



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

## **NOTICE for EMPANELMENT**

**Re: Empanelment of Manufacturers /Firms/Printers /Suppliers /Vendors /Dealers/Service Providers under different categories**

Applications are invited from the **Manufacturers / Firms/Printers /Suppliers /Vendors/Dealers/Service Providers having their establishment in East & / or in West Midnapore Districts, Jhargram , Howrah and / or in and around Kolkata** for empanelment for the Supply, Printing, Maintenance and Service related jobs as mentioned below in all the Branch / Satellite & Divisional Office/s under the **KHARAGPUR DIVISIONAL OFFICE** of LIC of India for the period **2025 to 2027**.

1. Printing & Supply of continuous stationery items
2. Printing & Supply Of Forms & Envelope
3. Supply of Computer consumable items like , Printer ribbon , Printer heads, Ink, toner cartridge etc.
4. Supply of table stationary items including Pen, Pencil, Plastic Folders, Writing Pads , Crockery items and other items used in office
5. Supply of Policy Docket/ Bags.
6. Supply of Cloth Materials, Garments, Towel & Cloth items.
7. Courier services.
8. Disposal of old / obsolete /Scrap /waste paper / UN-serviceable items of furniture/ equipments / papers and other items.
9. Supply & Installation of Fire Extinguisher, refilling, maintenance & training.
10. Firms dealing with Pesticides/rat killers/Pest Control.
11. Supply & Installation of Fake Note Detecting Machine ( Note Authentication Machine ) & Note Counting Machine with maintenance.
12. Supply of Gift items / Mementos / Trophies / Conference & Competition Materials.
13. Transportation & Shifting of office furniture .
14. Publicity & Mobile Van Activities.
15. Signage installation & Maintenance.
16. Supply & Maintenance of AC Machines.
- 17.Civil (Builders) Maintenance Works.
18. Supply of Sanitary & Plumbing items with water work & Maintenance .
19. Supply fixing cum repairing of Electrical Installations, Wiring including Data cabling job.
20. Newspaper Publication Agency.
21. Repair of Furniture & Fittings.
- 22.Supply Installation & Maintenance of CCTV.
- 23.Supply & Maintenance of Water cooler/purifier .
24. Maintenance of Xerox & Fax and Intercom Machines.
25. Event Management (all inclusive e.g. travel,supply of foods at meetings/events/conference,hotels/venues , catering & Decoration and related items.)

Interested Manufacturers / Firms/Printers /Suppliers /Vendors / Dealers/ Service Providers fulfilling the eligibility criterion and agreeable to the set Terms & Conditions are requested **to apply within 21<sup>st</sup> SEP, 2024 up to 3.00 PM.** Application Forms have to be downloaded from our website [www.licindia.in/Tender](http://www.licindia.in/Tender).

The envelope should be superscribed as “Empanelment of Manufacturers / Firms/Printers /Suppliers /Vendors /Dealers/Service Providers (as applicable) **along-with respective Serial No.....**” and to be submitted in the Drop Box at the E&OS Deptt. (1<sup>st</sup> Floor), LIC of India, **KHARAGPUR DIVISIONAL OFFICE, E&OS Department, Malancha Road, P.O.- Nimpura, Kharagpur-721304, Phone No-(03222)253081.**

Applications sent by Post or Courier Services should reach our Office on or before last date. **Last date / time of submission of Application Forms is 21<sup>st</sup> September , 2024 up to 3.00 PM.**

**Note:**

- 1. Existing Empanelled Firms should also apply for fresh empanelment.**
- 2. Black listed firms/ and the firms removed earlier should not apply. ( if applies will not be considered ) .**

Date: 30.08.2024

SR.DIVISIONAL MANAGER

## **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.

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**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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