



**NOTICE FOR EMPANELMENT OF PRINTERS**  
**Enquiry No. Stores/OS/P&S/13-12/2024**

Applications are invited from interested Mumbai based printers (including existing printers on our panel) having their Printing Press in Mumbai and/or Navi Mumbai, and/or Thane and/or Palghar area, for empanelment on the Panel of Printers for Central Office, for undertaking various prime and regular printing jobs.

The successful Printers will be classified into 2 groups :-

- 1) **Printers for prime jobs-** Legal Digest, Annual Report, manuals of various departments, Valuation Report, Statement of Accounts, Satarkata magazine etc.
- 2) **Printers for regular jobs** such as Letterheads, Envelopes, Visiting Cards, Forms, Registers etc

Printers desirous to be empanelled with us for printing of above jobs and fulfilling the conditions mentioned in **Annexure 'A'**, may apply. Interested printers will be required to fill in the questionnaire form placed below and submit all the details called for in the questionnaire form. Necessary supporting documents should also be enclosed alongwith the questionnaire form.

The applications received will be scrutinized on the basis of fulfillment of our conditions for empanelment as per **Annexure 'A'** and LIC Officials will undertake inspection visit for verification of records and information furnished in the Application Form of only those press who are found **prima facie** eligible for empanelment on the basis of documents / information submitted. The printers, who are currently on our panel and are desirous to be empanelled, also need to apply afresh. Further those printers who have already been blacklisted / de-listed / removed permanently (if temporary, till their period of removal is over) from our panel, need not apply for empanelment.

The Corporation reserves the right to call for any missing / additional information from the responding bidders and accept or reject any or all applications without assigning any reason there for.

The Application in the Questionnaire Form alongwith the enclosures as per Annexure 'A', superscribed as "**APPLICATION FOR EMPANELMENT OF PRINTERS FOR CENTRAL OFFICE**" and addressed to:-

The Secretary (O.S.),  
L.I.C. of India, Central Office,  
4<sup>th</sup> Floor, West Wing, Yogakshema,  
MUMBAI – 400 021.  
Contact Nos – 66598416/66598422

should reach on or before **6<sup>th</sup> January 2025 up to 2.30pm.** in a sealed envelope. Applications received after the due date and time will not be considered.

All the applications received will be opened on **6<sup>th</sup> January 2025 at 3.00 pm**



**EXECUTIVE DIRECTOR (OS/ HRMS)**

**Conditions for empanelment :-**

- 1) The printer should be in profession of printing for minimum 3 years. (Copy of Registration Certificate must be enclosed).
- 2) Printers / Firms having printing press in Mumbai and/or Navi Mumbai and/or Thane and/or Palghar area may apply. .

For prime Jobs : The printers having printing press in Mumbai and/or Navi Mumbai and/or Thane and/or Palghar areas will be considered.

For Regular Jobs : The printers having printing press in Mumbai will be considered.

- 3) Applications received from printers located beyond this jurisdiction will not be considered
- 4) Annual Turnover in any one of the 3 preceding financial years, should be at least Rs 20 lakhs and above for Prime Jobs and for Regular Jobs, Turnover must be upto Rs 2 Lakhs
- 5) The printer should have done similar Jobs and attach 3 different order copies .
- 6) The printer desirous to be empanelled should have atleast **one 4-colour offset machine and one single colour machine.**
- 7) The printer desirous to be empanelled should have capacity to do all types of related jobs **in-house**, i.e. Stitching and Binding Unit, and Screen Printing Unit.
- 8) The printer should have registration with State/Local Authorities for undertaking the profession. (Copies of the local registration and/or BMC licence to be enclosed).
- 9) The printer should have the below mentioned minimum area of operation for printing, binding, storage, etc.either owned and / or rented, under **one roof.**

For prime printing jobs -	3,000 sq.ft.
For regular printing jobs –	500 sq.ft.

(Proof to be submitted – either Municipal Certificate in case of owned property or lease agreement for the rented property).

- 10) The printer desirous of getting empanelled for the above job should submit the copies of their I.T. Returns for last 3 years, i.e 2021-22, 2022-23 and 2023-24
- 11) The printer should comply with the provisions of **Child Labour Act**. . The printer will be required to submit a declaration in compliance with this Act, if found eligible for empanelment.
- 12) Printer should give a declaration as to whether the company been under litigation or any action has been initiated by any authority for violation of any provisions of law, or have you been **blacklisted** by any Organization.
- 13) Interested printers will be required to submit non-refundable Tender Fees of ` 500/- in the form of Demand Draft payable in favour of Life Insurance Corporation of India, Mumbai, alongwith their application form. Applications received without Demand Draft will be disqualified





ANNEXURE 'B'

