



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Dept., 9th Floor, Kolkata Metropolitan Divisional Office-I, "Jeevan Prakash", 16, C.R.Avenue, Kolkata 700072

NOTICE for EMPANELMENT

Re: Empanelment of Firms/Printers /Suppliers /Vendors /Dealers/Service Providers under different categories under KMDO-I

Applications are invited from the Firms/Printers /Suppliers /Vendors /Dealers/Service Providers having their establishment in or around Kolkata ,already empanelled in other divisions of LIC for empanelment for Supply of stationery items, Printing stationery, Trophy , gift items ,Event management , Maintenance and Service related jobs at Kolkata Metropolitan Divisional Office-I and branches under it for the period from 1st April 2023 to 31st March 2026. The various categories are appended below:

Category I

1. Supply of table stationary items,
2. Supply of stamp/visiting cards/pads/ I Card/Lamination work, Name Plate/Notice Board/Vinyl Board/ Inventory numbering,
3. Supply and Maintenance of Telephones with EPBX,
4. Supply of Crockery items,
5. Supply of package Drinking water,
6. Maintenance of Xerox machine,
7. Repair of Furniture and fittings,
8. Disposal of Scrap/waste paper/unserviceable furniture/ equipments,
9. Disposal of E-Waste,
10. Indoor Plants Maintenance,
11. Shifting of Office Furniture: Almirah, Cabinet, Racks, Papers etc....

Category II

1. Supply of printing items/magazine,
2. Supply of Steel Furniture: Almirah, Rack, Cabinet, Chair, Table etc...
3. Supply of Plastic articles/Chairs/Tables,
4. Maintenance of Fake Note Detecting & Note Counting machine,
5. Supply of Fire Extinguisher, refilling, maintenance & training,
6. Servicing of Fire Alarm and Sprinkler System,
7. Supply & Maintenance of Water Cooler/Purifiers,
8. Repair & Maintenance of AC machine,
9. Civil (Builders) Maintenance Works,
10. Electrical Maintenance Works,
11. Sanitary & Plumbing with water work & maintenance,
12. Installation, Repair & Maintenance of Network Cabling,
13. Firms dealing with Pesticides/rat killers,
14. Maintenance and / Repair of Modular Office Furniture in Modernised Set-up.
15. Repair & Maintenance of UPS,
16. Courier Services,
17. Supply of Cloth/Curtains/Towel and other similar items,
18. Supply of Computer Consumable items like, Printer ribbon, Printer heads, Ink cartridge etc.

P- 1/11
Recd to
20/3/23
20/3/2023

Category III

1. Supply of continuous stationery items,

Category IV

1. Supply of Trophy,
2. Supply of Gift items / Mementoes.
3. Event Management (all inclusive e.g. travel , supply of foods at meetings/events/conference , hotels/Venues , catering and related items.

The interested Firms/Printers /Suppliers /Vendors / Dealers/ Service Providers fulfilling eligibility criterion and agreeable to the set Terms & Conditions are requested to apply and submitted at our Office within 3.00 PM on 13th April , 2023. Necessary Application Forms can be downloaded from our website www.licindia.in view Tenders or may be obtained from OS Deptt. (9th Floor), LIC of India, Kolkata Metropolitan Divisional Office-1, Jeevan Prakash, 16 C R Avenue, Kolkata-700072 .

Separate Application Forms are required for Printers.


The envelope should be superscribed 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. (9th Floor), LIC of India, Kolkata Metropolitan Divisional Office-1, Jeevan Prakash Building , 16 C R Avenue, Kolkata-700072. The Applications sent through Post or Courier Services should reach our Office on or before last date.

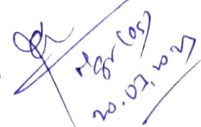
Last date of submission of Completed Application Forms is upto 3.00 PM on 13.04.2023.

Note:

1. Existing empanelled Firms should apply for fresh empanelment.
2. Establishment interested for multiple categories have to submit application separately and to pay Application Fees separately.
3. Black listed firms/removed earlier, by any offices of LIC of India, should not apply (if applied will not be considered).
4. Any corrections or modifications of this Notice of Empanelment will be published in our website www.licindia.in as Corrigendum to the notice for Empanelment.

Date: 22.03.2023


20/3/23


20.03.2023


SR.DIVISIONAL MANAGER

वरिष्ठ मन्डल प्रबन्धक/Sr. Divisional Manager
भा.जी.बी.नि., को.म.म.का.-I/LICI, KMDO-I
16, चित्तरंजन एवेन्यु/16, C. R. Avenue
कोलकाता-700072/Kolkata-700072

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 Trade license/registration certificate with renewal of Municipality/Corporation/statutory authority etc. for 3 years must be enclosed).
2. Annual turnover should be as per following Table:

Category mentioned in Notice for Empanelment:	Annual Turnover
1. Category I	Rs. 3 Lac and above
2. Category II	Rs. 5 Lac and above
3. Category III	Rs. 15 Lac and above
4. Category IV	Rs. 3 Lac and above

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

- **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).**
- Must possess PAN from Income Tax Authority and Bank Account.
- ESIC Registration No., EPF Registration No., Factory Registration No., NSIC Registration No. / MSME Regn. No., GST Regn. wherever applicable.
- Firms/Suppliers /Service Providers should possess Office, E-mail address & telephone No.
- 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.

