



**LIC OF INDIA
DIVISIONAL OFFICE
"JEEVAN PRAKASH", AYODHYA ROAD, BENIGANJ,
FAIZABAD –224001**

FORM FOR EMPANELMENT OF FIRMS FOR SUPPLY OF
01. CONTINUOUS COMPUTER STATIONERY
02. TABLE STATIONERY (ONLY LOCAL FIRMS)
03. PRINTED FORMS, LETTERS, LEAFLETS/CERTIFICATES,
LEDGER, REGISTER
04. RIBBED PAPER ENVELOPS
05. POLICY DOCKETS
06. POLICY WALLETS (PLASTIC)



Page-1

Life insurance Corporation of India Divisional Office – “Jeevan Prakash”
Beniganj Ayodhya Road ,Faizabad-224001 Tel-05278-244265 Fax-05278-244203
E-mail- os.faizabad@licindia.com

(Annexure “A”)

TERM AND CONDITIONS FOR EMPANELMENT.

1. **Separate Application form Annexure-A and Annexure-B is to be submitted for each category along with non refundable Application fee of Rs.250/-(Two hundred fifty only) for each category.**
2. Firms, who are on our Divisional Office existing panel, should also apply for fresh empanelment.
3. Separate application is required for each category.
4. Firms, who have been blacklisted / removed earlier, should not apply. If applied, their applications will not be considered or may be terminated at any time after empanelment without assigning any reason.
5. The firm should be in business/profession for at least 3 years.(Copy of proof must be enclosed)
6. Annual Turnover should be up to Rs.15 Lacs for no.(1)Pre-printed computer stationery and policy bonds job, up to Rs.5 Lacs for all other jobs for sl.no.(2)Table Stationery (3)Printed Stationery(4)Andhra ribbed paper envelopes(5)Policy Dockets and(6)Policy Wallets(plastics) in the last three financial years.(Attach balance sheets for last 3 financial years).
7. The firm should have work experience with Govt. sector / Public sector organization / reputed private firms.
8. The firm should have registration with State / Local authorities for undertaking the business/profession.
9. Incomplete application will be rejected without assigning any reason thereto.
10. The firm/supplier should submit the GST registration certificates along with the application form.
11. Income tax return for last three years should be submitted along with the application form.
12. The firm should be ready to supply the Quoted Items at store of L I C of India, Divisional Office, Faizabad.
13. The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
14. Members of a duly constituted committee may visit and inspect the premises, workshop,shop etc of the applicants.
15. Application forms will be available on payment of Rs.250/-(Non-refundable) for each category for above in **cash** during cash hours or in form of **D.D.**from 16.03.2018 to 11.04.2018 on working days during office hours only from above mentioned office.
16. Application form is also available in web-site **www.licindia.com/tender** which may be downloaded and submitted duly filled in along with non-refundable fees of Rs.250/-(Rs.two hundred fifty only) for each category separately as mentioned above in the form of D.D. drawn in favour of LIC of India payable at Faizabad.

17. The application in prescribed form (Annexure 'B') is to be sent to

**Chairman Stores Committee,
LIC of India, O.S. Department, II Floor,
Divisional Office, Beniganj, Ayodhya Road, Faizabad**

so as to reach us within **15.00 hrs. on 12.04.2018.**

18. Empanelment Period will be valid for next three financial years i.e. Yr.2018-19,2019-20 and Yr.2020-21.
19. All applicants are required to affix the signature and seal of the Authorized official of the company/firm on each page of Annexure "A" and Annexure "B" in acceptance of terms and conditions laid therein.
20. The application form should be kept in a sealed envelope super scribed as "Application for Empanelment of Computer Continuous stationery, Policy Bonds, Pre-Printed Computer Stationery, Table Stationery (only Local firms) ,Printing of Forms,letters/leaflets/certificates,Ribbed Paper Envelopes , Policy Dockets,Policy wallets(Plastics).
21. If there is any query please get clarification from office before submission of application form.
22. The LIC has right to change the terms and conditions at any point of time.

Note :- Mere submission of Application for empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. Life Insurance Corporation of India shall neither be held liable nor obligatory on its part to inform the applicant the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.

Signature of vendor with seal

Sr.Divisional Manager

Empanelment for :Computer Continuous Stationery, Policy Bonds,pre-Printed Computer Stationery, Table Stationery, Printing of Forms,Letters/Leaflets/certificates,Ribbed Paper envelopes,Policy Dockets,Policy wallets(Plastics)

FORM FOR EMPANELMENT

Please specify the name of category mentioned above for which empanelment is desired.

S.No.	Particulars of the Firm /Business Details	Information Provided
1	Name of the Firm(In Block Letters)	
2	Date of Establishment/Incorporation of the Firm	
3	Status:Proprietary/Partnership/Private Limited Company/Public Ltd.Company	
4	Name of the Proprietor/ Partners/ Directors	
5	Names of Representative(s) who would be calling on us and attending to our jobs.	
6	Correspondence Address of the Firm / Company	
7	Telephone Nos. Office Fax No. Mobile No. E-mail address	
8	Have your firm blacklisted /removed earlier by LIC or any of the PSUs/ BFSI/ Govt/ semi Govt/Quasi govt departments in India (YES/NO)	
9	Name of the Bankers with address & Telephone Nos.	
10	IFS code	
11	PAN No.(Enclose the photo copy)	
12	GST number.(Enclose photocopy of registration certificate)	
13	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) 2016-17.. 2015-16.. 2014-15..	

