



LIFE INSURANCE CORPORATION OF INDIA

Guwahati Divisional Office , JEEVAN PRAKASH, SS Road , Fancy Bazar.Guwahati-1

Tele nos: 0361/2604806,2604808.email:os.guwahati@licindia.com.Fax(0361) 2547655

EMPANELMENT

Applications are invited from interested reputed firms/companies/dealers/distributors having establishment in Guwahati for empaneling as "Printers" or "Suppliers" at the Life Insurance Corporation Of India, Guwahati Divisional Office for the following purposes:-

For Supply of different Printing materials,Envelopes,Computer Paper Stationery, Table Stationery, IT Consumables (Only authorised dealers and distributors are eligible) , Calculators, Different types of Office stamps,Sign Boards,Glow sign boards etc. ,Electrical equipments such as Fans,Lights etc. branded water purifying units, wooden and steel Office furniture and other office equipments, for providing Courier Service facilities,catering service,security service, Furnishing items such as Curtains, Doormats etc. for supply of Fire Safety Equipments including Ceasefire brand fire extinguishers (both portable ABC type & CO2), & Protector Brand fire extinguishers(both portable ABC type & CO2), and for Eversafe Brand CO2 portable fire extinguishers, only authorised dealers and distributors of the respective brands are eligible to apply.

Interested firms/suppliers/vendors etc. may obtain necessary forms required for "Printers" & "Suppliers" from OS Dept.,LIC Of India, Guwahati Divisional Office at the above address (OS,Stores Section on 4th Floor) on payment of non- refundable sum of Rs 100/- (Rupees One hundred only) in the form of cash/ DD/ Bankers Cheque favouring LIC OF INDIA,payable at Guwahati to be deposited at our Cash Counter at the 4th floor on the above stated address. Applications may be downloaded from www.licindia.com (search empanelment).In such case, the application should accompany the requisite fees of Rs 100/- at the time of submission of completed forms. The envelope super scribed as Empanelment for "Printers" , "Suppliers" as appropriate should be submitted as per instructions mentioned in the application form. The selection will be at the Sole discretion of the appropriate authority.

The Printers and Suppliers on our existing panel are also required to apply afresh. Firms/suppliers blacklisted/ removed earlier need not apply.

Date of issue of forms:- From 22.12.2011 to 19.01.2012 on all working days from 10- 00 hrs to 1500 hrs from Monday to Friday & from 10-00 hrs to 12-30 hrs on Saturdays

Last date of submission of application is 21.01.2012 up to 12-30 p.m

Sr. Divisional Manager



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NOTICE

Applications are invited from the printers having their Printing Press at Guwahati for the empanelment of printers for various primes,medium,and small printing jobs of Guwahati Divisional Office .The Printers desirous to be empaneled with us for printing of various jobs & fulfilling conditions as per ANNEXURE-A may apply for getting empaneled on the panel of Guwahati Divisional Office for jobs undertaken at Divisional Office. The applications in questionnaire form along with the enclosures as per Annexure A are to be sent to the following address so as to reach us on or before 12-30 p.m on 21 st January,2012

Manager (OS)

LIC OF INDIA

Guwahati Divisional Office, JEEVAN PRAKASH,SS Road, Fancy Bazar.Guwahati-1

OR

submitted in the DROP BOX at 4th floor of Divisional Office building as per address above

Sr. Divisional Manager

Encl:- PART-I & PART-II

THE COVER SHOULD BE SUPERSCRIBED AS

“ Application for Empanelment of Printer” “Supplier” (as the case may be)

NOTE:- 1) Firms/Suppliers who are on our Divisional Office existing panel should also apply for fresh empanelment.

2) Firms/Suppliers who have been blacklisted /removed earlier should not apply. If applied, their applications will not be considered.

ANNEXURE-A

CONDITION 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. 2 lacs for small jobs, Rs 2 lacs to Rs 10 lacs for medium jobs And above 25 lacs for big jobs in any of 3 financial years(Attach balance sheet for 3 years/CA Certificate for 3 years)
- 3) The printer should be on the approved panel of at least 3 reputed firms out of which at least 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 2000 sq feet area of operation for printing, binding etc. activities & sufficient storage space at one place only.
- 6) The printer should have registration with state / local authorities for undertaking the profession (Copies of registration licence to be enclosed)

PART-I
QUESTIONNAIRE FOR PRINTING PRESS

PART I: GENERAL INFORMATION

1. Name of the Press/firm (IN BLOCK LETTERS)
2. Date of Establishment/Incorporation:
3. Address & Telephone No:
4. Address of Office (if separate) & telephone no
5. Status: Whether partnership/private limited company/public limited company
6. Name of the Partners/Directors:
7. Name of 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.
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 Licence to be enclosed)
 - c) PAN NO.
 - d) ESIS No. If any
 - e) EPF 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 amt of Tax assessed.

(Copies of last 3 years IT returns, Balance sheets & Revenue A/C to be enclosed)

13) VAT Clearance Certificate Assessed year and the amount of Tax assessed copies of last 3 years, IT returns, Balance sheets & Revenue A/C to be enclosed.

14) 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.

15) Are you agreeable to make deliveries to corporation's offices within and outside when so directed?

16) Are you agreeable to abide strictly by the Terms & Conditions of the Tenderer and Contracts (Copies Annexed)

17) Area occupied by the press.

18) Total No of employees: Permanent Temporary
Skilled..... Unskilled.....

19) Number of Shifts you work normally.

20) Timing of Shifts.

21) Weekly holidays

22) 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 jobs or have done constant work.
(Details of jobs to be given)

23) Name, Address and Telephone Nos. of some of your most valued clients

24) Approximate value of your output per Year

25) Do you carry stocks of papers and any other material

If so, what stocks do you generally hold?

26) State the nature of printing jobs undertaken by you

(Full details to be given)

27) Do you undertake manufacture of

a) Envelopes b) Office Files..... c)Stickers.....

28) Mention any other specialties of you 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

PART II : TECHNICAL INFORMATION

1)Particulars of composing facilities

a) D.T.P.Systems ,Make Package 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 machines

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 machines

Make Size Colour Speed Other Features if any

4) particulars of Positive & plate making facility

5) Binding & finishing

a) Cutting Machines

make size of Blade Hand/Power Driver

b) Particulars of punching machine

c) Particulars of perforating Machines

d) Particulars of gilding department

6) Have you got Photo-typesetting machine if so, furnish full detail of type faces

7) If any of the equipments mentioned above is under lease, loan or hire purchase agreement, particulars 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/Werequest
Life Insurance Corporation Of India ,Divisional Office ,Guwahati to consider inclusion of my/our name in the list of their approved printers and agree to give full satisfaction to the Corporation in the event of their doing so.

Dated:

Signature:

Seal

Note: The Corporation reserves the right to cancel the name of the printer from its approved lists as this absolute discretion without assigning any reason.



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GDO/OS/Store

Date:- 16.12.2011

To,
The Executive Director (CC)
L I C Of India
Central Office
Yogakshema,Jeevan Bima Marg
Mumbai- 40021

Dear Sir,

Re: Publishing of Advertisement in our official website

Kindly arrange to publish the enclosed advertisement on empanement of firms along with the relevant forms in our official website.

Kindly be informed that the advertisement will be published in our local dailies on 20.12.2011.

Thanking you,

Sr. Divisional Manager.

Encl: as above