

सूचीबद्धता के लिये सूचना : वर्ष 2026-29

विक्रेताओं / आपूर्तिकर्ताओं / सेवाप्रदाताओं को सूचीबद्ध करने सम्बन्धी वस्तुओं की सूची

(अ) कार्यालयीन मुद्रण कार्य एवं आवश्यक वस्तुओं की आपूर्ति कार्य –

- (1) विभिन्न प्रकार के कार्यालयीन प्रपत्रों के मुद्रण का कार्य, लीफलेट्स, पेम्पलेट्स, पोस्टर्स का मुद्रण आदि।
- (2) कम्प्यूटर सतत स्टेशनरी, कॉपीयर पेपर की आपूर्ति, सभी तरह के लिफाफे।
- (3) सभी प्रकार की टेबल एवं कार्यालय स्टेशनरी, कम्प्यूटर पेरीफेरल्स, पेन ड्राइव, केलक्यूलेटर की खरीद।
- (4) इलेक्ट्रिकल सामान— पंखे, ट्यूब लाइट्स, गीजर, बैटरी, वॉटर कूलर्स, एयर कूलर्स वॉटर प्यूरीफायर, टेलीविजन सेट, रेफीजरेटर, पंखे, वॉल्टेज स्टेबलाइजर, इन्वर्टर तथा अन्य विद्युत सामग्री की आपूर्ति।
- (5) काकरी एवं कैंटीन की सामग्री, फर्नीचर
- (6) फीटिंग अन्य सामान की आपूर्ति,
- (7) ग्रीफ्ट आर्टिकल, ट्राली, मेमेन्टोज, गोल्ड, सिल्वर सिक्के आदि।
- (8) फेंकिंग मशीन एवं उसकी काट्रीज की आपूर्ति, लेजर/इंजेट/डॉक मेट्रिक प्रिंटर के प्रिंटर्स की काट्रीज आदि।
- (9) टेलीफोन इन्स्ट्रुमेंट की आपूर्ति, नोट काउंटिंग मशीन की आपूर्ति, अग्निशामक यंत्रों की आपूर्ति, बैटरी—यू.पी.एस., CCTV की आपूर्ति।

(ब) सेवाप्रदाता एवं रखरखाव सेवाएँ –

- (1) कार्यालयीन सेवाएँ: कोरियर सेवाएँ, सुरक्षा सेवाएँ, कैंटीन एवं केटरिंग सर्विसेज, कार्यालय रख-रखाव एवं हाउसकीपिंग कार्य, पानी की टंकी की सफाई, फोटो कॉपी करने की सेवाएँ।
- (2) पेस्ट कंट्रोल सेवाएँ एवं कीटनाशक छिड़काव संबंधी कार्य।
- (3) सुरक्षा सेवाएँ, लेबर प्रदायक, हाउसकीपिंग एवं साफ-सफाई संबंधी कार्य सेवाएँ।
- (4) अग्निशामक एवं अलार्म सेवाएँ, CCTV के रखरखाव संबंधी कार्य।
- (5) यू.पी.एस./बैटरी/इन्वर्टर की रखरखाव सेवाएँ
- (6) टूर एण्ड ट्रेवल्स सेवाएँ (ITA Agency), तथा सामान ट्रांसपोर्ट सेवाएँ।
- (7) टैक्सी सेवाएँ
- (8) प्रचार सामग्री बनाने एवं उसको लगाने सम्बन्धी सेवाएँ।
- (9) कार्यालय के आवश्यक कार्यों: कार्यालय के लकड़ी व संबंधी कार्य एवं टेबल-कुर्सी का रिपेयरिंग कार्य, खिड़की दरवाजों की रिपेयरिंग संबंधी कार्य, अलमारी की पेंटिंग।
- (10) पाइप लाइन, नल, ट्यूब एवं प्लम्बिंग सम्बन्धी कार्य।
- (11) वार्षिक रखरखाव अनुबन्ध – वॉटर कूलर्स, वॉटर प्यूरीफायर, नोट काउंटिंग मशीन, अग्निशामक यंत्र, फेंकिंग मशीन।

