

Divisional Office, Jeevan Prakash, City Centre, Gwalior – 474 011 (M.P.)

NOTICE FOR EMPANELMENT :2023-2026

Applications are invited from reputed Supplier/ Printers/ vendors and firms for Empanelment for 3 years (2023-2026) with at Life Insurance Corporation of India, Divisional Office, Jeevan Prakash, City Centre, Gwalior (MP) for the following works:

S.NO	CATEGORY: SUPPLY OF ITEMS AS UNDER :	S.No	CATEGORY: SERVICE PROVIDERS & MAINTENANCE AS BELOW :
(C1)	Printing & Supply of Pre-printed Office formats stationery, Printing & Supply of Computer Pre-printed continuous & Blank Stationery. Printing & supply of all sizes envelopes & reinforced Dockets. Printing & supply of Identity Cards, & visiting cards. Printing & supply of booklets/leaflets/ Pamphlets/Posters/Diaries/Calendars/stickers/Badges etc. Printing & supply of Name plates & all type rubber stamps. Printing on T- shirts, Shirts, tracksuits, bags, utensils etc	(S1)	Courier Services, X-rox copy Services, Binding Services, Note Counting Machine/Fake note Machine maintenance Services. Franking Machine Services. Canteen & Catering Services, Water Tanks Cleaning Services. Scrap Services (Paper, all type of plastics PVC & Steel)
(C2)	Supply of all type of Office stationery like: Diaries, Calendars, Organisers, Pan stands, Pen, Ball pen, white envelopes, flate files, Index file, folders etc.	(S2)	Pest Control Services. including rodent treatments/sanitization/disinfection etc. CAMC of Fire extinguishers services & Refilling Services. CAMC of Water cooler/Air cooler/water purifier
(C3)	Supply of all type of OEM Computer consumables like Cartridges, Pendrives, HD etc.	(S3)	Security and Labour Provider Services Gen Set provider Services.
(C4)	Supply of OEM Electricals goods: Electrical wall Fans/Ceiling fans, Pedestal fans, all type of Tube lights/Geyser/Television set/Air coolers/Air Conditioners/Water coolers /Refrigerator, RO/Purifier & supply of other Electrical and Electronic goods etc.	(S4)	CAMC of UPS/Batteries Maintenance Services
(C5)	Supply of Crockery items/Gifts Articles/Show pieces for Sales promotional items, Crockery, Utensils, Office and Household utilities, Trophy, Mementos, Canteen equipments etc. Purchase of Purchase of trolley bags, suitcases, carry bags etc. Office Uniform/Dress, Supply of Cloth for suiting and shirting, Cloth Articles, hosiery, Apparels, Woolen and Winter wear , Bed sheets, comforters, Quilts etc. Supply of Foot wear, caps, belts, wallets, watches etc.	(S5)	Tour, Travel (Preference to ITA Agency) and Taxi, Transport Services. Railway ticket Booking.
(C6)	Supply of all type of Furniture & Fittings.(Wooden & Steel), Modular Furniture (By Company & Local Manufactures) .	(S6)	Repairing & Maintenance of publicity jobs like hoardings, Glow sign, wall painting , signboards, wrapup boards, Sandwich boards & Flex banner etc.
(C7)	Supply of Franking Machines/Currency counting Machine/Fake note ditactor Machine/ Telecommunication equipments : Phones/EPABX. Supply of fire fighting equipments & fire ball etc.	(S7)	office Upkeep necessary works : Electric fitting, Cabling, Switches, MCB, Fuse, spare of fitting, Voltage Stabilizers, Invertors, Office wooden work repairs, Repairing work of wooden gate & windows, painting of all type of Almirah, White washing & maintenance work of Office and Staff Quarters. fitting of Pipe, tap-tube and Plumbing work Water Motor/Submersible pump repairing work. Stone and ceramic tiles works.
(C8)	Supply of UPS SMF Batteries(OEM with Company).		
(C9)	Supply of Hoardings, Flex banners, Glowsignboards, LED Display boards Bus Shelters and other related publicity works as shopping malls News papers, Radio, and other innovative media. Mobile van, Bus etc. Wall painting, Wrapup Boards, Sandwich Board /Address Boards and publicity Articles.		



‘Jeevan Prakash’, City Centre, University Road, Gwalior (MP) 474 011

जीवन प्रकाश, सिटी सेंटर, विश्वविद्यालय मार्ग, ग्वालियर (म०प्र०)

For complete details and empanelment documents please contact the Manager (OS) at Office Service Department, 2nd floor at the above address on working days during Cash hours or log on to “Tender link” under our website www.licindia.in . Any further information such as correction/addition/deletion in term and condition if any will be published at our website only.

