

**LIC**भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA**ANNEXURE-B****APPLICATION FORM FOR PRINTERS**

Applied for SI No.	Name of the Particulars against the Serial No.
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**Part – I -PROFILE OF  
VENDOR**

1	Name of the FIRM (in Block letters)	
2	Date of Establishment/Incorporation	
3	Office address	Ph- No E-mail
4	Factory Address (If any)	
5	Status of the firm: (Whether Pvt. Ltd. Company / Pubic Ltd. Company/ Partnership Firm / Proprietorship Firm)	
6	Name of the Proprietor/ Director/CEO (as the case may be):	
7	Name, Address, Tel. No., e-mail, of the Chief executive	
8	Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention Number and date and enclose copy of Registration Certificate	
9	(a)License No. (b)Last renewed on documental Proof (last 3 years, of Sl.No.	(a) (b)

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10	<b>Name of the Banker with address</b> <b>Telephone No</b> <b>A/C No....</b> <b>IFS Code No.</b>	
11	<b>i.Factory License No.</b> <b>ii.Date of Renewal of licence(copy to be enclosed)</b>	
12	<b>Whether an assessee of Income Tax. If so, mention Permanent Account Number</b>	PAN:
13	<b>GST Registration No.</b>	
14	<b>Trade License No. (Enclose copy of license duly attested)</b>	
15	<b>NSIC Registration No. if any (Enclose Xerox copy)</b>	
16	<b>ESIC Registration No. if any (Enclose Xerox copy of Certificate with copy of latest payment receipt )</b>	
17	<b>EPF Registration No if any (Enclose Xerox copy)</b>	
18	<b>Registration No. under Shop &amp; Establishment Act if any (Enclose copy of Registration Certificate No. with date of renewal)</b>	
19	<b>Turnover of the Company/Firm for the last 3 Years.(Please attach a copy of audited Balance Sheet and Profit &amp; Loss Account)</b>	2021-22 2022-23: 2023-24:
20	<b>Income Tax Return (enclose copy of last 3 years)</b>	2021-22: 2022-23: 2023-24:
21	<b>Name, address, Tel. No. e-mail of the firms with whom you are approved suppliers (enclose copy of approval letters)</b>	1. 2. 3.



# LIC

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22	Name of the Offices of LIC with whom you are suppliers (Enclose copy of approval letter/order copy/documents)	1. 2. 3.
23	Approximate value of turnover per year	
24	Are you agreeable to make deliveries to our offices when so directed	
25	Area occupied by the Press	
26	Total no. of workmen deployed on various categories in this Year	
27	State the nature of printing jobs undertaken by you	
28	Do you carry stock of papers and any other material ? If so	
29	State the nature of printing jobs undertaken by you(full details )	
30	Do you undertake manufacture of I. Envelopes II. Policy docketts III. Office file IV. Stickers V. Policy wallet VI ID Cards	
31	Furnish type of printing machine used	I. Make II. Size III. Speed IV. color
32	Are you Agreeable to strictly abide by the Terms and Conditions of the Tenders & Contracts	
33	MSME CERTIFICATE No. (Enclose copy of Registration Certificate No. with date )	
34	Mention any other important information	

**LIC**भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA**PART II : TECHNICAL INFORMATION**

1	<b>Particulars of composing facilities</b> a) D.T.P. Systems, Make, Packages Languages other features if any b) Other composing facilities such as hand composing	
2	<b>Particulars of Scanning machines being used</b>	
3	<b>Printing Machines</b> 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	<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	6) Have you got photo-type setting machine, if to. 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, Thanjavur Division to consider inclusion of my/our/Firm in the list of approved Firms /Printers/ Suppliers/ Vendors/Dealers/ Service Providers and agree to abide by all Terms and Conditions in respect of any notice of Tender and also will abide by all Statutory Rules/Regulation/Act of both State as well as Central Government while carrying out job/work if any allotted to me/us. Further I/We undertake that I/we have no objection for inspection of our Office and verification of documents/Certificates by LIC Official. I/We also state that the information provided hereinabove are true to the best of my /our knowledge and belief.

Date:

Authorised Signatories

Place:

(Name & Designation, seal of the firm)

Note:

- Above form should be filled legibly and duly signed and sealed
- Incomplete forms and without required documents are liable to be rejected.
- List of Panel will be displayed in the notice board. However only empanelled Firms /Printers/ Suppliers/ Vendors/Dealers/ Service Providers (as the case may be) will be informed about their inclusion in the list vide e-mail, if available/supplied.
- The Corporation reserves the right to cancel the name/s of the Firms /Printers/ Suppliers/ Vendors/Dealers/ Service Providers from its approved list at its absolute discretion without assigning any reason.

**SR.DIVISIONAL MANAGER**



Applications are invited for Empanelment of Printers for printing of various Forms, Policy Bond, Envelope, Policy Dockets, Magazines etc... The categories are as follows:

**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.

Interested Printers should have working experience in this field and fulfill all requirements such as License and other relevant documents applicable to present Government Rules should be up to date.

**SR.DIVISIONAL MANAGER**