



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA "Jeevan Prakash", PB No. 1001, Pattom, Trivandrum- 695004.

Telephone: 0471 2540172, 2540851 E-mail:os.trivandrum@licindia.com

---

Ref.OS/TVM/2024-25

Dated 18.06.2024

Empanelment of Vendors : OS/TVM/2024-25

Applications are invited from Reputed  
Printers  
For Empanelment For A Period of Three Years



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation of India  
E&OS Department,  
Divisional Office,  
"Jeevan Prakash", Pattom,  
Trivandrum 695004.  
Email:os.trivandrum@licindia.com

Cost of Empanelment Document : Rs.295/-

Ref. OS/TVM/2024-25

Empanelment of Vendors : OS/TVM/2024-25 dt. 18.06.2024



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

**Divisional Office,  
"Jeevan Prakash", Pattom,  
Trivandrum 695004.  
Email:os.trivandrum@licindia.com**

### **NOTICE INVITING APPLICATIONS FOR EMPANELMENT**

LIFE INSURANCE CORPORATION OF INDIA, Trivandrum Divisional Office (hereinafter referred to as "The Corporation") having its Divisional Office at "Jeevan Prakash", Pattom, Trivandrum 695004, invites sealed Applications from reputed Printers for empanelment for following categories of supplies/services required by the Corporation for a period of 3 financial years under the following categories.

1. Printed Forms-(Application forms-Annexure –A-1,C,D,E)
2. Pre printed continuous stationery-( Application forms-Annexure –A-1,C,D,E)
3. Envelopes &Kraft Envelopes including Dockets- (Application Forms-Annexure –A-2,C,D,E)

Those desirous to be empanelled with us, on the panel of Divisional office for the jobs undertaken at Divisional Office, should fulfill the conditions as per the connected annexure. The general terms and conditions are available in Annexure A and Annexure B separately.. Applications for empanelment are to be collected from Life Insurance Corporation of India, E&OS Department, Divisional Office, 1<sup>st</sup> Floor, "Jeevan Prakash", Pattom, Trivandrum – 695004, or can be downloaded from the website, [www.licindia.in/tenders](http://www.licindia.in/tenders). Separate forms are required to be filled for each category. Non-refundable application fee of Rs.295/- (Application fee of Rs.200.00 plus GST 95.00) may be remitted in DD/Bankers cheque in favour of LIC of India, payable at Thiruvananthapuram or Cash Receipt of payment made at our Divisional Office Cash Counter. The details of empanelment are available in our website , [www.licindia.in/tenders](http://www.licindia.in/tenders)

Application form, duly completed should be submitted to E&OS Department, Divisional Office, 1<sup>st</sup> Floor, "Jeevan Prakash", Pattom, Trivandrum – 695 004, in a sealed envelope. The envelope should be superscribed as "Application for Empanelment of ....." (Provide the appropriate category).

1. Printed Forms-
2. Pre printed continuous stationery-
3. Envelopes & Craft Envelopes including Dockets

***Last date for submitting the duly filled applications to the above address is 03.00 pm on 03.07.2024. Applications received will be opened on the next day at 11.00 A.M. The firms/Suppliers who are on our panel are required to apply for fresh empanelment, if interested.***

**SENIOR DIVISIONAL MANAGER.**

Note:1) Those who are on our existing panel should also apply for fresh empanelment  
2) Printers who have been black listed /removed earlier should not apply. If applied, their application will not be considered.



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

**Divisional Office,**

**"Jeevan Prakash", Pattom,**

**Trivandrum 695004.**

**Email:os.trivandrum@licindia.com**

**ANNEXURE - A**

**GENERAL TERMS AND CONDITIONS OF THE EMPANELMENT**

1. The duly completed empanelment application along with proof of payment of application fee should reach the office before the due date specified.
2. The description and specifications of stores should be noted carefully and your offer should be in accordance with the same. If you quote the stores with any deviation in specification, the same should be brought out in your tender clearly; otherwise, it will be deemed that you have quoted for the specified stores.
3. All samples including the samples of paper should bear clearly the specifications like make, quality, size, weight, gsm etc., on the sample itself and should be certified by the tenderer by his signature and affixing his office seal. Quotations received without sample may be rejected. Offers subject to conditions like 'subject to prior sale', 'subject to availability of stores' or with similar vague conditions are like to be ignored.
4. All deliveries must be made as per instructions by us, free of any charges.
5. Each page of the offer should be signed by the tenderer.
6. If the supply delivered do not conform to the prescribed specifications, the supply is liable to be rejected in toto and the supplier is liable for the liquidated damages. However, it is open to the Corporation at its sole discretion to consider such supply on its own terms and conditions depending upon the facts and circumstances.
7. In case of failure to deliver the goods on or before the specified date/s, the Corporation shall be at liberty to purchase the goods or such part thereof, as it may decide, from any other supplier and the supplier at default shall be liable to make good any loss or damage that the Corporation may suffer due to such purchases or shall be called upon to pay to the Corporation liquidated damages as provided under Clause No.10 hereunder.



