



OS Department, LIC Of India, Ainthapali, Divisional Office, Sambalpur –768 004
e-mail : os.sambalpur@licindia.com, Phone No. : 0663-2541093

NOTICE

Invitation of application for empanelment to various services.

Life Insurance Corporation of India, Divisional Office, Sambalpur intends to invite applications for Empanelment for various services as detailed below in sealed envelopes from reputed Firms/Manufacturers/Suppliers/Agencies/ having sound financial capacity and proven track record of at least 3 years in the field to Government/PSU/Reputed organizations etc.

1. Printing & Stationery such as Forms, Paper, Envelops etc.
2. Computer Continuous Stationery-Printed/Blank
3. Supply of IT Consumables

The applications meeting the criteria specified in the application format shall only be considered for further evaluation.

Existing Vendors also need to apply afresh.

Application Format containing Terms & Conditions for Empanelment to various services is available on our website <www.licindia.in> from 04.02.2025 to 25.02.2025. Last date for submission of filled in application format to our office will be on 25.02.2025 before 04.00 p.m. Applicants will have to send a DD for Rs. 590/- (Rupees five hundred ninety only) including GST towards application fee (non refundable) along with the completed application.

The Sr. Divisional Manager, LIC of India, Divisional Office, Sambalpur reserves the right to reject the application of any applicant at his sole discretion without assigning any reason whatsoever.

Date: 20.01.2025

SR. DIVISIONAL MANAGER.

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, "JEEVAN PRAKASH", SAMBALPUR-768 004, ODISHA, PHONE NO. 0663-2541093

Date: 20.01.2025

Re: APPLICATION FOR EMPANELMENT TO VARIOUS SERVICES

Sealed applications are invited for Empanelment to Various Services as per the enclosed formats..

** The application forms can be downloaded from our Website: www.licindia.in The applicant needs to pay an amount of Rs. 590/- (Rupees Five hundred ninety only) including GST towards application fee for submission of application for Empanelment to various services by way of Demand Draft payable at Sambalpur along with the application form.*

** For each type of service, separate application with application fee of Rs. 590/- needs to be submitted.*

** Applications should be submitted in the form provided in the website in sealed cover scribed as APPLICATION FOR EMPANELMENT to _____ (specify the type of service seeking empanelment without which, it will not be considered) along with enclosures-Last Date to reach us is 25.02.2025 before 4.00 pm.*

** The sealed application form should be accompanied with a non-refundable application fee of Rs.590/- (Rupees five hundred ninety only) including GST in the form of DD drawn favouring "LIC of India" on any scheduled bank payable at Sambalpur, without which the Application will not be considered. For each type of supply/service, separate application and application fee have to be sent. If only one application with different DDs/separate application with separate DDs in single cover are submitted, such applications in toto will be rejected.*

** If only one application is sent enclosing different DDs for various services will also be rejected.*

** The Empanelment will be valid till 31.03.2028 and after empanelment, if found unsuitable/not complying with the terms and conditions of tenders floated during the period of empanelment/not executing the orders during the period of empanelment if awarded any tenders, shall be liable to be deleted/blacklisted from empanelment.*

** The terms and conditions governing the empanelment are given herewith. All pages of the Application Form and Terms and conditions will have to be signed by the applicant as proof of its acceptance.*

** Existing Vendors also need to apply afresh.*

The sealed envelopes should be superscribed as "Application for Empanelment to _____" (specify the type of service seeking empanelment without which, it will not be considered) addressed to and submitted to The Sr. Divisional Manager, LIC of India, Divisional Office, Ainthapali, Sambalpur-768 004. The applications should reach to the or be dropped in the Tender Box provided in the said office on or before 4.00 p.m. on 25.02.2025. The applications received after the due date and time will not be considered. The schedule for processing is as under :

- 1. Availability of application forms in website : From 04.02.2025 to 25.02.2025**
- 2. Last Date for submission of Application Form :25.02.2025 up to 4.00 p.m.**

The sealed covers containing the Application Forms will be opened on 26.02.2025 at 04.30 pm.