NOTICE FOR EMPANELMENT : 2026-29

Applications are invited from reputed firms for Empanelment for 3 years (2026-2029) with at Life Insurance Corporation of India, Divisional Office, Jeevan Prakash, City Centre, Gwalior (MP) for the following works:

S.NO	CATEGORY: Supply of various items	S.NO	CATEGORY: Service Providers & Maintenance.
(1)	All type of Printing of office forms/books/leaflets/Pamphlets/Printing of Posters. Etc.	(1)	Office Services: Courier Services, Canteen & Catering Services, Housekeeping Services work, ,Cleaning of Water Tanks Services.Photo copy services.
(2)	Computer Continuous Stationery.(Plain and preprinted), Supply of copier papers and all type of Envelopes.	(2)	Pest Control Services.
(3)	All type of table and office stationery, Computer Peripherals, CT, Pen drive, Calculators, CD etc	(3)	Secuirty Services, Labour deployment Providers Services, etc.
(4)	Supply of Electricals goods: Electrical Fans/Tube lights/Geyser/Battery/Television set/Air coolers/Water coolers voltage Stablizer, Invertor and supply of other electrical goods etc.	(4)	Services for Fire Alam and extinguishers and maintenance of CCTV.
(5)	Supply of Crockery items/Canteen Items .	(5)	UPS/Batteries Maintenance Services.
(6)	Supply of Furniture and fittings etc.	(6)	Tour, Travel (ITA Agency) and Goods Transport Services
(7)	Supply of Gift Article, Trolly, Mementoes Gold and Silver coins	(7)	Taxi Services.
(8)	Supply of Franking Machines & its Cartridges .Supply of Inkjet CT/Leger Printer CT and DMP CT.	(8)	Mobile van, hoardings, Glowsign, Wall painting, Wrapup Boards, Address Boards & making a flax banner works for publicity purposes.
(9)	Supply of Telephone Instruments, Supply of Currency counting & Fake note Detecting Machine, Fire Extinguishers, Supply of CC TV and Batteries & UPS.	(9)	Other office necessary works :, Office wooden work like Repairing work of Table-chairs, Repairing work of wooden gate & windows, paining of all type of Almirah.
		(10)	All type of Pipe Lines, Tap-tube and Plumbing work of building.
		(11)	.Annual Maintenance Contract: Water Coolers, Water Purifyers, Currency counting Machine, Fire extinguishers & Franking Machine.

The separate forms (Annexure – A/A1) is required to be filled up for each category which may be downloaded from our website www.licindia.in (tender link). Application form can be obtained from the office of Manager (O.S) at given address. Application for empanelment duly completed should be submitted to the **Manager(OS) LIC of India, Divisional Office, “Jeevan Prakash”, City Centre, Gwalior -474 011 (M.P.)** in a closed envelope superscribed as “Application for empanelment of printer/supplier/service provider, S .No.__ Name of category_____” **along with non- refundable application fee of Rs. 250/-+ GST (For each Category)** in the form of DD / Banker’s Cheque in favour of **Life Insurance Corporation of India payable at Gwalior** or can be deposited at our Divisional Office cash counter in cash during cash working hours. The selection shall be at the sole discretion of the Competent Authority of LIC OF INDIA, Divisional Office, Gwalior. **Existing Firms, Suppliers and Service Providers are also required to apply for fresh Empanelment . Firms blacklisted by any office of the Corporation need not apply. Last date for submitting the duly filled in application is upto -----** - 5.00 pm. The Corporation reserves the right to accept, reject or cancel any/all applications without assigning any reason thereof for which the Corporation shall neither be liable for obligatory to inform the applicant the grounds on any such action.