8. No alteration either in quantity or quality of the items indented or in the period of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the Corporation in writing.
9. In the case of printing work, if it is found that the press is unable to complete the job after submission of two consecutive proofs or if it is found that the Press is unable to carry out the instruction given, the order may be withdrawn by the Corporation, in which case the Corporation shall not be liable for payment of damages or compensation but the press shall in such an event be liable to make good any extra charge that the Corporation may incur in getting the job done by another Press as per Clause No.7 above.
10. If the Press/Supplier fails to comply with provisions of the clause regarding delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion or in case the Press/Supplier fails to comply with the provisions of any other clause, it shall pay to the Corporation liquidated damages at such rates, at the rate of 1% of the value of the outstanding order for delay of one week or part thereof, 2 ½% for delay of 2 weeks or part thereof, 5% for delay of 3 weeks or part thereof and a maximum of 10% for delay of more than 3 weeks. Such sum will be construed as and taken as liquidated damages and not as penalty, and the Corporation shall be at liberty to deduct such sums from any monies due to the Printer/Supplier under these presents or may otherwise recover the same separately.
11. All proofs should be submitted in duplicate.
12. A file copy of two ordered items should always be furnished to us in respect of all forms, books, brochures, booklets, etc., in addition to ordered numbers, free of cost, whether mentioned or not in the order form.
13. No advance payment will be made till the order is fully executed except that the Corporation may be in a particular case stipulate that payments will be against partial deliveries, in which case such partial payments will be made.
14. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the Headquarters of the Divisional Office and shall be subject to adjudication by a Court in that city.
15. Stores rejected after the receipt will have to be taken by the suppliers at their risk and cost.

16. Quotations should be sent in a sealed cover superscribed with the number of tender enquiry and due date of opening.
17. Please note that your offer should be kept open for minimum 30 days from the due date.
18. We reserve the right to reject any offer in part or full without assigning any reason. In the event of our accepting a part of any item of your offer, traded rate for full quantity shall be considered as valid unless specifically stated to the contrary in your offer. This does not necessarily mean that the lowest quotation will be accepted.
19. The Terms of Provisions of Section 33 (3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance 2014, the Insurance Regulatory Authority of India (IRDA) is authorized to verify all such books of accounts, register, other documents and data base in the custody of the contractor in respect of services outsourced by Life Insurance Corporation of India. It shall be the duty of the contractor to provide such documents/Statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.
20. Any tender not in compliance with the above terms and conditions and the specification sheet will be liable to be rejected.

Senior Divisional Manager



### **Annexure B**

#### **Special Conditions for Empanelment for Printers/Suppliers/Dealers/Service Provider etc.**

1. The Firm/Suppliers/Dealers/Service Provider should be in the profession for a period of at least 3 years. (Copy of registration certificate must be enclosed )
2. Annual Turnover should be up to Rs.5 lacs for small job, Rs.5 lacs to Rs.15 lacs for medium jobs and above Rs.15 lacs for big jobs, in any of the last 3 financial years  
(Attach copy of audited Balance Sheet , P&L Account and IT returns of last 3 financial years) .If AY 2024-2025 accounts are not finalised , AY details for previous 3 years may be enclosed.
3. The Firm/Suppliers/Dealers/Service Provider should be in the approved panel of at least 3 reputed Firms, out of which at least one should be Public Sector or Government undertaking (enclose list and contact details)
4. Firm/Suppliers/Dealers/Service Provider should keep sufficient stock in hand so as to comply with the urgent needs without delay .
5. Firm/Suppliers/Dealers/Service Provider should furnish the specific brand or make in case of authorized dealer (copy of authorized dealership to be enclosed)
6. The printer should have registration with State/Central/Local authorities for undertaking the profession (Self attested Copies of registration /license / TAN/ PAN/GST etc. should be enclosed)
5. The Printer should have at least one single colour OR one 4-Colour offset machine, in-house stitching & Binding unit & Screen Printing unit
6. The printer should have at least 1500 sq. ft. area of operation for printing, binding etc, activities & sufficient storage space at one place only
7. Firm/Suppliers/Dealers/Service Provider must give their acceptance to the Terms & Conditions as attached.
8. The corporation reserves the right to include/exclude/cancel the name(s) of the Firms/Suppliers/Dealers/Service Providers from its approved list at their absolute discretion without assigning any reason.
9. Empanelment will be done only on the favourable recommendations of the duly constituted committee on the basis of record verification/visit or inspection of premises, workshop etc. of the



