



DIVISIONAL OFFICE
9-A,PUNITHAVATHIYAR
STREET,PALAYAMKOTTAI
TIRUNELVELI-627002.

E & OS/Stationery Department

Ph.No.0462-2560024

Email: os.tirunelveli@licindia.com

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, Tirunelveli under the following categories.

1. Printed Forms
2. Pre-Printed Continuous Computer Stationery
3. Envelopes & Kraft Envelopes 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 29.04.2024 up to 4.00 PM**. Applications forms can be downloaded from our website www.licindia.in from Tenders or may be obtained from the E&OS/Stationery department, LIC OF INDIA, Divisional Office, 9A, Punithavathiyar Street, Palayamkottai, Tirunelveli-627002.

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 of Application**) in the form of DD in favour of Life Insurance Corporation of India payable at Tirunelveli 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, PALAYAMKOTTAI, PUNITHAVATHIYAR STREET TIRUNELVELI-627 002.

Last date for submission of Application forms is **29.04.2024 upto 4.00 PM** Only BY POST/IN DROP BOX/COURIER.

Note:

1. Existing Empanelled Printers/Suppliers should also apply for fresh empanelment. The firms who are currently empanelled vendors of LIC of India (other than Tirunelveli D.O.) should enclose the certificate from the concerned division.
2. For availing benefits under the Public Procurement Policy for MSMEs Order 2012, it is necessary for the vendors to submit the certificate issued by the respective authorities.
3. 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, Tirunelveli. 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: 10.04.2024

SENIOR DIVISIONAL MANAGER



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

01. The Printers/Suppliers should be in the continuous profession for atleast Last Three years. (Copies of Registration certificate to be enclosed)
02. **Printed Forms:** Annual turnover minimum 15 lakhs in any Three Financial years out of last five financial years.
Pre Printed Continuous Computer Stationery: Annual turnover minimum Rs.25 Lakhs in any Three Financial years out of last five financial years.
Envelopes & Kraft Envelopes including Dockets : Annual turnover minimum Rs.5 Lakhs in any Three Financial years out of last five financial years.
Table Stationery including Flat Files & Flat pads: Annual turn over minimum Rs.7 lakhs in any Three Financial years out of last five financial years.
IT Consumables such as Toner,Ink/Ribbon Cartridge etc. : Annual turnover minimum Rs.15 Lakhs in any Three Financial years out of last five financial years.

(Proof of Annual Minimum Turnover for the last Five years should be attached).
03. The Printers/Suppliers must be in the approved panel of atleast 3 reputed firms out of which atleast 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 atleast 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 Bank Account
08. GST Registration with GST regular return filers.
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)



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10. Penalty will be charged from bill amount for delayed supply as per the tender conditions.
11. Mere submission of Application for empanelment does not confer any right of empanelment.
12. Life Insurance Corporation of India,Divisional Tirunelveli reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason whatsoever. Life Insurance Corporation of India,Divisional Office,Tirunelveli shall neither be held liable nor obligatory on its part to inform the applicant the grounds of any such action.

Date:10.04.2024

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TERMS&CONDITIONS FOR EMPANELMENT OF PRINTERS/SUPPLIERS

1. The Applicant must fulfill all the eligibility criteria mentioned in the application.
2. All requisite and other relevant documents confirming Govt. rules should be upto 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 of Application :(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 TIRUNELVELI. Application submitted without Application fee will not be considered.
5. Separate Applications to be submitted for every category individually in the prescribed format given.
6. Application should be completely filled in all respects along with all required supporting documents.
7. Submission of application only will not mean for empanelment and the decision of the corporation is final in this regard.
8. 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 TIRUNELVELI DIVISION for 3 YEARS(01.07.2024 to 30.06.2027)

Note: 1. Existing Empanelled Printers/Suppliers should also apply for fresh empanelment. The firms who are currently empanelled vendors of LIC of India (other than Tirunelveli D.O.) should have certificate from the concerned division.

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.

4. 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.

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

Date:10.04.2024

SENIOR DIVISIONAL MANAGER



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**CHECKLIST OF DOCUMENTS TOBE 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
9. Declaration Form duly completed (As per the proforma given alongwith the Empanelment Notification)
10. Proof of Annual Turn Over of the business for the last Five Years.

Date:10.04.2024

SENIOR DIVISIONAL MANAGER