



LIFE INSURANCE CORPORATION OF INDIA,
DIVISIONAL OFFICE, "JEEVAN PRAKASH"
NAGPUR ROAD, MADAN MAHAL, JABALPUR-482001 Annexure "B"
APPLICATION FORM FOR EMPANELMENT OF FIRMS FOR THREE YEARS
(FORM FOR PRINTERS & SUPPLY OF ENVELOPS & DOCKETS)

Name of the job..... Separate Questionnaire is to be filled up for each job)	
Conditions for empanelment	
<p>1) The printer should be in profession of printing for at least 3 years. (Copy of registration certificate must be enclosed)</p> <p>2) (A)Minimum Annual Turnover should be Rs. 5 lacs for Printed Forms, Envelops& docket. & (B)minimum annual turnover should be 10 Lacs for Pre printed Policy Bond & Computer Cont. stationery.</p> <p>3) The printer should be on the approved panel of at least 3 reputed firms at least one should be public sector or Government undertaking.</p> <p>4) The printer should have at least one single color & one 4 Colour offset Machine, in-house stitching & Binding unit & Screen printing unit.</p> <p>5) The printer should have at least 2000 Sq. Feet area of operation for printing, binding etc. activities & sufficient storage space at one Place only.</p> <p>6) The printer should have registration with state & local authorities for undertaking the profession (copies of registration &/ or license to be enclosed)</p>	
QUESTIONNAIRE FOR PRINTING PRESS	
PART 1 : GENERAL INFORMATION	
1) Name of the Press (In Block letters)	
2) Date of Establishment/ Incorporation	
3) Address, Email and Telephone No	
4) Address of office (If Separate) and Telephone No.	
5) Status :	Proprietary/Partnership/Private Limited Company/Public Limited Company
6) Name of the Partners/Directors	
7)Name of Chief Executive with his present addresses and Telephone Nos.	
8)Name of Representative(s) indicating Designation who would be calling on us and attending to our jobs.	
9) Name of Bankers with addresses & Telephone Nos.	

<p>10) Is the press registered Under the Factories Act ? If so, state –</p> <p>(a) License No.</p> <p>(b) Date of Last renewal of license (Copy of the license to be enclosed)</p> <p>(c) PAN No.</p> <p>(d) GST No.</p> <p>(e) ESIS No., If any</p> <p>(f) EPF Registration No. if any :</p> <p>(g) MSME, if any.</p> <p>(h) SC, ST, OBC, GEN.</p>		
<p>11) Whether holding certificate under shop & establishment act, duly renewed. Copy should be enclosed</p>		
<p>12) State the latest Income Tax Assessed year and the amount of Tax assessed copies of last 3 years IT Return, Balance sheets & Revenue A/c to be enclosed</p>		
<p>12A) Turn over for last three Years F Y 2021-22 F Y 2022-23 F Y 2023-24</p>		
<p>13) Are you agreeable to make deliveries to Corporation offices within and out of Jabalpur when so directed?</p>		
<p>14) Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts.(copies annexed)</p>		
<p>15) Area occupied by the press</p>		
17) Total Numbers Employees	Permanent Skilled	Temporary Unskilled
<p>18) Number shifts you work normally</p>		
<p>19) Timing of shifts :</p>		
<p>20) Weekly Holidays :</p>		
<p>21) Name of the offices of the LIC whose printing work you may have done during the last 3 years. Mention only those offices for whom you have done sizable job or have done constant work. (Details of jobs done to be given) (Enclose separate sheet if space is insufficient)</p>		
<p>22) Name, Addresses and Telephone Nos. of some Your most valued clients (Enclose separate sheet If space is insufficient.)</p>		

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) Stickers
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 as 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 stationery Machine (Make, Size, Colour, Speed, other features, if any)
4) Particulars of Positives and Plate making facility.

<p>5) Binding and Finishing</p> <p>b) Cutting Machines (Make Size of Blade Hand/Power Driver)</p> <p>c) Particulars of punching machines</p> <p>d) Particulars of performing Machines</p> <p>e) 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 job, which may be entrusted to you.</p>	
<p>I/WE Request Life Insurance Corporation of India, Divisional Office Jabalpur to consider inclusion of my/our name in the list of their approved printers. I/WE agree to give full satisfaction to the Corporation in the event of their doing so.</p> <p>Application Form Fees Rs 590/- paid by cash/DD vide MR No. -----Dt -----</p>	
<p>Date</p>	<p>Signature with Seal Name, Designation</p>

Terms and Conditions of Empanelment

1. Application has to deposit Rs 590/- (Including GST) in cash at the cash counter of Divisional Office, Jabalpur or in the form of DD/Bankers Cheque payable at Jabalpur favouring LIC OF INDIA along with form.
2. The firm should have at least 3 years experience in this field.
3. Incomplete application will be rejected without assigning any reason there to.
4. Affix your Firm/Company seal with authorized signature on every page.
5. Form should be typed or filled legible in ink. If space provided is insufficient , please type or write the replies on a separate sheet giving appropriate quest number and attach it to the form.
6. Approved firms/approved vendors/dealers who are on our existing panel should also apply for fresh empanelment.
7. Firms/Approved vendors/dealers have been blacklisted/removed earlier, should not reply.
8. The cover should be super scribed as “Application for Empanelment for supply of -----
9. The Corporation reserves the right to include/exclude/cancel the name of the firm from its approved lists at their absolute discretion with assigning any reason at any time.

Dated -----

Signature with Seal