

Terms & Conditions for Empanelment of Firm

Dated: 09.06.2021

Application Form for Empanelment of GST Registered Firms /Agencies/suppliers for following jobs is invited on following Terms &Conditions:

A-Supplier Firms of Table Stationery , B- Supplier Firms of Computer continuous Stationary , C- Supplier Firms of Envelopes and Policy Docket , D- Supplier Firms of Printed forms with paper, E- Supplier Firms of policy wallet, F- Suppliers of Computer Consumables

1. Firms, who are on our Divisional Office panel, should also apply for fresh empanelment.
2. 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.
3. The firm should be in business/ profession for at least 3 years.(Copy of registration certificate must be enclosed.)
4. The firm should have work experience with Govt. sector/ Public sector / reputed firms.
5. The firm should have registration with State/ Local authorities for undertaking the business/ profession.(copies of registration & other documents to be enclosed.)
6. The firm should be ready to supply the all stationery at LIC of India, Divisional Office 30, Hazratganj, Lucknow.(E-mail: os.lucknow@licindia.com)
7. **The Printer for empanelment should have at least one 4-colour offset machine and one single colour machine, in house screen printing and binding unit and at least 350sq. Feet area of operation for printing, Binding & sufficient storage space at one place only.**
8. The amount of fee per application in each category shall be Rs.118.00 (Application Fee Rs.100.00 Plus GST 18.00) which is to be paid /deposited by every Supplier Firm/Vendor either by cash in cash section of A/C Department or by DD/Bankers cheque payable at Lucknow in favour of LIC of India in A/C code 114018.
9. A Security Deposit, Rs 10000.00 (A/C Code-11113400) will be payable by DD/Bankers cheque in favour of LIC of India payable at Lucknow by the firms/vendor who are successfully empanelled by the Competent Authority for each categories . The Security Deposit will not Carry any interest and which is refundable after termination or on request of firm/vendor.
- 10.The application in prescribed form (As enclosed questioner form and annexures) is to be sent to **“Manager(OS)/DM, LIC of India Divisional Office 30, Hazratganj Lucknow-226001,”** so as to reach us upto 3.00pm. on or before **00.00.2021.**

“Application for Empanelment of Supplier of category viz.,A-Table Stationery /B-computer continuous stationery/C- Envelope and Policy dockets/D- Printed forms with paper/ E- policy wallet / F-Computer Consumables-2021 .” Last Date 30.06.2021 UPTO 3.00pm.

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 applicants the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.

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

I / we request the Life Insurance Corporation of India, Divisional Office, Lucknow to consider inclusion of my/our firm/company in the list of approved Suppliers of Printing Stationery/Continuous Stationery/Policy Wallet/Table Stationery /Envelopes and Policy Docket and hereby assume to extend full co-operation to the corporation in the event of their doing so.

Group for which Empanelment /Registration is sought-(Please mention the each category clearly.)	
A-Supplier Firms of Table Stationery	
B- Supplier Firms of Computer continuous Stationary	
C- Supplier Firms of Envelopes and Policy Docket	
D- Supplier Firms of Printed forms with paper	
E- Supplier Firms of policy wallet	
F- Computer Consumables	

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

Thisday of.....2021 at.....

Encl:Application form Part-I&II,

Annex-A1,A2,A5,D,E,F&G

Signature of the owner /proprietor of the Firm

/Company with seal & date.

Manager(OS)/DM

APPLICATION/QUESTIONNAIRE FORM FOR EMPANELMENT of category..... PART-1

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

Sl. No.	Particulars of the Firm/ Business Details	Please fill /Answer all the question.
1.	Name of the Firm	
2.	Nature of Ownership	
3.	Name of the Proprietor/ Partners/ Directors	
4.	Names of Representative(s) who would be calling on us and attending to our jobs	
5.	Correspondence Address of the Firm/ Company	
6.a)	Date of establishment of Firm in the present Name Telephone nos. Office Mobile No E – mail address	
6.b)	Do you carry stocks of material of applied category viz; Other Materials /Paper/....etc	
7.	Have your firm blacklisted/removed earlier by LIC or any other PSUs/BFSI/govt/semi govt/Quasi govt departments of India (YES/NO)	
8.	Name of the Bankers with address and telephone nos.	
9.	GST No.	
10.	PAN No.	
11.	Licence No.	
12.	Date of last renewal of licence	
13.	ESIS No, if any	
14.	EPF Regulation No, if any	
15.	a)Business Premises:Office,Press,Godown is whether Owned or Rented(Clearly Mention Area in sq ft. Of each) b)No. Permanent Employees 1) Skilled 2) Unskilled	
16.	Are you agreeable to make deliveries to Corporation's office at Divisional Office Lucknow and out of Lucknow under LIC's Divisional office branches? YES/NO	
17.	Are you agreeable to enter into the Rate contract or Running Contract or Fixed Quantity Contract with us? YES/NO	
18.	Details of empanelment with other institutions.	

19.	Name, address and Tel. no. of two of your most valued clients.			
20.	Are you ready to submit, at the time of bidding, the Manufacturer's Authorization Form (MAF) from OEM, as per Annexure V (attached)(YES/NO)			
21.	Mention any other specialities of your establishment.			
22.	Name and relation, if any, with the staff member of LIC.			
23.	If the firm is already registered with Lucknow Divisional Office then			
	Security deposit MR NO.	DATE		AMT DEPOSITED
24.	Whether holding certificate under shop and establishment act duly renewed (Copy should be enclosed).			
25.	State the latest Income Tax assessed year and the amount of Tax assessed turnover in last 3 years.			
	S.N.	YEAR	TURN OVER (RS. IN LACS)	INCOME TAX PAID
				SERVICE TAX PAID
26.	Details of civil suit, if any, that arose during execution of contract in past 5 years			
27.	Status: Whether partnership /Private ltd. Company/Public ltd. Company/Register under the Factory Act. If so, give details.			

GST Information

Address(as per registration with GST),City, Pin Code, State	
GST ARN No.(Attach Copy)	
GST Provisional ID No	
Type of Business(As per registration with GST)	
Contact Person	
Phone Number , Mobile no & E-Mail ID	
Service Accounting Code/HSN Code	

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

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2) Particulars of scanning machines being used.....

3) Printing Machine

a) Offset Machine Make Size Colour Speed Other features, if any

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a) Pre-printed continuous stationery machine Make Size Colour Speed Other features, if any a) Letter press machines.....

b) Screen printing facility

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4) Particulars of Positives and Plate making facility.

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5) Binding and Finishing.

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a) Cutting Machines 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-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 any other agreements you may have entered in to which are subsisting and are likely have a bearing on the jobs, which may be entrusted to you. -----

Signature of the owner /proprietor of the Firm/Company with seal & date.

MANUFACTURER'S AUTHORIZATION FORM (MAF)

Annex-V

To,

L.I.C. of India,

Divisional Office "Jeevan Prakash"

30, Hazratganj Lucknow.

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 conclude 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 term and conditions of the RFP for our product offered against this invitation for Bid by the above firm.

Dated at _____ this _____ day of _____ 2021 _____.

Authorized Signatory

Signature:

Name:

Designation:

Name and 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.**