LIC of India reserves the right to accept or reject any or all applications in full/part without assigning any reasons whatsoever. The firms/Agencies that are on our panel are also required to apply afresh, if interested.

Last date for submitting documents for Empanelment is 4.00 PM on 10-04-2023.

Place: Gwalior (MP)

Date : 20.03.2023

Sr.Divisional Manager

Forms will be available with The Manager (OS) at OS Deptt. LIC of India, Divisional Office, City Centre, Gwalior from 20.03.2023 to 10.04.2023 on payment of a non refundable sum of Rs. 250/- (+GST) (Rs.Two hundred fifty only)in the form of Cash / DD favouring LIC of India, payable at Gwalior The form will also be available online on our website. You may be downloaded application form from our website the duly filled forms must be accompanied with the application fee of Rs.250/-(+ GST)= Rs.295/- as above in the form of D favouring LIC of India, payable at Gwalior or Misc.Receipt if the fee is already paid at the Cash counter.

Contact Details :	THE MANAGER (OS), LIC OF INDIA, DIVISIONAL OFFICE, JEEWAN PRAKASH, CITY CENTRE, GWALIOR -474 011 TELEPHONE NO.: 0751-2448617 Email ID : os.gwalior@licindia.com
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NOTE : Corrigendum: changes/addition/deletion, if any shall be published on the website only,



‘Jeevan Prakash’, City Centre, University Road, Gwalior (MP) 474 011

जीवन प्रकाश, सिटी सेंटर, विश्वविद्यालय मार्ग, ग्वालियर (म०प्र०)

NOTICE FOR EMPANELMENT:-

S.NO.	ACTIVITY	DETAILS
(1)	Tender Date	Dt: 20.03.2023
(2)	Tender Form	Provided herewith and can also be purchased from the above mentioned address from 20.03.2023 to 10.04.2023 during cash hours 10:30 AM to 4.00 PM, on working days. Saturday being holidays. It would be available on our website www.licindia.in tender link. Any corrigendum regarding modification/addition in tender specification or in terms & conditions of the tender sah
(3)	Tender Fee	Rs.250/-(+GST) 18% Rupees Two hundred fifty only.non Refundable by way of Cash/Demand Draft on any Schedule Bank payable at Gwalior. If Contractor wishes to pay in Cash, it should be done only at Divisional Office, Cash counter F&A deptt. City Centre, Gwalior.
(4)	Address for submission of sealed bid to be put in tender box in OS Deptt.	The Manager (OS), LIC of India, 2 nd flr. Divisional Office, City Centre, Gwalior – 474 011
(5)	Sbmission of Application Last Date & Time:	Date: 10.04.2023, 4.00 PM Sealed envelopes should reach on or before last date & time of submission at the abovw address.
(6)	Opening date and venue :	Date : 11.04.2023, at 12.30 PM
(7)	Validity of Empanelment :	3 years from the date of approval.
(8)	Extension clause :	Available for one year, only after due sanction from the Sr.Divisional Manager.
(9)	Contact Details :	The Manager (OS), LIC of India, Divisional Office, Jeevan Prakash, City Centre, Gwalior – 474 011 Contact No. 0751-2448617 E mail Id: os.gwalior@licindia.com



Divisional Office, Jeevan Prakash City Centre, Gwalior-474 011

Annexure-A (For Printers Only)

Sl. No.	TYPE OF CATEGORY	NAME OF THE CATEGORY	SPECIALIZATION (FOR PRINTERS ONLY) EG. Forms & Others Printing Jobs.
			POLICY BOND, ENVELOPS ETC.

Conditions for empanelment as a Printer

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 average Rs 2 lacs for small jobs, average Rs 2 to 10 lacs for medium jobs and average Rs 25 lacs and above for big jobs in the last three financial years. (Attach balance sheet for 3 years) **Turnover must be mentioned in your application form for the selection of Printer level.**

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 color and one 4- color offset machine, in-house stitching and binding unit and screen printing unit.

5) The printer should have at least 500 sq feet area of operation for printing, binding etc. activities and sufficient storage space at one place only.

6) The Printer should have registration with state and local authorities for undertaking the profession. (copies of state registration & Local authority license to be enclosed)

7)The Printer should keep sufficient stock in hand so as to comply with the urgent needs without delay.

8) The Printer should furnish specific brand or Make in case authorize dealer (Copy of authorize dealership be enclosed).