**QUESTIONNAIRE TO BE COMPLETED BY THE PRINTERS FOR  
GETTING EMPANELLED FOR PRINTING JOBS**

**PART I : GENERAL INFORMATION**

1. Name of the Press:
2. Date of Establishment / Incorporation:
3. Address & Telephone No. of the Unit to be Registered with us and e-mail address  
**(In case of multiple units, details for every Unit should be furnished separately)**
4. Address of Office (If separate):  
and Telephone Number
5. Address of the Godown (If separate):  
and Telephone Number
6. Status: Whether Proprietary / Partnership / Private Ltd. Co. / Public Ltd. Co.
7. Names of Proprietor/ Partners / Directors:
8. Names of Chief Executives with their :  
Present addresses & Telephone Nos.  
(Landline and Mobile)
9. Names and Phone Nos. of Representative (s),  
indicating designations who would be :  
calling on us & attending to our jobs



10. Names of Bankers with addresses  
& Telephone Nos.

11. Is the Press registered under  
the Factories Act ?  
(submit copy of the documents)

If so, state –

(a) Date of Registration :

(b) Licence No. :

(c) Date of last renewal of License:

(d) Validity of License up to:

12. Is the Press Registered under the following?  
(Submit copy of document)

(a) GST Registration No:

(b) PAN No:

13. Mention the type of printing job/s. for which :  
you wish to be empanelled

Prime jobs,

Regular jobs,

14. Do you hold certificate under Shop & Establishment Act /Certificate of  
Registration/Intimation Certificate (Copy to be enclosed)

15. Copies of I.T. Returns for last three financial years. to be attached  
i.e 2021-22, 2022-23 and 2023-24

16. CA Certificate for the Annual turn over of the firm for last three  
Financial Years i.e 2021-22, 2022-23 and 2023-24



17. Are you agreeable to make delivery to Corporation's Offices within and out of Mumbai, when so directed?

18. Whether all the Statutory requirements as directed by Government authorities are fulfilled ?

19 a ] Whether your firm belong to the category of Micro, Small & medium enterprises as defined in the Micro, Small & Medium Enterprises Development Act, 2006 " If yes ,specify the category of Micro ,Small or medium Enterprises and whether the enterprise is in manufacturing or service industry ,

b] Whether the MSE is owned by SC/ST entrepreneurs and if so , attested true copies of **SC/ST Certificate issued by the District Authority to be submitted**

20. Business Premises :

(a) Whether owned or rented :

(b) Area in Sq. ft. of

Office :

Press :

Godown :

21. Total No. of Permanent Employees (1) Skilled \_\_\_\_\_  
(2) Unskilled \_\_\_\_\_

22. Name of the offices of LIC of )  
India whose printing work you )  
might have undertaken during )  
the last 3 years with short )  
description of work done )  
(Enclose order Copies)

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23. Names, Addresses and Telephone  
Nos. of Three of your most valued Clients

24 Do you carry stocks of  
papers and 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 specialities of your Establishment / Firm





**PART II : TECHNICAL INFORMATION**

1. Particulars of composing facilities :-

a) D.T.P. SYSTEMS

Make	Packages	Languages	Other features, if any

2. Particulars of scanning machines being used :-  
(Make and year of purchase)

3. PRINTING MACHINES :

a) Offset Machines :-

Make	Size	Colour	Speed	Other features, if any

b) Web Machines :

Make	Size	Speed	Other features, if any

c) Screen printing facility : \_\_\_\_\_

d) Pre-printed continuous stationery machines :

4. Particulars of Positives and Plate-making facility :

5. BINDING & FINISHING :

a) Cutting Machines :-

Make	Size of Blade	Hand / Power Driven

b) Punching machines :-

Sr. No.	Make	Year of purchase

c) Perforating machines :-

Sr. No.	Make	Year of purchase

d) Particulars of Machines:

- 1) Binding
- 2) Pinning
- 3) Section sewing
- 4) Perfect binding

6. Have you got photo-typesetting machine ?  
If so, please furnish full details of type faces :-

7. Do you have independent DTP Section ?

8. Do you have independent C.T.P. ?

I / We, M/s. \_\_\_\_\_ request Life Insurance Corporation of India, Central Office, Yogakshema, Mumbai – 400021, to consider inclusion of my / our name in list of their approved printers. I / We, further, state that the information submitted above are true and correct, to the best of my / knowledge.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature & Seal

**NOTE :**

- It may be noted that the printers, who are presently on our panel and are desirous to get empanelled, are also required to apply afresh for their empanelment provided, they fulfill our conditions.
- Further, the printers who have already been Blacklisted/de-listed/ removed permanently (if temporary, till their period of removal is over) from our panel, as also those who have been issued Show-Cause Notice, need not apply for empanelment. Their applications will not be considered.
- Even after the empanelment is done the Corporation reserves the right to cancel the name of the printer from its approved list for unsatisfactory working or non-response to our enquiry, at its absolute discretion.
- Though the Panel is for 3 years, periodical review will be undertaken and if job not found satisfactory, Corporation reserves the right to cancel the name from the panel.
- The Corporation reserves the right to call for missing / additional requirements from the printers at the time of analysis of the application form received in response to this enquiry.
- Each page of the Questionnaire form should be signed and stamped with company seal by the authorized person.