The Applicant or his authorized representative duly authorized by a letter of authority may be present at the time of opening the sealed cover. After preliminary scrutiny of Application Forms, verification of credentials, the Empanelment to Various Services will be done in respect of only those applicants whose Application Forms are found eligible.

SR. DIVISIONAL MANAGER.

PS: Please append your signature with seal on all the papers before submitting the Application Form for empanelment.



LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, JEEVAN PRAKASH, AINTHAPALI
SAMBALPUR-768004

PHONE NOS. 0663-2541093 E-MAIL ID: os.sambalpur@licindia.com

NOTICE FOR EMPANELMENT: 2025-28

Applications are invited from reputed firms for empanelment for Printing & order supply of Stationery forms and Envelops, Printing of Continuous Stationery Items and Supplier of I.T. consumable items at Sambalpur Divisional Office. For complete details please log on to our website www.licindia.in and go to "Tenders" and click on the link "NOTICE FOR EMPANELMENT SAMBALPUR DIVISION, F.Y. 2025-28" Application forms may be obtained from OS department of Sambalpur Divisional Office of LIC of India at above mentioned address from **04.02.2025 to 25.02.2025** on all working days from 10.00 a.m. to 04.00 p.m. except on Saturdays, Sundays and holidays. Last date for submission of application form is **25.02.2025 (4.00 p.m.)**. Any subsequent change in Terms & Conditions of the Notice of Empanelment will be published on our website only.

SR. DIVISIONAL MANAGER.

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, "JEEVAN PRAKASH"
AINTHAPALI, SAMBALPUR -768 004

ANNEXURE –A

Application for Empanelment

for _____

(Last Date for Submission : 25.02.2025 before 4.00 p.m.)

Sl. No. Information Sought Information Provided

1. Name of the Firm (in Block Letters)
2. Date of Establishment/Incorporation
3. Registration No. for registration
(under Companies Act, 1956 (Please enclose photo copy of the certificate))
4. Whether registered under Shops & Establishments Act and its renewal.
5. Correspondence address and Telephone No. & e-mail Id.
6. Address of Head Office (if separate) and Telephone No. & e-mail Id.
7. Status : Proprietary/Partnership/Private Limited Company/Public Limited Company
8. Name(s) of the Proprietor/Partners/Directors
9. Name of the Chief Executive with his present address, Mobile/Telephone No.
10. Name(s) of Representative(s) with Designation who would be calling on us and attending to our jobs & e-mail Id
11. Address of Local Office in Sambalpur District (odisha)/ with name of the contact person/s and his/their
Contact no/s & e-mail id, if it is different from the above.
12. Name of the Bankers with addresses & Telephone Nos, IFSC Code, Bank A/C No. & Type of A/C.
13. PAN NO. allotted by Income Tax Dept.
14. ESI Registration No.
15. EPF Registration No.
16. Goods & Services Tax Registration No.
(Please enclose attested photocopy of certificate)
17. Turn over for last 3 years
2023-24
2022-23
2021-22
18. State the latest Income Tax Assessed year and the amount of Tax Assessed (copies of last 3 years (2021-22 to 2023-24) IT Returns, Balace Sheets & Revenue A/C to be enclosed).
19. Details if registered with any other Government Authotity(ies)
20. Date of obtaining ISO 9001:2008 or 14001:2004 certificate and its validity period (please enclose an attested copy of certificatel, if any
21. Details of empanelment with any office of LIC of India and/or PSU/any other Corporate Offices/customers. (please enclose list giving full details and name and telephone no. of person/s who may be contacted for confirmation)
22. Details of your past Supply and Presently undertaken to supply in the field (enclose the certificates from the relevant institutions)

23. Are you original manufacturer/dealer ? If Dealer, please affix the authorization from the Manufacturer or their letter head

NOTE : Please type out this form or fill it up legibly in ink. If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.

