

NOTICE for EMPANELMENT

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

Applications are invited from the **Firms/Printers /Suppliers /Vendors /Dealers/Service Providers** having their establishment in or around Kolkata for empanelment for Supply, Printing, Maintenance and Service related jobs in Kolkata Suburban Divisional Office for the period 2026-2029:

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 beatifications 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. Railway ticket booking.

Category B (Medium Budget Jobs):

11. Supply and Maintenance of Telephones with EPBX,
12. Supply of Plastic articles/Chairs/Tables
13. Maintenance of Water Cooler/Purifiers
14. Supply of Uniform/Cloth/Curtains/Towel and other similar items
15. Supply of Crockery items
16. Maintenance of AC machine, air cooler and water cooler.
17. Installation , Repair & Maintenance of Network Cabling
18. Maintenance of Photo Copier
19. Disposal of Scrap/waste paper/unserviceable furniture/ equipment's And E-Waste
20. Computer hardware cleaning services.

Category C (High Value Jobs):

21. Supply of printing items/magazine
22. Supply of continuous stationery items
23. Supply of Computer Consumable items like - Printer ribbon, Printer heads, Ink cartridge etc.
24. Supply of Fire Tender/Extinguisher, refilling, maintenance & training,
25. Servicing of Fire Alarm and Sprinkler System,
26. Supply & Maintenance of Fake Note Detecting & Note Counting machine,
27. Supply of Steel Furniture: Almirah, Rack, Cabinet, Chair, Table etc...
28. Supply of Water Cooler/Purifiers
29. Supply & Maintenance of UPS
30. Supply of AC machine, air cooler and water cooler.
31. Civil (Builders) Maintenance Works
32. Electrical Maintenance Works
33. Sanitary & Plumbing with water work & maintenance & training
34. Security & Housekeeping Services.
35. Maintenance and / Repair of Modular Office Furniture in Modernized Set-up,
36. Supply & Maintenance of Glow Sign Board/Signage,
37. Supply of Gift items

The interested Firms/Printers /Suppliers /Vendors / Dealers/ Service Providers fulfilling eligibility criterion and agreeable to the set Terms & Conditions are requested to apply within 3.00 PM on 24th July 2026 . Necessary Application Forms can be downloaded from our website www.licindia.in/Tenders or may be obtained from **OS Deptt. (1st Floor), LIC of India, Kolkata Suburban Divisional Office, “Jeevan Prabha”, DD – 5, Sector – I, Salt Lake City, Kolkata-700 064.** Separate Application Forms are required for Security Services, DG Set suppliers and Printers.

The envelope should be super-scribed as “Empanelment of Firms/Printers /Suppliers /Vendors /Dealers/Service Providers(as appropriate) along with respective Serial No.....” and to be submitted in the Drop Box at **OS Deptt. (1st Floor), LIC of India, Kolkata Suburban Divisional Office, “Jeevan Prabha”, DD – 5, Sector – I, Salt Lake City, Kolkata-700 064..** The Applications sent through Post or Courier Services should reach our Office on or before last date.

Last date of submission of Application Forms is 24.07.2026 upto 3.00 PM.

Note:

1. Existing empanelled Firms should apply for fresh empanelment.
2. Black listed firms/removed earlier should not apply (if applied will not be considered).
3. Any corrections or modifications will be published in our website www.licindia.in as Corrigendum to the notice for Empanelment.

Sd/-

Date: 19.06.2026

SR.DIVISIONAL MANAGER

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 (copy of valid Trade license/registration certificate of renewal from Municipality /Corporation /statutory authority etc. for 3 years must be enclosed) .
2. Annual turnover should be above 3 Lacs for **Category B** and above 5 lacs for **Category C** [For **Category A** turn over criteria is not applicable] could be more in case of specific jobs and will be governed by the Terms of that specific Tender.

(Attach last continuous 3 yrs. IT returns with Audited PL A/C & Balance Sheet for Category B and Category C)

3. **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 . (Enclose letter of approval of the panel or any other supporting documents).**
4. Must possess PAN from Income Tax Authority and Bank Account.
5. Must possess GST registration no with certificate.
6. FIRM'S Electricity Bills copy.(for last three months)
7. ESIC Registration No., EPF Registration No., Factory Registration No., NSIC Registration No. / MSME Regn. No., wherever applicable.
8. Firms / Suppliers / Service Providers should possess Office in or around Kolkata, **E-mail address and telephone No./Mobile No. (Compulsory)**
9. 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.