14	Turnover for the last three financial Years(Please enclose copy of proof) 2016-17.. 2015-16.. 2014-15..	
15	Group for which registration is sought out of the following categories: please tick	
A	Continuous computer stationery,Policy Bonds,Pre-printed computer stationery	
B	Table stationery (only Local Firms)	
C	Printing of forms,letters/leaflets/certificates	
D	Andhra ribbed paper envelopes	
E	Policy Dockets	
F	Policy Wallets (plastics)	
16	Are you agreeable to make deliveries to Corporation's office at Divisional Office, Faizabad ? YES / NO	
17	Are you agreeable to enter into a Rate contract of Running Contract or Fixed Quantity Contract with us? YES / NO	
18	Details of empanelment with other institutions including LIC divisions.	
19	Name, Address & Tel. no. of two of your most valued Clients.	
20	Is your firm empanelled with any office of LIC OF INDIA or any other PSU,Central Govt/Semi Govt.office(Please enclose proof)	
21	Mention any other specialties of your establishment	
22	Is the firm registered for Micro & Small Enterprises(MSE) or registered with NSIC(National Small Industries Corporation Ltd).If so enclose copy.	
23	Is the establishment registered Under India Compaines Act. (Please enclose certificate copy) Annual turnover : Solvency margin (%) : No. of employees : Working hours : Recent works/supplies : Undertaken	



PLEASE TYPE THIS FORM OR FILL IT LEGIBLY IN INK. USE SEPARATE SHEET, IF SPACE PROVIDED IS INSUFFICIENT.

I / werequest the Life Insurance Corporation of India, Divisional Office, Faizabad to consider inclusion of my/our firm/ company in the list of approved Suppliers/service provider of **Computer Continuous stationery, policy bonds, pre-printed computer stationery , table stationery , printing of forms/letters/leaflets/certificates, Andhra ribbed paper envelopes, policy dockets , policy wallets(plastics) etc.** and hereby assure to extend full co-operation to the Corporation in the event of their doing so.

I/ we agree to abide by all the rules and regulations framed by the Corporation time to time.

This.....day of2018 at

Signature.....

with Office Seal



Page-6

Annexure C

UNDERTAKING

We hereby confirm that we have not been black-listed by LIC or any PSU/BFSI organization/Government/Semi-Govt/Quasi Govt. Departments in India, as on date of submission of bid in response to the above RFP.

Dated at-----this-----day of -----2018

Authorized Signatory

Signature

Name:

Designation:

Name & Address of the company:

Seal of the company

MANUFACTURER'S AUTHORIZATION FORM (MAF)

To,
L.I.C. of India,
Divisional Office,
Ayodhya road, Beniganj
Faizabad

Dear Sir,

Reg : LIC's RFP No : _____ dated _____.

We, M/s. _____ who are
established and
reputed manufacturers of _____ having factories / depot
as _____ and _____ do hereby
authorize

M/s. _____ (Name and address of
bidder)

to offer their quotation and onclude the contract with you against the above invitation for
the Bid, as one of our Authorized Dealers.

We, hereby, extend our full guarantee and comprehensive warranty as per terms and
conditions of the RFP for our products offered against this invitation for Bid by the
above firm.

Dated at _____ this _____ day of _____ 20 _____.

Authorized Signatory

Signature :

Name :

Designation :

Name & Address of the company

Seal of the Company

* To be submitted on Company (OEM)'s letter head duly signed by the Authorized signatory of Company.

Annexure E

Special Questinnaire For Computer Continuous Stationery Vendors:-

1-Particulars of composing facilities

A-D.T.P.Systems

<u>Make</u>	<u>Packages</u>	<u>Languages</u>	<u>Other features if any</u>

B-Other composing facilities such as hand composing

2-Particulars of scanning machines being used.

3-Printing Machines

A-Offset Machine

<u>Make</u>	<u>Size</u>	<u>Colour</u>	<u>Speed</u>	<u>Other features if any</u>

B-Letter Press Machines

<u>Make</u>	<u>Size</u>	<u>Colour</u>	<u>Speed</u>	<u>Other features if any</u>

C-Screen Printing facility

D-Pre-printed continuous stationery machine

<u>Make</u>	<u>Size</u>	<u>Colour</u>	<u>Speed</u>	<u>Other features if any</u>

4-Particulars of positives and Plate making facility

5-Binding and Finishing

A-Cutting Machines

<u>Make</u>	<u>Size of Blade</u>	<u>Hand/Power Driver</u>

B-Particulars of punching machines

C-Particulars of perforating Machines

Contd....



Page-9

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 particulars of any other agreements you may have entered into which are subsisting and are likely have a bearing on the job,which may be entrusted to you.

I/WE_____ request LIC of India,Divisional Office,Faizabad to consider inclusion of my/our name in the list of their approved printers and agree to give full satisfaction to the corporation in the event of their doing so.

Dated:

**Signature & seal
Of Supplier/Vendor/Printer**