applicants. Mere submission of application for empanelment does not confer the right of empanelment. The corporation reserves its right to reject/accept any or all applications or cancel the process of empanelment without assigning any reason thereof. The corporation shall neither be held liable nor obligatory in 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.

10. In case the application is downloaded from our website [www.licindia.in](http://www.licindia.in) under the icon 'Tenders' non refundable application fee of Rs.295/- (Rs.250/- + 18% GST ) may be remitted by cash in Cash counter or DD favouring LIC OF INDIA, payable at Trivandrum. Application received without the stipulated application fee will not be treated as valid application.

11. Applications incomplete in any respect will not be entertained and are liable to be rejected .

Senior Divisional Manager .



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

THIRUVANANTHAPURAM DIVISION

**APPLICATION FORM FOR EMPANELMENT OF FIRM (PRINTERS)**

Annexure "A1"

Name of the Job : \_\_\_\_\_

(Separate Questionnaire is to be filled up for each job)

**Conditions for empanelment**

- 1 The printer should be in profession of printing for at least 3 years. (Copy of registration certificate must be enclosed.
- 2 Annual Turnover should be up to Rs.5 lacs for small job, Rs.5 lacs to Rs.15 lacs for medium jobs and above Rs.15 lacs for big jobs, in any of 3 financial years (Attach Balance Sheet for 3 years)
- 3 The printer should be on the approved panel of at least 3 reputed Firms out of which at least one should be Public Sector or Government undertaking
- 4 The printer should have at least one single colour & one 4-Colour offset machine, in-house stitching & Binding unit & Screen Printing unit
- 5 The printer should have at least 1500 sq. ft. area of operation for printing, binding etc, activities & sufficient storage space at one place only
- 6 The printer should have registration with State and Local authorities for undertaking the profession (Copies of registration & or license to be enclosed).

**QUESTIONNAIRE FOR PRINTING PRESS/CONTINUOUS STATIONERY**

**PART 1: GENERAL INFORMATION**

1	Name of the Press / Vendor (in Block Letters)	
2	Date of Establishment / Incorporation	
3	Address and Telephone No.	
4	Address of Office (if separate) and Telephone No. E-mail Id	
5	Status : Proprietary /Partnership / Private Limited Company / Public Limited Company	
6	Name of the Partners / Directors	



7	Name of the Chief Executive with his present address and Telephone Nos.	
8	Name of Representative(s) indicating Designation who would be calling on us and attending to our jobs and his / their mobile numbers	
9	Name of Bankers with address & telephone Nos.	
10	Is the press registered under the Factories Act? If so, state a) License No. b) Date of Last Renewal of license Copy of the license to be enclosed) c) EPF Registration No. if any d) TIN No. e) PAN No. f) ESISNo., if any	
11	Whether holding certificate under shops & E s t a b l i s h m e n t act, duly renewed. Copy should be enclosed	
12	State the latest Income Tax Assessed year a n d the amount of Tax Assessed(Copies of last 3 years IT Returns, Balance Sheets & Revenue A/c to be enclosed)	
13	List of Offices where you have been empanelled (LIC & other public sector or Govt of India)	
14	Are you agreeable to make	

	deliveries to Corporation's offices within and out of Trivandrum, which includes the district of Kollam, when so directed?	
15	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts.	
16	Area occupied by the press	
17	Total Number of Employees	Permanent : Temporary : Skilled : Unskilled :
18	Number of shifts you work normally	
19	Timing of shifts	
20	Weekly Holidays	
21	Names of the offices of the LIC whose printing work you may have done during the last 3 years. Mention only those offices or whom you have done sizable jobs or have done constant work. (Details of jobs done to be given) Enclose separate sheet if space is insufficient.	
22	Name, addresses and Telephone Nos., of some of your most valued clients (Enclose separate sheet if space is insufficient)	
23	Approximate value of your output per year	
24	Do you carry stocks of papers and any other material. If so, what stocks do you generally hold?	
25	State the nature of printing jobs Undertaken by you. (Full details to be given)	
26		