SR. DIVISIONAL MANAGER

वरिष्ठ मन्डल प्रबन्धक/Sr. Divisional Manager
भा.जी.बी.नि., को.म.म.का.-I/LICI, KMDO-I
16, चित्तरंजन एवेन्यु/16, C. R. Avenue
कोलकाता-700072/ Kolkata-700072

29/3/23
20.03.23
Hgr (05)

Terms & Conditions for Empanelment

[For all Category]

- a. The applicant desirous to be empanelled should have **their establishment in or around Kolkata or already empanelled in other division of LIC .**
- 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 01.04.2023 - 31.03.2026.**
- d. **Application Fee: Rs.200/ with 18 % GST ie Rs 236.00 for each Category (Non-refundable) i.e. if any Vendor applies for 2 Categories it has to pay Rs.472.00 (inclusive of GST)and apply in 2 Envelops with all relevant documents .** One Vendor can apply for more than one Category. 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.
- e. The applicant must fulfill the eligibility criterion mentioned .
- f. Printers should fulfill additional eligibility criterion mentioned in respective application Forms
- g. Existing empanelled vendors / Service providers must apply for each category
- h. Application Form:
Annexure-A:-For All (other than Printer)


Annexure-B:-For Printers

- i. Application should be properly filled up along with all required documents,
- j. The application Fee either can be deposited at cash counter or a demand draft may be attached favouring **LIC of India**, payable at **Kolkata**.
- 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 KMDO-I for 3 Years (01.04.2023 - 31.03.2026).

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.


20/3/23
20.03.2023
Hr (as)

SR.DIVISIONAL MANAGER
वरिष्ठ मण्डल प्रबन्धक/Sr. Divisional Manager
भा.जी.बी.नि., को.म.का.-I/LICI, KMDO-I
16, चित्तरंजन एवेन्यु/16, C. R. Avenue
कोलकाता-700072/Kolkata-700072

**FORMS TO BE FILLED UP BY FIRMS/SUPPLIERS /VENDORS /DEALERS/SERVICE PROVIDERS
(other than Printer)**

Applied for SI No.....Category.....	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 / Pubic 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. (a)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 PAN (Copy enclosed)	

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 Financial Years.(Please attach a copy of audited Balance Sheet and Profit & Loss Account)	2019-2020 : 2020-2021 : 2021-2022 :
19	Income Tax Return (enclose copy of last 3 years)Profit / Loss	2019-2020 : 2020-2021 : 2021-2022 :
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.e. whether registered in GEM portal as Seller(YES/NO)	

f- 6/11
 20/3/23
 Hgr (os)
 no. 3. 2017

I/We request Life Insurance Corporation of India, KMDO-I 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.**



SR.DIVISIONAL MANAGER

वरिष्ठ मन्डल प्रबन्धक/Sr. Divisional Manager
भा.जी.बी.नि., को.म.स.का.-I/LICI, KMDO-I
16, चित्तरंजन एवेन्यु/16, C. R. Avenue
कोलकाता-700072/Kolkata-700072

Recd
20/3/23

20.07.2023

APPLICATION FORM FOR PRINTERS

Applied for SI No.....Category.....	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 / Pubic 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 documental Proof (last 3 years, of SI.No.	(a) (b)
10	Name of the Banker with address Telephone No A/C No.... IFS Code No.	

11	<i>i.Factory License No. ii.Date of Renewal of licence(copy to be enclosed)</i>	
12	<i>Whether an assessed of Income Tax. If so, mention Permanent Account Number (Copy enclosed)</i>	PAN:
13	<i>Trade License No. (Enclose copy of license duly attested)</i>	
14	<i>GST Regn. No. (Attach Certificate)</i>	
15	<i>NSIC / MSME Registration No. if any (Enclose xerox copy)</i>	
16	<i>ESIC Registration No. if any (Enclose xerox copy of Certificate with copy of latest payment receipt)</i>	
17	<i>EPF Registration No if any (Enclose xerox copy)</i>	
18	<i>Registration No. under Shop & Establishment Act if any (Enclose copy of Registration Certificate No. with date of renewal)</i>	
19	<i>Whether registered for sales tax purposes. If so, mention number and date. Also furnish copies of sales tax clearance certificate</i>	
20	<i>Turnover of the Company/Firm for the last 3 Years.(Please attach a copy of audited Balance Sheet and Profit & Loss Account)</i>	2019-2020 : 2020-2021 : 2021-2022 :
21	<i>Income Tax Return (enclose copy of last 3 years) Profits / Loss</i>	2019-2020 : 2020-2021 : 2021-2022 :
22	<i>Name, address, Tel. No. e-mail of the firms with whom you are approved suppliers (enclose copy of approval letters)</i>	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	State the nature of printing jobs undertaken by you(full details)	
31	Do you undertake manufacture of I. Envelopes II. Policy docketts III. Office file IV. Stickers V. Policy wallet	
32	Furnish type of printing machine used	I. Make II. Size III. Speed IV. color
33	Are you Agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts	
34	Mention any other important information i.e whether registered in GEM portal as Seller(YES/NO)	

P-10/4
 P-10/4
 20/3/23
 20.03.23

I/We request Life Insurance Corporation of India, KMDO-I 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 hereinabove are true to the best of my /our knowledge and belief.

Date:

.....

Authorized Signatories

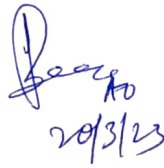
(Name & Designation, seal of the firm)


- 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.



SR.DIVISIONAL MANAGER

वरिष्ठ मन्डल प्रबन्धक/Sr. Divisional Manager
भा.जी.बी.नि., को.म.का.-I/LICI, KMDO-I
16, चित्तरंजन एवेन्यु/16, C. R. Avenue
कोलकाता-700072/ Kolkata-700072


20/3/23


Mgr (OS)
20.03.2023