Sr. Divisional Manager



Divisional Office, Jeevan Prakash City Centre, Gwalior-474 011

Annexure-A (For Printers Only)

Sl. No.	TYPE OF CATEGORY	NAME OF THE CATEGORY	SPECIALIZATION (FOR PRINTERS ONLY) EG.
			POLICY BOND, ENVELOPS ETC

Conditions for empanelment as a Printer Firm

- 1) The printer should be in profession of printing for at least 3 years.
(Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be up to average Rs 2 lacs for small jobs, average Rs 2 to 10 lacs for medium jobs and average Rs 25 lacs and above for big jobs in the last three financial years. (Attach balance sheet for 3 years) **Turnover must be mentioned in your application form for the selection of Printer level.**
- 3) The Printer should be on the approved panel of at least 3 reputed firms out of which at least one should be Public Sector or Government undertaking.
- 4) The Printer should have at least one single color and one 4- color offset machine, in-house stitching and binding unit and screen printing unit.
- 5) The printer should have at least **500** sq feet area of operation for printing, binding etc. activities and sufficient storage space at one place only.
- 6) The Printer should have registration with state and local authorities for undertaking the profession.
(copies of state registration & Local authority license to be enclosed)
- 7)The Printer should keep sufficient stock in hand so as to comply with the urgent needs without delay.
- 8) The Printer should furnish specific brand or Make in case authorize dealer (Copy of authorize dealership be enclosed).

QUESTIONNAIRE FOR PRINTING PRESS
PART I : GENERAL INFORMATION

Sl. No.	INFORMATION SOUGHT	INFORMATION GIVEN
1	Name of the press (In block letters):	
2	Date of Establishment / Incorporation	
3	Address and Telephone No	
4	Address of Office (If Separate)And Telephone No	
5	Status: Whether Partnership/ Private Limited Company /Public Limited Company	
6	Names of the Partners / Directors :	
7	Name of chief Executive within present address and Telephone No	
8	Name of Representative (s) indicating Designation and mobile no who would be calling on us and attending to our jobs :	
9	Name of Bankers with addresses And telephone numbers	
10	Whether registered under the GST Act: YES / NO (If yes, submit Xerox copy of Certificate of Registration)	
11	Are you going to Registered in GeM, Are you mention in your bills: YES / NO If no, mention reason and submit relevant documents:	
12	Whether Registered under the Central Sales Tax (Registration and Turnover) Rules, 1957: YES / NO (If yes, submit Xerox copy of Certificate of Registration)	
13	Whether registered as Small Scale Industrial Unit(NSIC/Udhyam): YES / NO (If yes, submit xerox copy of Certificate of Registration)	
14	Is the press registered under the Factories Act? If so, state – (a) License No (b) Date of last renewal of license (copy to be enclosed) (c) PAN No (d) ESIC No, if any (e) EPF Registration no, if any	

15	Whether holding certificate under Shop and Establishment Act, duly renewed(copy to be enclosed)	
16	State the latest Income Tax assessed year and the amount of tax assessed (copies of last 3 years IT Returns, balance sheet & Revenue A/c to be enclosed)	
17	How do you propose to compensate the loss to the Corporation arising out of theft, fire or otherwise in respect of paper material supplied to you by us.	
18	Are you agreeable to make deliveries to Corporations office within and out of Gwalior when so directed?	
19	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts?	
20	Area occupied by the press.	
21	Total no of employees: Permanent: ----- Temporary: ----- Skilled: ----- Unskilled: ----- -----	
22 23	Number of shifts you work normally Timing of shifts	
24	Weekly Holidays	
25	Names of the offices of LIC whose printing work you may have done during the last 3 years.(2023-24, 2024-25 & 2025-26) Mention only those offices for whom you have done sizable jobs or have done constant work (Details of job done to be given)	
26	Name, Address and Telephone No of some of your most valued clients	
27	Approximate value of your output per year	
28	Do you carry stocks of papers and any other material? If so what stocks do you generally hold?	
29	State the nature of printing jobs undertaken by you (Full details to be given):	

30	Do you undertake manufacture of a) Envelopes b) Office Files c) Stickers	
31	Mention any other specialties 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 number and attach it on 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.....Nos.

3) Printing Machines: No.of Machine.....

a) Offset Machine: No.of Machine.....