Do you undertake manufacture of	
a) Envelopes	
b) Office Files	
c) Policy Dockets	
d) Stickers	
(if yes do you have scoring machine for files)	
27	Mention any other specialties of your Establishment

*Note : Please type this form or fill it legibly in ink If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.*

**PART II : TECHNICAL INFORMATION**

1) Particulars of composing facilities a. D.T.P. Systems, Make, Packages : Languages other features if any b. Other composing facilities such a : c. hand composing :	
2) Particulars of Scanning machines being used:	
3) Printing Machines a) Offset Machine : (Make, Size, Colour, Speed other features if any) b) Letter press Machines (Make, Size : Speed, Other features if any) c) Screen Printing Facility : d) Pre-Printed continuous stationary : machine (Make, Size, Colour, Speed Other features, if any)	
4) Particulars of Positives and Plate make facility :	
5) Binding and Finishing a) Cutting Machines :	



<p>(Make, Size of Blade, Hand/Power driven)</p> <p>b) Particulars of punching machines : c) Particulars of performing Machines : d) Particulars of gilding department :</p>	
<p>6) Have you got photo-type setting machine, if so, please furnish full details of type faces:</p>	
<p>7) If any of the equipments mentioned above is under lease, loan or hire purchase agreement details should be furnished. :</p>	
<p>8) Please furnish detailed particulars of any other agreements you may have entered into which are subsisting and are likely have a bearing on the jobs, which may be entrusted to you.</p>	

I/We \_\_\_\_\_ request Life Insurance Corporation of India, Divisional Office, Thiruvananthapuram, to consider inclusion of my /our name in the list of your approved Printers. I/We agree to give full satisfaction to the Corporation in the event of being included in the list of approved list of printers.

Dated :

Signature with Seal

Name, Designation

*Note : The Corporation reserves, the right to cancel the name of the Printer from its approved lists at its absolute discretion without assigning any reason*



**LIFE INSURANCE CORPORATION OF INDIA-THIRUVANANTHAPURAM DIVISION**

**QUESTIONNAIRE FOR ENVELOPE&DOCKET MAKERS ANNEXURE 'A2'**

1.	Name of the Press/Company (In Block Letters)	
2.	Date of Establishment / Incorporation	
3.	Address and Telephone No. Email id	
4.	Address of Office (If different from 2) and Telephone No.and Email id	
5.	Status : Whether Sole Proprietorship/ Partnership/ Private Limited Company / Public Limited Company	
6.	Names of the owners/partners/Directors	
7.	Name of the Contact Person and Telephone Nos.	
8.	Name of Representative (s) indicating Designation who would be calling on us and attending to our jobs and his/their mobile nos.	
9.	Name of Bankers with address & telephone Nos.	
10.	Is the press registered Under the Factories Act? If so, state -	
	(a) Licence No.	
	(b) Date of Last renewal of licence (Copy of the licence to be enclosed)	
	(c) EPF Registration No. If any	
	(d) TIN No	
	(e) PAN No	
	(f) GST No	
	(g)ESIS No (if any)	
11.	Whether holding certificate under shops & establishment act, duly renewed. (Copy should be enclosed)	
12.	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)	2022-2023
		2023-2024
		2024-2025
13.	List of offices where you have been empanelled(LIC &other public sector or Govt of India)	
14.	Are you agreeable to make deliveries to Corporation's offices	

	in Thiruvananthapuram Divisional area when so directed?	
15.	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts. (copies annexed)	
16.	Area occupied by the press (Building only)	
17.	Total Numbers Employees	a. Permanent                      c. Skilled
		b. Temporary                      d. unskilled
18.	Number of shifts you work normally	
19.	Timing of shifts	
20.	Weekly Holidays	
21.	Names of the offices of the LIC for whom you may have done envelope supply during the last 3 years. Mention only those offices for whom you have done sizable jobs or have done constant work. (Details of jobs done to be given) Enclose separate sheet if space is insufficient.	
22.	Name, Addresses and Telephone Nos. Of at least three of your most valued clients Enclose separate sheet if space is insufficient.	
23.	Approximate Sales per year	
24.	Do you carry stocks of papers and any other material. If so what stocks do you generally hold?	
25.	State the nature of printing jobs undertaken by you. (Full details to be given)	
26.	Do you undertake manufacture of a) Envelopes b) Office files c) Policy docketts d) Stickers e) If yes do you have scoring machine for files	
27.	Mention any other specialities of your Establishment	