Sd/-

SR. DIVISIONAL MANAGER

Terms & Conditions for Empanelment

[For all Category]

- a. The applicant desirous to be empanelled should have **their establishment in or around Kolkata (within 15 Kms.)**
- b. **Must have Valid E-mail address and telephone No./Mobile No.**
- c. All requisite License and other relevant documents conforming Govt . Rules should be up to date.
- d. **The panel shall be valid for 3 financial years, including the year in which they were empanelled i.e Date of Finalization to 31.03.2029.**
- e. **Application Fee: Rs.500/- + 18% GST for each Category (Non-refundable)** i.e. if any Vendor applies for 2 Categories it has to pay Rs.1000.00 + 18% GST 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 mentioned
- g. Security and allied services/ 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 KSDO for 3 Financial Years (Date of Finalization to 31.03.2029).

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.

Sd/-

SR.DIVISIONAL MANAGER

Annexure-A

FORMS TO BE FILLED UP BY FIRMS/SUPPLIERS / VENDORS / DEALERS/SERVICE PROVIDERS

Applied for Sl. No :- CATEGORY:	Name of the Particulars against the Serial No.
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PROFILE OF VENDOR

1	Name of the FIRM (in Block letters)	
2	Date of Establishment/Incorporation	
3	Office address	Ph/Mobile- 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., Mobile 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 Documental Proof (last 3 years, of Sl.No.)	(a) (b)
10	Name of the Banker with address Telephone No A/C No.... IFS Code No.	
11	Whether an assessed of Income Tax. If so, mention Permanent Account Number	PAN:
12	Trade License No. (Enclose copy of license duly attested)	
13	GST Regn. No. (Attach Certificate)	
14	NSIC / MSME Registration No. if any (Enclose xerox copy)	
15	ESIC Registration No. if any (Enclose xerox copy of Certificate with copy of latest payment receipt)	
16	EPF Registration No if any (Enclose xerox copy)	
17	Registration No. under Shop & Establishment Act if any (Enclose copy of Registration Certificate No. with date of renewal)	
18	Turnover of the Company/Firm for the last 3 Years.(Please attach a copy of audited Balance Sheet and Profit & Loss Account)	2022-2023: 2023-2024: 2024-2025:
19	Income Tax Return (enclose copy of last 3 years)Profit / Loss	2022-2023: 2023-2024: 2024-2025:
20	Name, address, Tel. No. e-mail of the firms with whom you are approved suppliers (enclose copy of approval letters)	1. 2. 3.

21	Name of the Offices of LIC with whom you are suppliers (Enclose copy of approval letter/order copy/documents)	1. 2. 3.
22	Mention any other important information	

I/We request Life Insurance Corporation of India, KSDO to consider inclusion of my/our Firm in the list of approved Firms /Printers/ Suppliers/ Vendors/Dealers/ Service Providers and agree to abide by all Terms and Conditions in respect of any notice of Tender and also will abide by all Statutory Rules/Regulation/Act of both State as well as 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 LIC Officials.

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

Date :

.....

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

Note : Above form should be filled legibly and duly signed and sealed

- (1) Incomplete forms and without required documents are liable to be rejected.**
- (2) List of Panel will be displayed in the notice board. However only empanelled Firms /Printers/ Suppliers/ Vendors/Dealers/ Service Providers (as the case may be) will be informed about their inclusion in the list vide e-mail, if available/supplied. The Corporation reserves the right to cancel the name/s of the Firms /Printers/ Suppliers/Vendors/Dealers/ Service Providers its approved list at its absolute discretion without assigning any reason.**

EMPANEMENT FOR PRINTERS

Applications are invited for Empanelment of Printers for printing of various Forms, Policy Bond, Envelope, Policy Dockets, Magazines etc.

Annual turnover of the Printers should be above 10 Lacs and could be more in case of specific jobs and will be governed by the Terms of that specific Tender.