I/We _____ request Life Insurance Corporation of India, Divisional Office, Sambalpur to consider our application for empanelment. I/We agree to abide by all the 'ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS" prescribed in your formats and assure to render the services to the fullest satisfaction of the Corporation.

Dated at _____ this _____ day of _____ 2025.

**Signature of the Vendor
Name & Address with Seal**

NOTE: The Corporation reserves the right to accept or cancel any of the Vendors application at their absolute discretion without assigning any reason. Applications received with incomplete information or not in our format or alterations without attestation will not be considered.

Note: Documentary evidence wherever applicable should be enclosed.
(Copies of the credentials & certificates issued by any other institution may be enclosed)

Documents to be enclosed along with Annexure "A"

- I) DD for Rs.590/- towards application fees which is non-refundable.**
- II) Self attested photo copies of the following documents have to be attached along with application.**
 - 1) Certificate of Registration under Companies Act, 1956.
 - 2) Certificate of registration of Goods & Services Tax.
 - 3) Copies of VAT/GST/Professional Tax Registration Certificate
 - 4) Copies of any valid Authorised Dealership Certificates.
 - 5) Audited financial statements (Profit/Loss and Balance Sheet) for the last 3 FY years 2021-22 to 2023-24)
 - 6) Income Tax assessment order/returns for the last three (3) financial years 2021-22 to 2023-24)
 - 7) Certificate of Income Tax PAN Number
 - 8) Copy of the Bank Pass Book/cancelled cheque
 - 9) Copy of certificate of Registration with ESIC
 - 10) Copy of certificate of Registration with EPF
 - 11) Goods & Services Tax registration No. along with proof has to be furnished
 - 12) **Existing vendors also need to apply afresh.**

ELIGIBILITY CRITERIA & OTHER TERMS & CONDITIONS

- 1) The Area of Operation is in the Sambalpur Districts of Odisha.
- 2) The application in the Prescribed Format (Hard Copy) only should be dropped in the tender box as per Rules on or before the stipulated date and time. No correction are to be made in the terms quoted.
- 3) The applicant must be a Registered/Authorised Organization/Partnership firm/Sole Proprietorship.
- 4) The Bidder should be preferably an ISO certified company registered under Companies Act,1956 preferably with valid ISO 9001:2008 or 14001:2004
- 5) The Company/vendor should have experience in supply of such similar goods to PSU/Govt./Cleints/reputed companies.
- 6) The applicant must have a proven track record of minimum 3 years with reputed clients in the field.
- 7) The applicant must have sound financial capacity/credit worthiness acceptable to LIC of India
- 8) The applicant must **have annual turnover of Rs. 5 lacs and above** during the last three financial years and experience of having executed orders to any one PSU/Govt./Quasi-Govt./Reputed organization.
- 9) For each type of supply/service, separate application and application fee have to be sent. If only one application with different DDs/separate application with separate DD in single cover are submitted, such applications in toto will be rejected.
- 10) The application must produce relevant documentary evidence along with the application form.
- 11) Non disclosure of relevant information or furnishing incorrect information/documents will suffer disqualification.
- 12) The applicant must not have been at any time declared as insolvent or convicted for any offence.
- 13) The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Authority.
- 14) The applicant should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract.
- 15) LIC of India is not responsible in any manner for the postal delay/loss/non receipt of the application form.
- 16) The validity of the empanelment shall be till 31.03.2028 and after empanelment, if found unsuitable/not complying with the terms & conditions of tenders floated during the period of empanelment/not executing the orders during the period of empanelment if awarded any tenders shall be liable to be deleted/blacklisted from empanelment.
- 17) The application form should be submitted so as to reach LIC,DO,Sambalpur on or before the date and time specified in the covering letter.

