



**KHARAGPUR DIVISIONAL OFFICE, E&OS Department, Malancha Road,**  
**P.O.-Nimpura, Kharagpur-721304, Phone No-(03222)253081.**  
**e-mail : os.kharagpur@licindia.com**

**ELIGIBILITY CRITERION**

**[For all Category]**

1. **The Manufacturer / Firms/Printers /Suppliers /Vendors /Dealers/Service Providers should be in the continuous profession for at least last 3 years** ( Self-attested copy of up-to-date Trade license /registration certificate with renewal of Municipality/Corporation/statutory authority etc. for 3 years must be enclosed)
2. Annual turnover should be up to
  - a. **Rs. 5 lakhs in each of the last 3 financial years for small jobs,**
  - b. **Rs. 5 lakhs and above to Rs.25 lakhs in any 3 financial years for medium job**
  - c. **More than Rs. 25 lakhs in any 3 financial years for big jobs**  
(attach for last continuous 3 years – IT returns).
3. **Fully Audited PL A/C & Balance Sheet, along with IT Returns in case of medium and big firms/company/trader/suppliers is must).**
4. **The The Manufacturer / 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 a Government/Public Sector or Govt. undertakings. (enclose letter of approval of the empanelment or any other supporting documents).
5. Must submit self-attested Copy of :
  - a) The PAN CARD issued by Income Tax Authority and Bank Account Pass Book / Bank .
  - b) GSTIN registration No., with GSTIN certificate/ payment receipt, wherever applicable.
  - c) ESIC Registration No., EPF Registration No., Factory Registration No., NSIC Registration No., wherever applicable.
6. Medium and big firm/suppliers must possess Office, E-mail address and telephone Nos.

**SR. DIVISIONAL MANAGER**

**Terms & Conditions for Empanelment**  
**[For all Category]**

- a. The applicant desirous to be empanelled should have **their own establishment in East & or in West Midnapore, Jhargram , Howrah Districts and / or in and around Kolkata.**
- b. All requisite License and other relevant documents conforming Govt . Rules should be up to date
- c. Period of Empanelment will be for 3 Years i.e 2025-2027
- d. **Application Fee: Rs.500/- + GST @18%= Rs.590/- for each Category (Non-refundable) : Application fee is payable only by a demand draft favouring LIC of India, drawn on any Nationalized / Scheduled Bank and payable at KHARAGPUR. Application submitted without the Demand Draft towards application fee will not be considered.**
- e. The applicant must fulfill eligibility criterion already mentioned
- f. Existing empanelled vendors/Service providers must also apply for empanelment.
- h. Application Form:**

**Annexure-A:- ( other than Printer)**

**Annexure-B:-For Printers.**

**Annexure- C : Category Nos. 16 to 19**

- i. Application should be filled in properly and accompany all required documents
- j. Mere submission of application will not mean empanelment, The decision of the corporation is final

**Interested Manufacturers / 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 LIC of India, KHARAGPUR DIVISION for 3 Years (01.02.2025- 31.12.2027).**

**Note :**

1. Firms/traders/suppliers who are already in our panel should also apply afresh for empanelment.
2. Firms/traders/suppliers who have been blacklisted / removed earlier from the panel , should not apply and their application will not be considered.

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### **ANNEXURE-B (EMPANEMENT FOR PRINTERS)**

Applications are invited for Empanelment of Printers for printing of various Forms, Policy Bond, Envelope, Policy Dockets, Magazines etc... The categories are as follows:

**CATEGORY-A:Small Job:-** Annual turnover up to Rs. 5 lakhs in any 3 financial years

**CATEGORY-B-Medium Job:-** Annual turnover Rs. 5 lakhs and above to Rs. 25 lakhs in any 3 financial years

**CATEGORY-C:-Big Job:-** Annual turnover more than Rs. 25 lakhs in any 3 financial years

Interested Printers having work-experience in this field and fulfill all the requirements as per the criteria mentioned below may apply for empanelment of their Firm as per **Annexure-B**.

a. The applicant desirous to be empanelled should have **their own establishment in East &/or in West Midnapore, Jhargram, Howrah Districts and / or in and around Kolkata.**

b. All requisite License and other relevant documents conforming Govt . Rules should be up to date

Period of Empanelment will be for 3 Years i.e. 2025-2027.

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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**

Ph- No  
E-mail

**4 Factory Address (If any)**

**5 Status of the firm:  
(Whether Pvt. Ltd. Company / Public 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.  
(b) Last renewed on  
( Enclose documentary Proof ( for last 3 years )  
for Sl. No.**

**9 (a)  
9 (b)**

**10 Name of the Banker with address**

**Telephone No**

**A/C No....**

**IFS Code No.**

**11 i. Factory License No.**

**ii. Date of Renewal of license (copy to be enclosed)**

**12 Whether assessed for Income /Tax by Income Tax Dept. :**

**If so, mention Permanent Account Number ( PAN ) :**

**13 GSTIN Registration No.**

**14 Trade License No.**

**(Enclose copy of the up-to-date renewed license duly attested)**

**15 GSTIN Registration No :**

**(Enclose copy of Certificate with clearance/payment receipt – latest year)**

**16 NSIC Registration No. if any :**

**(Enclose self-attested xerox copy)**

**17 ESIC Registration No. if any :**

**(Enclose self-attested xerox copy of the Certificate along with the copy of latest payment receipt )**

**18 EPF Registration No if any :**

**(Enclose self-attested xerox copy)**

**19 Registration No. under Shop &**

**Establishment Act if any :**

**(Enclose self-attested xerox copy of the Registration Certificate duly renewed up-to-date)**

**20 Whether registered for sales tax purposes :**

**If so, mention number and date.**

**( Also furnish self-attested copies of sales tax clearance certificate )**

**21 Turnover of the Company/Firm for the last 3 Years.( FY)**

**(Please attach self-attested copy of audited Balance Sheet and Profit & Loss Account)**

**2021-22:**

**2022-23:**

**2023-24:**

**22 Income Tax Return (enclose self-attested copy of last 3 years)(FY)**

**2021-22:**

**2022-23:**

**2023-24:**

**23 Name, address, Tel. No. e-mail of the firms with whom you are approved suppliers (enclose copy of approval letters)**

1.

2.

3.

**24 Name of the Offices of LIC with whom you are already empanelled : (Enclose self-attested copy of approval letter/order copy/documents)**

1.

2.

3.

**25 Approximate value of your output per year :**

**26 Are you agreeable to make deliveries to our offices when so directed :**

**27 Area occupied by the Press :**

**28 Total no. of workmen deployed on various categories in this year :**

**29 State the nature of printing jobs undertaken by you :**

**30 Do you carry stock of papers and any other material ?  
If so what kind of stocks do you generally hold :**

**31 State the nature of printing jobs undertaken by you (full details ) :**

**32 Do you undertake manufacture of**

**I. Envelopes :**

**II. Policy docketts :**

**III. Office file :**

**IV. Stickers :**

**V. Policy wallet :**

**33 Furnish type of printing machine used**

**I. Make :**

**II. Size :**

**III. Speed :**

IV. color :  
V.

**34 Are you Agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts :**

**35 Mention any other important information**

I/We ..... request **Life Insurance Corporation of India, KHARAGPUR 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 2025 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 KHARAGPUR 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.**

**SR.DIVISIONAL MANAGER**