QUESTIONNAIRE FOR PRINTING PRESS

(5)

PART I : GENERAL INFORMATION

Sl. No.	INFORMATION SOUGHT	INFORMATION GIVEN
1	Name of the press (In block letters):	
2	Date of Establishment / Incorporation	
3	Address and Telephone No	
4	Address of Office (If Separate)And Telephone No	
5	Status: Whether Partnership/ Private Limited Company /Public Limited Company	
6	Names of the Partners / Directors :	
7	Name of chief Executive within present address and Telephone No.	
8	Name of Representative (s) indicating Designation and mobile no who would be calling on us and attending to our jobs :	
9	Are you belongs to Schedule Casts/Schedule Tribe, please mention and submit Casts Certificate.	
10	Name of Bankers with addresses And telephone numbers	
11	Whether registered under the GST Act: YES / NO (If yes, submit Xerox copy of Certificate of Registration)	
12	Are you going to Registered in GeM, Are you mention in your bills: YES / NO If no, mention reason and submit relevant documents:	
13	Whether Registered under the Central Sales Tax (Registration and Turnover) Rules, 1957: YES / NO (If yes, submit Xerox copy of Certificate of Registration)	
14	Whether registered as Small Scale Industrial Unit(NSIC/MSME): YES / NO (If yes, submit xerox copy of Certificate of Registration)	
15	Is the press registered under the Factories Act? If so, state – (a) License No (b) Date of last renewal of license (copy to be enclosed) (c) PAN No (d) ESIS No, if any (e) EPF Registration no, if any	
16	Whether holding certificate under Shop and Establishment Act, duly renewed(copy to be enclosed)	
17	State the latest Income Tax assessed year and the amount	

	of tax assessed (copies of last 3 years IT Returns, balance sheet & Revenue A/c to be enclosed)	
18	How do you propose to compensate the loss to the Corporation arising out of theft, fire or otherwise in respect of paper material supplied to you by us.	
19	Are you agreeable to make deliveries to Corporations office within and out of Gwalior when so directed?	
20	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts?	
21	Area occupied by the press.	
22	Total no of employees: Permanent: ----- Temporary: ----- Skilled: ----- Unskilled: ----- ----	
23	Number of shifts you work normally Timing of shifts	
24	Weekly Holidays	
25	Names of the offices of LIC whose printing work you may have done during the last 3 years. Mention only those offices for whom you have done sizable jobs or have done constant work (Details of job done to be given)	
26	Name, Address and Telephone No of some of your most valued clients	
27	Approximate value of your output per year	
28	Do you carry stocks of papers and any other material? If so what stocks do you generally hold?	
29	State the nature of printing jobs undertaken by you (Full details to be given):	
30	Do you undertake manufacture of a) Envelopes b) Office Files c) Stickers	
31	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 on to the form. All papers must bear signature and seal of Vendor.

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.....Nos.

3) Printing Machines: No.of Machine.....

a) Offset Machine: No.of 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 FEATURE IF ANY

4) Particulars of Positives and Plate making facility

5) Binding and Finishing

a) Cutting Machines: No.....

MAKE	SIZE OF BLADE	HAND/POWER DRIVER

b) Particulars of punching machines

c) Particulars of perforating Machine

d) Particulars of gilding department

6) Have you got photo-typesetting machine 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 should be furnished.

8) Please furnish details 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.

Note:1/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 on to the form.

2/The Corporation reserve the right to cancel the name of Firm/Suppliers/Service provider from its approved lists at his absolute discretion without assigning any reason.

All the pages of application from and documents must be signed with seal.

DECLARATION

1/ I/WE request Life Insurance Corporation of India, Divisional Office,Jeewan Prakash,City Centre, Gwalior to consider inclusion of my/our name in the list of their approved Printers and I/We agree to give full satisfaction to the Corporation in the event of their doing so.

.2/ I/We have read the instructions and I/We understand that the information furnished now is found false at a later date, any contract made between ourselves and the LIC, on the basis of the information given by me/us can be treated as invalid at the sole discretion of the LIC and I/We will be solely responsible for the consequences.

3/ I/We agree that the decision of the LIC in selection of Printer will be final and binding on me/us.

4/ All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

5/ I/We agree that I/We have no objection if inspection of my/our premises/workshop/shop etc. is done by the Officials of the LIC.

Dated:

Signature with Seal of Vendor

Note: The Corporation reserves the right to reject or cancel the name of the Printer from its approved lists at his absolute discretion without assigning any reason.

