

Ref:OS/Stationary/Empanelment/2017/notice

17.02.2017

NOTICE for EMPANELMENT

Applications are invited from the Printers /Suppliers for empanelment towards Supply of stationery, furniture, IT consumables and Printing related jobs in Thanjavur Divisional Office for the period 2017-2020 as per below mentioned categories.

1. Printed forms
2. Pre-printed continuous stationery
3. Envelop makers
4. Table stationery
5. Furniture Dealers /Makers
6. IT Consumables Such as CD,DVD etc

The interested Printers /Suppliers fulfilling eligibility criteria and agreeable to the set Terms & Conditions are requested to apply within 14th March 2017 up to 17.00 PM. Necessary Application Forms can be downloaded from our website www.licindia.in view Tenders or may be obtained from E&OS Department, LIC of India, Divisional office, Thanjavur.

Separate Application Forms to be used for supply and Printing items.

The envelope should be super-scribed as "Empanelment of Printers /Suppliers (as appropriate) along with respective Serial No....." and to be submitted in the Drop Box at E&OS Department, LIC of India, Thanjavur. The Applications sent through Post or Courier Services should reach our Office on or before last date.

Last date for submission of Application Forms is **up to 17.00 PM on 14.3.2017 the tender will be opened on 15.3.2017 at 11.00am**

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.

Date: 17.2.2017

SR.DIVISIONAL MANAGER



LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, "JEEVAN PRAKASH"
159 GANDHIJI ROAD THANJAVUR - 613001
PHONE 04362-233677

ELIGIBILITY CRITERIA

1. The **Printers /Suppliers** 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. **CATEGORY-A:Small Job:-** Annual turnover up to Rs. 5 lakhs in any three financial years out of last five financial years for works valued upto 2 lakh.

CATEGORY-B-Medium Job:- Annual turnover Rs. 5 lakhs and above to Rs. 25 lakhs in any three financial years out of last five financial years for works valued upto 5 lakh.

CATEGORY-C:-Big Job:- Annual turnover more than Rs. 25 lakhs in any three financial years out of last five financial years for works of any value.

3. Fully Audited PL A/C & Balance Sheet, along with IT Returns in case of medium and big firms/company/trader/suppliers is must).
4. The **Printers /Suppliers** must be in the approved panel of at least 3 reputed firms out of which at least one should be Government/Public Sector or Govt. undertakings. (enclose letter of approval of the panel or any other supporting documents).
5. Must possess valid PAN from IT Authority and Bank Account
6. VAT registration No., with VAT clearance certificate/ payment receipt, wherever applicable.
7. ESIC Registration No., EPF Registration No., Factory Registration No., NSIC Registration No., MSME Registration „wherever applicable.
8. Medium and big firm/suppliers must possess Office, E-mail address and telephone No.
9. The printer should have at least one single colour & one 4-Colour offset machine, in-house stitching & Binding unit and Screen Printing unit.
10. The printer should have at least 2000 sq. ft. area of operation for printing, binding activities etc., and sufficient storage space at one place only.
11. The printer should have registration with State and Local authorities for undertaking the profession (Copies of registration & or license to be enclosed).

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Terms & Conditions for Empanelment

- a. 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 2017-2020
- d. **Application Fee: Rs.200/ for each Category** (Non-refundable). 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 Thanjavur. Application submitted without application fee will not be considered.
- e. The applicant must fulfill all eligibility criterion mentioned.
- f. Suppliers/Printer should fulfill additional eligibility criteria mentioned in respective application Forms.
- g. Existing empanelled vendors/Service providers must apply.
- h. Application Form:
Annexure-A:- Suppliers/Dealers
Annexure-B:-For Printers
- i. Application should be completely filled up and submitted along with all required documents.
- j. The application Fee can be deposited either in the form of cash at cash counter or by demand draft may be attached favouring **LIC of India**, payable at **Thanjavur**.
- k. Mere submission of application will not mean empanelment and the decision of the corporation is final in this regard.

The interested Printers /Suppliers fulfilling eligibility criteria and agreeable to the set Terms & Conditions are requested to apply in the prescribed Forms along with application fee for getting empanelled on the panel of Thanjavur Division for 3 Years (01.04.2017-31.03.2020).

Note:

1. Printers/suppliers who are already in our panel should also apply afresh for empanelment.
2. Printers/suppliers , who have been blacklisted / removed earlier, should not apply and their application will not be considered.

SR. DIVISIONAL MANAGER