MAKE	SIZE	COLOUR	SPEED	OTHER FEATURES IF ANY

b) Letter press Machines

MAKE	SIZE	SPEED	OTHER FEATURES IF ANY

c) Screen Printing Facility

d) Pre-printed continuous stationery machine

MAKE	SIZE	COLOUR	SPEED	OTHER FEATURE IF ANY

4) Particulars of Positives and Plate making facility

5) Binding and Finishing

a) Cutting Machines: No.....

MAKE	SIZE OF BLADE	HAND/POWER DRIVER

b) Particulars of punching machines

- c) Particulars of perforating Machine
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 agreements you may have entered into which are subsisting and are likely have a bearing on the jobs, which may be entrusted to you.
Note:1/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 number and attach it on to the form.
2/The Corporation reserve the right to cancel the name of Firm/Suppliers/Service provider from its approved lists at his absolute discretion without assigning any reason.
All the pages of application form and documents must be signed with seal.

DECLARATION

- 1/ I/WE request Life Insurance Corporation of India, Divisional Office, Jeewan Prakash, City Centre, Gwalior to consider inclusion of my/our name in the list of their approved Printers and I/We agree to give full satisfaction to the Corporation in the event of their doing so.
.2/ I/We have read the instructions and I/We understand that the information furnished now is found false at a later date, any contract made between ourselves and the LIC, on the basis of the information given by me/us can be treated as invalid at the sole discretion of the LIC and I/We will be solely responsible for the consequences.
3/ I/We agree that the decision of the LIC in selection of Printer will be final and binding on me/us.
4/ All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.
5/ I/We agree that I/We have no objection if inspection of my/our premises/workshop/shop etc. is done by the Officials of the LIC.

Dated:

Signature with Seal

Note: The Corporation reserves the right to reject or cancel the name of the Printer from its approved lists at his absolute discretion without assigning any reason.

Check List of documents to be submitted –

- 1) Attested Copy of PAN NO/CST NO/GST NO /Service Tax Reg. no /TAN No
- 2) Last three years (2023-24, 2024-25 , 2025-26) audited balance sheet and Profit & Loss Account
- 3) Copy of Registration Certificate under shop & establishment act
- 4) Client List (Enclose work order of leading companies)
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company./if Any.
- 6) Attested copy of ITR for the last three years.
- 7) Copy of GST Registration.
- 8) Copy of GeM Registration.

TERMS AND CONDITIONS FOR SUPPLY OF MATERIALS/ SERVICE PROVIDERS.

1. Submission of non refundable fee of Rs.250/-(Rupees Two hundred fifty only) + GST in case for each tender.
2. If the tender value exceeds Rs.2 lacs, Earnest money deposit @2% of the approximate tender value is to be deposited by DD/Bankers Cheque payable at Gwalior which is refundable without interest.
3. Equality, size and weight) without which the tender will not be considered.
4. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted. The Corporation may within its right award tendered job in part to one of the tenderer and remaining job to another tenderer.
5. All deliveries must be made either at our office, or as per instructions, FREE OF CHARGE.
6. If after the supply is delivered it is discovered that the material supplied are not according to the specification accepted, SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIERS COST and they will have to supply materials exactly according to the specifications and in the event of non compliance with the condition, the Corporation will be at liberty to take such action as it deemed fit.
7. In case of failure of the supplier/vendor/printers/ service providers to deliver the goods on or before the date specified, the Corporation will be at liberty to purchase the same from any other supplier/vendor/service providers, at default shall make good any loss or damage that the Corporation may suffer there by or shall pay to the Corporation liquidated damages as provided under clause 13 provided hereunder besides being removal from the panel of supplier/vender/printers/service providers.
8. NO ALTERNATIONS IN QUANTITY AND QUALITY of the items indented or in the period of execution and no enhancement in the rate of articles shall be accepted unless previously ratified by the Corporation in writing.
9. If it is found that the supplier/vender/printer is incompetent to complete the job even after submission of two consecutive proofs or is unable to carry out the instructions as given, the order may be withdrawn by the Corporation without the Corporation being liable for payment of any damages or loss.