Check List of documents to be submitted –

- 1) Attested Copy of PAN NO/CST NO/GST NO /GeM Reg. no /TAN No**
- 2) Last three years audited balance sheet and Profit & Loss Account**
- 3) Copy of Registration Certificate under shop & establishment act**
- 4) Client List (Enclose work order of leading companies)**
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company.**
- 6) Attested copy of ITR for the last three years.**
- 7) Copy of GST Registration.**
- 8) Copy of GeM Registration.**



Divisional Office, Jeevan Prakash City Centre, Gwalior

Annexure-A 1` 1

Application for empanelment of other Firms/Supplier/Service Provider (Other than Printers)

(Mention in given format Category no.& Category)

SL.NO.OF CATEGORY	NAME OF THE CATEGORY

(Separate Application is to be filled-up for each category)

CONDITIONS FOR EMPANELMENT

- 1) The firm/supplier/Service Provider should be in profession for at least 3 years. (Copy of registration certificate must be enclosed)
- 2) Annual Turnover of the firm/supplier/Service Provider should be not less than average of Rs. 2 lacs for small jobs for all 3 years, average Rs. 2 lacs to Rs. 10 lacs for medium jobs and average Rs.25 lacs and above for big jobs in any of 3 financial years. (Attach Balance Sheet for three years).
- 3) The firm/supplier/ Service Provider should be on the approved panel of at least 3 reputed firms from out of which at least one should be Public Sector or Government undertaking.
- 4) The firms/supplier/Service Provider should have registration in compliance with the law of land (Copies of proof to be enclosed).



APPLICATION FORM FOR Firm/Supplier/Service Provider

PART I: GENERAL INFORMATION

1. Name of the Firm:-----

(In Block Letters)

2. Date of Establishment / Incorporation-----

3. Correspondence address and Telephone No.-----

4. Address of Head Office (If Separate) and Telephone No.-----

5. Status: Proprietary/Partnership/Private Limited Company / Public Limited

Company :-----

6. Names of the Partners /Directors-----

7. Name of Chief Executive with his present addresses and-----

Telephone Nos.

8. Name of Representative (s) with Designation who would be calling on us and attending to our jobs:---

9. Name of Bankers with addresses & telephone nos.-----

10. Is the Firm is registered under the Factory Act? If so, state

a) Licence Number:-----

b) Date of last renewal of licence(Copy of licence to be enclosed)

c) PAN-----

d) ESIS No. if any-----

e) EPF Registration No. if any-----

f) GST Registration 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)-----

13. Turn over for last three F Years

F Y 2019-20:-----

F Y 2020-21:-----

F Y 2021-22:-----

14. Are you agreeable to make deliveries to Corporation's Offices

within and out of Gwalior when so directed?

15. Are you agreeable to abide strictly by the Terms and

Conditions of the Tenders and Contracts. (copies annexed)

16. If your firm is empanelled with any office of L I C Of India or any other PSU (Central) , please give name and address

17. Name, Addresses and Telephone Nos. of some of your most

valued clients (Separate List may be attached)

18. Approximate value of your output per year

19. 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. All papers must bear signature and seal of Vendor.

DECLARATION

1/ I/WE request Life Insurance Corporation of India, Divisional Office ,Jeewan Prakash, City Centre, Gwalior to consider inclusion of my/our name in the list of their approved Supplier/Firms/Service provider and I/We agree to give full satisfaction to the Corporation in the event of their doing so.

.2/ I/We have read the instructions and I/We understand that the information furnished now is found false at a later date, any contract made between ourselves and the LIC, on the basis of the information given by me/us can be treated as invalid at the sole discretion of the LIC and I/We will be solely responsible for the consequences.

3/ I/We agree that the decision of the LIC in selection of Suppliers/Firm/Service provider will be final and binding on me/us.

4/ All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

5/ I/We agree that I/We have no objection if inspection of my/our premises/workshop/shop etc. is done by the Officials of the LIC.

Dated:

Signature with Seal of Vendor

(12)

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. All papers must bear signature and seal of Vendor.

Check List of documents to be submitted –

- 1) Copy of PAN NO/CST NO/GeM Reg. NO /GST Registration copy/TAN No.**
- 2) Last three years audited balance sheet and P&L Account**
- 3) Copy of Registration certificate under shop & establishment Act**
- 4) Client List (Enclose work order of leading companies)**
- 5) Partnership deed or Articles of Association and Memorandum of Association
in case of company**
- 6) Copy of certificate issued by Railway/IRCTC/Airlines for Travel Agents)**
- 7) Copy of election card/telephone bill/electricity bill (for Carpenters/Book binders)**
- 8) Residence proof, Photo identity (for Carpenters/Book binders)**
- 9) Attested copy of ITR for the last three years.**