**Note:** Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.



## PART II : TECHNICAL INFORMATION

1	<b>Particulars of composing facilities</b> 1. D.T.P. Systems, Make, Packages 2. Languages other features if any 3. Other composing facilities, if any	
2	Particulars of Scanning machines being used	
3	<b>Printing Machines Used:</b> <b>1. Offset Machine :</b> (Make, Size, Colour, Speed other features if any) <b>2. Letter Press Machines (Make, Size Speed, Other features if any)</b> <b>3. Screen Printing Facility :</b> <b>4. Pre-Printed continuous stationery :</b> machine (Make, Size, Colour, Speed Other features, if any) <b>5. Any other Machinaries used (Give Details)</b>	
4	<b>Particulars of Positives and Plate make facility :</b>	
5	<b>Binding and Finishing</b> a) Cutting Machines :	

	(Make, Size of Blade, Hand /Power driven) b) Particulars of punching machines c) Particulars of performing Machines d) Particulars of gilding department	
6	<b>Have you got photo-type setting machine,</b> 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 details should be furnished.	
8	Please furnish detailed particulars of any other agreements you may have entered into which are subsisting and are likely have a bearing on the jobs, which may be entrusted to you.	

I/We \_\_\_\_\_ request Life Insurance Corporation of India, Divisional Office, Thiruvananthapuram, to consider inclusion of my /our name in the list of your approved Printers for supply of envelopes/Dockets etc. I/We agree to give full satisfaction to the Corporation in the event of being included in the list of approved list of suppliers of Envelopes/Dockets etc.

Signature with Seal

Dated :

Name, Designation

**Note : The Corporation reserves, the right to cancel the name of the Printer from its approved lists at its absolute discretion without assigning any reason**

**Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.**

**MANUFACTURER'S AUTHORIZATION FORM (MAF)**  
**(To Be Submitted on Company (OEM's) letter head)**

To:  
Senior Divisional Manager,  
Life Insurance Corporation of India,  
Divisional Office,  
Thiruvananthapuram - 695004

Dear Sir/Madam,

Reg: Empanelment of Vendors: TVM/LIC/OS/2021-25/EMP/1

We, M/s .....  
who are established and reputed manufacturers of  
..... having factories / depots at  
..... and ..... do hereby authorize (Name and  
address of bidder) ..... to offer their  
quotation, negotiate and conclude the contract with you against the above invitation for  
the Bid as one of our authorised dealers.

We hereby extend our commitment / standard guarantee and comprehensive warranty as  
per terms and conditions of the above referred RFP for our products offered against this  
invitation for bid by the above firm.

We also extend our back to back service support and assurance for availability of our  
equipment, components and consumables as per terms and conditions of empanelment  
notice.

Dated at ..... this ..... day of ..... 202..

Signature of the Company Secretary

Signature :

Name :

Designation :

Name & Address of the Company :

Seal of the Company :



**Undertaking by the applicant regarding black listing  
(To be submitted on applicant's letter head)**

To:  
Senior Divisional Manager,  
Life Insurance Corporation of India,  
Divisional Office,  
Thiruvananthapuram- 695004

Dear Sir/Madam,

Reg: Empanelment of Vendors: TVM/LIC/OS/2024-25/EMP/1

Undertaking

I/We ..... hereby confirm that, we have not been blacklisted by The Life Insurance Corporation or by any PSU/ BFSI organization / Govt./ Semi Govt./ Quasi Govt. Departments in India as on date of submission of application in response of the above.

I/We also agree with the terms and conditions quoted in the tender.

Dated at ..... this .....day of ..... 202..

Signature with Seal

Name :

Designation :

Seal of the Company / Firm / Vendor / Service Provider

**Details of Existing Clients**

(Separate sheet must be submitted for each client)

Name of The Company	
Address of the Company	
Details of Contact Person Name Designation Land line number Mobile Phone Number E-mail address	
Details of Material supplied in last 3 years (Ref No, Date of Work Order with proof for order)	

(Please attach attested copies of Purchase Order executed or Certificate from Customer)

Dated at ..... this .....day of ..... 202..

**Signature with Seal**

**Name :**

**Designation :**

**Seal of the Company / Firm / Vendor / Service Provider**