute discretion without assigning any reason.

The hard copy of application for Empanelment with prescribed fees and credentials must be submitted to the following address superscribed as "Application for Empanelment of Vendors in LIC Howrah Divisional Office Category No ----- Category -----" to

The Manager OS
LIC of India, Howrah Divisional Office
Jeevan Ganga Building
OS Dept, 6th Floor
16 Hare Street
Kolkata 700001.

On or within 20/05/2024 up to 2.00 PM.

SR.DIVISIONAL MANAGER

HOWRAH DIVISIONAL OFFICE

Jeevan Ganga Building, 16 Hare Street

OS Dept, 6th Floor, **Kolkata-700001**

Email- os.howrah@licindia.com

To
The Sr Divisional Manager
Life Insurance Corporation of India
Howrah Divisional Office
16 Hare street, Kolkata 700001

I/we have read and understood the conditions for empanelment of vendors for various items as listed in the empanelment document and Notice for Empanelment of Vendors as also the instruction, eligibility criteria and Terms & Conditions. I/we hereby declare that the information furnished in the proforma from pages----- to ----- and in the supplementary sheets, if any, from pages ----- to ----- is correct and to the best of my/our knowledge and belief. We also declare that I/we is/are not a delisted/black listed vendor/s.

Yours faithfully
Signature
Name
Designation
Address
Date
Seal