- 18) Corrections, if any, in the application form should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
- 19) The application forms should be either typewritten or neatly and legibly hand written in dot pen.
- 20) Application form should be placed in sealed cover super scribing as “**Application for Empanelment to _____**”
- 21) Any application form not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.
- 22) The successful applicants will be placed in our empanelment till 31.03.2028 and after empanelment, if found unsuitable/not complying with the terms & conditions of tenders floated during the period of empanelment/not executing the orders during the period of empanelment if awarded any tenders shall liable to be deleted/blacklisted from empanelment.
- 23) The Competent Authority reserves the right to change the relevant dates; to accept or reject all or any of the applications; or cancel all applications without assigning any reasons whatsoever.
- 24) The applicant should not be blacklisted/debarred by LIC or any PSU or any Government Departments. An affidavit in Annexure-B duly notarized is to be submitted to this effect.
- 25) The applicant should sign & seal on all pages.
- 26) Any dispute arising out of or relating to this empanelment shall be deemed to have arisen in Sambalpur and shall be subject to adjudication of competent court in Sambalpur.
- 27) The applicant must furnish an appropriate declaration in respect of the terms and conditions mentioned herein along with the application form.

ANNEXURE 'B'
(AFFIDAVIT ON STAMP PAPER REGARDING NON-BLASTING/PROSECUTION)
(To be Notarized)

Date : _____

I hereby depose that neither me nor our Organization _____
_____ including our Partners/Shareholders/Directors were ever
black-listed/prosecuted by any Organization/departments/statutory body (ies) in any State or by
any Court of Law.

Witness :

Deponent
(Tenderer)

Verification:

Verified at _____ on _____ and the contents
mentioned/stated above in this affidavit is true to the best of my knowledge based on firm
records and no information is hidden there from.

(Tenderer)

ANNEXURE 'C'

Sr. Divisional Manager,
LIC of India
Divisional Office
SAMBALPUR – 768 004.

Dear Sir,

Re: Application for Empanelment from Sl. No.1 to 2

1. Particulars of Composing facilities :
 - a) DTP systems
Sl. No. Make Packages Languages Other features, if any
 - b) Other Composing facilities such as hand composing
2. Particulars of Scanning Machines being used :
3. Printing Machine (Single/Multi Colour (6) :
 - a) Offset Machine
Sl.No. Make Size Colour Speed Other features, if any
 - b) Pre-printed Continuous Stationery Machine
Sl. No. Make Size Colour Speed Other features, if any
 - c) Letter Press Machines :
 - d) Screen Printing Facility :
4. Particulars of Positives & Plate Making Facility :
5. Binding & Finishing
 - a) Cutting Machines:
Sl.No. Make Size of Blade Hand/Power Driver
 - b) Particulars of Punching Machines :
 - c) Particulars of Perforating Machines:
 - d) Particulars of Gliding Department :
6. Have you got photo-type setting 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 of particulars of any other agreements, you may have entered into which are subsisting and are likely to have a bearing on the jobs, which may be entrusted to you.

SIGNATURE OF VENDOR
Name & Address (Seal)

os.sambalpur

From : os.sambalpur (os.sambalpur@licindia.com)
Sent : Wednesday, January, 2025 4.30 PM
To : 'licpecs@gmail.com, 'co_cc@licindia.com
Cc : ecz eos'; 'ecz eos'; 'ecz_cc@licindia.com' 'os.sambalpur@licindia.com'
Subject : Empanelment of Vendors
Attachments : Empanelment Tander.pdf; Empanel Vendor Ext.pdf

Dear Sir,

Kindly upload in Tender section the following information and attachments.

Date of uploading on website	04.02.2025
Region	ECZ
Place/DO	Sambalpur Division
Deptt.	OS
Tender Caption	Empanelment of Vendors for supply of printing Forms, Continuous Stationary and IT Consumables

**For Empanelment of Vendors – LIC OF INDIA SAMBALPUR DIVISON- OS
Deptt. SAMBALPUR**

**Manager(OS)DM
Sambalpur DO**