

E & OS / Stationery Department

Ph.No.04222300142

**NOTIFICATION FOR EMPANELMENT OF PRINTERS/SUPPLIERS**

Applications in sealed covers are invited from Firms/Printers/Suppliers for Empanelment in Life Insurance Corporation of India, Divisional Office, COIMBATORE under the following categories.

1. Printed Forms
2. Pre-Printed Continuous Computer Stationery
3. Envelops & Kraft Envelops including Dockets
4. Table Stationery including Flat files & Flat pads
5. IT Consumables such as Toner, Ink/Ribbon Cartridge, Spool Ribbon, Printer head, MFP head etc,

Interested Printers / Suppliers fulfilling the Eligibility criteria and agreeable to the said Terms & Conditions are requested to apply **on or before 19.01.2024 (Friday) up to 4.00 PM**. Applications forms can be downloaded from our website [www.licindia.in](http://www.licindia.in) from Tenders or may be obtained from the E&OS/Stationery department, LIC OF INDIA, Divisional Office, POST BOX NO 3810 INDIA LIFE BUILDING TRICHY ROAD COIMBATORE 641018

Separate Application forms to be submitted for each categories individually.

The completed applications along with the supporting document, if any in a sealed cover superscribing "APPLICATION FOR EMPANELMENT OF PRINTERS/SUPPLIERS (as appropriate) with respective Serial No \_\_\_\_\_" along with Non-Refundable application fee of Rs.295/- (250+45) (Including GST For Each Category) in the form of DD in favour of Life Insurance Corporation of India payable at Coimbatore or can be deposited at Our Divisional office Cash Counter in cash during cash working hours **(Monday to Thursday 10.00AM to 1.30PM & 02.00PM to 04.15PM) (Friday 10.00AM to 01.15PM & 02.00PM to 04.30PM)** is to be sent by Post/Courier or submitted in the drop box at THE MANAGER(E&OS), LIC OF INDIA, DIVISIONAL OFFICE, TRICHY ROAD COIMBATORE 641018.

Last date for submission of Application forms is **19.01.2024 up to 4.00PM** Only BY POST/IN DROP BOX/COURIER.

Note: 1. Existing Empanelled Printers/Suppliers should also apply for fresh empanelment.

2. Black listed firms/removed from empanelment earlier are not eligible to apply and if applied it will not be considered for Empanelment.

The Selection shall be at the sole discretion of the Competent Authority of LIC OF INDIA, Divisional Office, COIMBATORE The Corporation reserves the right to accept, reject or cancel any/all applications without assigning any reason thereof for which the Corporation shall neither be liable nor obligatory to inform the applicant the grounds on such action.

**Date : 29.12.2023**

**SENIOR DIVISIONAL MANAGER**

E & OS / Stationery Department

Ph.No.04222300142

**ELIGIBILITY CONDITIONS FOR EMPANELMENT OF PRINTERS/SUPPLIERS**

01. The Printers/Suppliers should be in the continuous profession for at least Last Three years.(Copies of Registration certificate to be enclosed)
02. **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 up to 2 Lakhs.  
**Category B (Medium Job)** : Annual turnover from Rs.5 Lakhs up to Rs.25 Lakhs in any Three Financial years out of last five financial years for works valued up to 5 Lakhs.  
**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.
03. 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.
04. The printer should have atleast one single color & one 4 color offset machine, in-house stitching & Binding unit and Screen printing unit.
05. 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.
06. Fully audited Ledger account, Balance sheet along with Income tax returns.( In case of medium/big Printers/suppliers is must) for the last 3 years.
07. Availability of PAN Card and Nationalised Bank Account
08. GST Registration with GST Clearance certificate for payment/receipt wherever applicable
09. The Printer/Supplier should have registration with State and Local Authorities for undertaking the profession.(Copies State Registration & Local authority License to be enclosed)

Date 29.12.2023

SENIOR DIVISIONAL MANAGER

E & OS / Stationery Department

Ph.No.04222300142

**TERMS & CONDITIONS FOR EMPANELMENT OF PRINTERS/SUPPLIERS**

1. The Applicant must fulfil all the eligibility criteria mentioned.
2. All requisite and other relevant documents confirming Govt. rules should be up to date.
3. The Period of Empanelment will be for the period 2024-2027(Three years) only.
4. Application fee for Rs.295.00/-(250+45) including GST (Rupees Two hundred and ninety five only)/ For each Category : (NON REFUNDABLE) In case the forms are downloaded, the application fee is payable either depositing cash in our cash counter or by a Demand Draft favouring LIC OF INDIA Payable at COIMBATORE. Application submitted without Application fee will not be considered.
5. Separate Applications to be submitted for every categories individually in the prescribed format given.
6. The Applicant must fulfil all the criteria mentioned in the application.
7. Application should be completely filled in all respects along with all required supporting documents.
8. Submission of application only will not meant for empanelment and the decision of the corporation is final in this regard.
9. The Corporation reserves the right to accept/reject any application.

The Interested Printers / Suppliers fulfilling the Eligibility criteria and agreeable to the said Terms & Conditions are requested to apply in the prescribed forms along with Application fee for getting empanelled in the Panel of COIMBATORE DIVISION for 3 YEARS (01.07.2024 to 30.06.2027)

Note: 1. Existing Empanelled Printers/Suppliers should also apply for fresh empanelment.

2. Black listed firms/removed from empanelment earlier are not eligible to apply and if any will not be considered.

3. The Corporation reserves the right to Include or Not the Name of the applicant in the Empanelment Panel at its absolute discretion without assigning any reason.

5. The Corporation reserves the right to Cancel the Name of the Vendors from its approved Empanelment Panel at its absolute discretion without assigning any reason.

10. For waiver of any fees shall submit respective certificates in this regard, like MSME ... etc.

**Date 29.12.2023**

**SENIOR DIVISIONAL MANAGER**



**DIVISIONAL OFFICE**

**DIVISIONAL OFFICE  
P.B.No. 3810 INDIA LIFE  
BUILDING TRICY ROAD  
COIMBATOR 641018**

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**CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE  
APPLICATION FOR EMPANELMENT OF PRINTERS/SUPPLIERS**

1. Attested Copy of PAN Card.
2. Copy of Last Three years audited balance sheet and Profit & Loss Account.
3. Client list ( Enclose work order of leading companies).
4. Partnership deed or Articles of Association and Memorandum of Association in case of Company.
5. Attested Copy of ITR for the Last Three years.
6. Copy of GST Registration.
7. Copy of Gem Registration.
8. Copy of MSME Registration Certificate

**Date : 29.12.2023**

**SENIOR DIVISIONAL MANAGER**