(Attach last continuous 3 yrs. IT returns with Audited PL A/C & Balance Sheet)

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

- a. The applicant desirous to be empanelled should have **their establishment in or around Kolkata**
- b. All requisite License and other relevant documents conforming Govt . Rules should be up to date

Note :

- a **The form should be filled legibly and duly signed and sealed**
- b **Incomplete forms and without required documents are liable to be rejected.**
- c **List of Panel will be displayed in the notice board. However only empanelled Firms /Printers/ Suppliers/ Vendors/Dealers/ Service Providers (as the case may be) will be informed about their inclusion in the list vide e-mail, if available/supplied.**
- d **The Corporation reserves the right to cancel the name/s of the Firms /Printers/ Suppliers/ Vendors/Dealers/ Service Providers from its approved list at its absolute discretion without assigning any reason.**

Sd/-

SR.DIVISIONAL MANAGER

ANNEXURE-B**APPLICATION FORM FOR PRINTERS**

Applied for Sl. No :- CATEGORY:	Name of the Particulars against the Serial No.
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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 / Pubic Ltd. Company/ Partnership Firm / Proprietorship Firm)	
6	Name of the Proprietor/ Director/CEO (as the case may be):	
7	Name, Address, Tel. No., Mobile 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 documental Proof (last 3 years, of Sl.No.	(a) (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 licence(copy to be enclosed)	
12	Whether an assessed of Income Tax. If so, mention Permanent Account Number	PAN:
13	Trade License No. (Enclose copy of license duly attested)	
14	GST Regn. No. (Attach Certificate)	

15	NSIC / MSME Registration No. if any (Enclose xerox copy)	
16	ESIC Registration No. if any (Enclose xerox copy of Certificate with copy of latest payment receipt)	
17	EPF Registration No if any (Enclose xerox copy)	
18	Registration No. under Shop & Establishment Act if any (Enclose copy of Registration Certificate No. with date of renewal)	
19	Whether registered for sales tax purposes. If so, mention number and date. Also furnish copies of sales tax clearance certificate	
20	Turnover of the Company/Firm for the last 3 Years.(Please attach a copy of audited Balance Sheet and Profit & Loss Account)	2022-2023: 2023-2024: 2024-2025:
21	Income Tax Return (enclose copy of last 3 years) Profits / Loss	2022-2023: 2023-2024: 2024-2025:
22	Name, address, Tel. No. e-mail of the firms with whom you are approved suppliers (enclose copy of approval letters)	1. 2. 3.
23	Name of the Offices of LIC with whom you are suppliers (Enclose copy of approval letter/order copy/documents)	1. 2. 3.
24	Approximate value of your output per year	
25	Are you agreeable to make deliveries to our offices when so directed	
26	Area occupied by the Press	
27	Total no. of workmen deployed on various categories in this year	
28	State the nature of printing jobs undertaken by you	
29	Do you carry stock of papers and any other material ? If so what stocks do you generally hold	

30	<i>State the nature of printing jobs undertaken by you(full details)</i>	
31	<i>Do you undertake manufacture of</i> I. <i>Envelopes</i> II. <i>Policy dockets</i> III. <i>Office file</i> IV. <i>Stickers</i> V. <i>Policy wallet</i>	
32	<i>Furnish type of printing machine used</i>	I. Type II. Make III. Size IV. Speed V. Color
33	<i>Are you Agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts</i>	
34	<i>Mention other important information if any</i>	

I/We request Life Insurance Corporation of India, KSDO to consider inclusion of my/our/Firm in the list of approved Firms /Printers/ Suppliers/ Vendors/Dealers/ Service Providers and agree to abide by all Terms and Conditions in respect of any notice of Tender and also will abide by all Statutory Rules/Regulation/Act of both State as well as 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 LIC Officials.

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

Date :

.....

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

- Note :**
- Above form should be filled legibly and duly signed and sealed**
 - Incomplete forms and without required documents are liable to be rejected.**
 - List of Panel will be displayed in the notice board. However only empanelled Firms /Printers/ Suppliers/ Vendors/Dealers/ Service Providers (as the case may be) will be informed about their inclusion in the list vide e-mail, if available/supplied.**
 - The Corporation reserves the right to cancel the name/s of the Firms / Printers/ Suppliers/ Vendors/Dealers/ Service Providers from its**

approved list at its absolute discretion without assigning any reason.