Divisional Office, Jeevan Prakash City Centre, Gwalior

Annexure-A 1:

Application for empanelment of other Firms/Supplier/Service Provider (Other than Printers)

SL.NO. OF CATEGORY	NAME OF THE CATEGORY

(Separate Application is to be filled-up for each category)

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) Annual Turnover of the firm/supplier/Service Provider should be not less than average of Rs. 2 lacs for small jobs for all 3 years, average Rs. 2 lacs to Rs. 10 lacs for medium jobs and average Rs.25 lacs and above for big jobs in any of 3 financial years. (Attach Balance Sheet for three years).
- 3) The firm/supplier/ Service Provider should be on the approved panel of at least 3 reputed firms from out of which at least one should be Public Sector or Government undertaking.
- 4) The firms/supplier/Service Provider should have registration in compliance with the law of land (Copies of proof to be enclosed).



APPLICATION FORM FOR Firm/Supplier/Service Provider

PART I: GENERAL INFORMATION:

1. Name of the Firm:-----
(In Block Letters)
2. Date of Establishment / Incorporation-----
3. Correspondence address and Telephone No.-----
4. Address of Head Office (If Separate) and Telephone No.-----

5. Status: Proprietary/Partnership/Private Limited Company / Public Limited
Company :-----
6. Names of the Partners /Directors-----
7. Name of Chief Executive with his present addresses and-----
Telephone Nos.
8. Name of Representative (s) with Designation who would be calling on us and attending to our jobs:-----

9. Name of Bankers with addresses & telephone nos.-----
10. Is the Firm is registered under the Factory Act? If so, state
a) Licence Number:-----
b) Date of last renewal of licence(Copy of licence to be enclosed)
c) PAN-----
d) ESIC No. if any-----
e) EPF Registration No. if any-----
11. Whether holding certificate under Shops & Establishment 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 years, IT Returns, Balance
Sheets & Revenue A/c to be enclosed)-----
13. Turn over for last three F Years
F Y 2023-24:-----
F Y 2024-25:-----
F Y 2025-26:-----
14. Are you agreeable to make deliveries to Corporation's Offices
within and out of Bhopal when so directed?
15. Are you agreeable to abide strictly by the Terms and
Conditions of the Tenders and Contracts. (copies annexed)
16. If your firm is empanelled with any office of L I C Of India or
any other PSU (Central) , please give name and address
17. Name, Addresses and Telephone Nos. of some of your most
valued clients (Separate List may be attached)
18. Approximate value of your output per year
19. Mention any other specialties 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 number and attach it to the form.

DECLARATION

1/ I/WE request Life Insurance Corporation of India, Divisional Office ,Jeewan Prakash, City Centre, Gwalior to consider inclusion of my/our name in the list of their approved Supplier/Firms/Service provider and I/We agree to give full satisfaction to the Corporation in the event of their doing so.

.2/ I/We have read the instructions and I/We understand that the information furnished now is found false at a later date, any contract made between ourselves and the LIC, on the basis of the information given by me/us can be treated as invalid at the sole discretion of the LIC and I/We will be solely responsible for the consequences.

3/ I/We agree that the decision of the LIC in selection of Suppliers/Firm/Service provider will be final and binding on me/us.

4/ All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

5/ I/We agree that I/We have no objection if inspection of my/our premises/workshop/shop etc. is done by the Officials of the LIC.

Dated:

Signature with Seal

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 number and attach it to the form.

Check List of documents to be submitted –

1) Copy of PAN NO/CST NO/GeM Reg. NO /GST Registration copy/TAN No /Udhyam or NSIC Certificate submit acquired (if any).

2) Last three years (2023-24, 2024-25 , 2025-26) audited balance sheet and P&L Account

3) Copy of Registration certificate under shop & establishment Act

4) Client List (Enclose work order of leading companies)

5) Partnership deed or Articles of Association and Memorandum of Association in case of company

6) Copy of certificate issued by Railway/IRCTC/Airlines for Travel Agents)

7) Copy of election card/telephone bill/electricity bill (for Carpenters/Book binders)

8) Residence proof, Photo identity (for Carpenters/Book binders)

9) Attested copy of ITR for the last three years. (2023-24, 2024-25 , 2025-2