



NOTICE

25th November, 2011.

Applications are invited from the Printers having their Printing Press in India for empanelment of Printers for printing following items on job work basis and / or supply of finished products :-

- i) Table Diaries (English)
- ii) Table Diaries (Hindi)
- iii) Table Diaries (Bilingual / Diglot)
- iv) Pictorial Calendars
- v) Internal Plain Calendars
- vi) Premium Table Diary
- vii) Any other items such as pocket diary, desk calendar, etc.. as per our requirement.

Four panel of Printers will be prepared – (1)Table Diary (English), (2)Table Diary (Hindi & Bilingual), (3)Calendar and (4)Premium Diary. The said panel will be valid for 3 years, which may be further extended by 1 year (if required). However, the Corporation reserves the right to reduce the period of validity of panel for less than 3 years, if the circumstances warrant.

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

Printers desirous to be empanelled with us for the above items and fulfilling conditions, as per **Annexure 'A'**, may apply. The applications will be scrutinized on the basis of fulfillment of our conditions for empanelment 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 facia** 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.

: 2 :

The Application Form alongwith the samples (of Diary / Calendar) and the enclosures, as per Annexure 'A', addressed to :-

The Secretary (O.S.),
L.I.C. of India, Central Office,
4th Floor, West Wing, Yogakshema,
MUMBAI – 400 021.

should reach on or before **20th December, 2011 at 11.30 am**, in a sealed envelope superscribed as "APPLICATION FOR EMPANELMENT OF PRINTERS FOR DIARIES & CALENDARS".

**EXECUTIVE DIRECTOR
(E&OS / SBU – ESTATES)**

Conditions for empanelment :-

- 1) The printer should be in profession of printing for minimum 3 years. (Copy of Registration Certificate must be enclosed).
- 2) Annual Turnover should be at least **2 Crore** in any one of the preceding 3 financial years. Average turnover for the last 3 years should be a minimum of **Rs. 1 crore** (Attach copies of P&L Account and Balance sheets for last 3 years).
- 3) The printer should have worked for at least **1 Public Sector or Govt. Undertakings**, including LIC of India during the last 3 Calendar years (attach order copies).
- 4) The printer desirous to be empanelled for printing of **Table Diaries** should have minimum **two 4-colour printing machine, two section-sewing machines and 1 case making machine** and printer desirous to be empanelled for printing of **Calendars** should have minimum **two 4-colour printing machines**. Printer desirous to be empanelled for printing of **Premium Diaries** should have **gilding machine and embossing / debossing machine**, in addition to the above machinery mentioned for Table Diary.
- 5) The printer desirous to be empanelled should have capacity to do all types of bindings, **in-house**. In case of **Table Diary – Section Sewing and Hard- bound and** in case of Calendar – **Spiral Binding**.
- 6) The printer desirous to be empanelled for printing of **Table Diary (Hindi & Bilingual)** should have the **facility of translating English to Hindi**.
- 7) The printer should have registration with State/ local Authorities for undertaking the profession.
- 8) The printer should have minimum **15,000 sq. ft.** premises owned and / or rented under the same name. (Proof to be submitted – either Municipal Certificate in case of owned property or lease agreement for the rented property). It may be noted that in case of job-work basis, paper for printing Diaries & Calendars will be delivered at the Unit registered on our panel.

- 9) Apart from the printing, transportation of Diaries & Calendars to various offices of the Corporation across the country, shall also be required to be undertaken by the Printer, as per the Zone-centre specified.
- 10) The printer desirous of getting empanelled should have executed the order/s of printing of at least **1 lac nos. of Diaries / Calendars in any of the last 3 calendar years**. (It need not be one single job). Printers submitting proof for having executed 1 lac Diaries will be considered for panel of Table Diaries and printers submitting proof for 1 lac Calendars will be considered for panel of Calendars. (order copy/ copies should be attached.)
- 11) The printer desirous of getting empanelled for the above job should submit the copies of their I.T. Returns for the last 3 years.
- 12) The Printer should comply with the provisions of Child Labour Act. The printer will be required to submit an Affidavit in compliance with this Act.
- 13) The Printing Unit to be empanelled should be Central Excise registered. Printer should furnish the ECC Number (Excise Control Code No.).
- 14) In case of e-tendering, the Printer should be agreeable to respond through e-tendering mode. In that case, the printer will be required to obtain Digital Signature. The Printer can arrange for the Digital Signature either from the Service Provider arranged by the Corporation or can avail the service from outside.
- 15) Printers will be required to enclose sample of Diaries / Calendars printed at their press, alongwith the Application Form. Supporting order copy should also be enclosed as proof. Please note applications received without samples (of Diary / Calendar) and supporting order copy will not be considered for empanelment.
- 16) Interested Printers will be required to submit **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.



**APPLICATION FORM TO BE COMPLETED BY THE PRINTERS FOR
GETTING EMPANELLED FOR PRINTING OF DIARIES & CALENDARS**

PART I : GENERAL INFORMATION

1. Name of the Press
(in block letters)

2. Date of Establishment / Incorporation :

3. Address & Telephone No. of the Unit (Press)
to be registered with us, alongwith the
e-mail id and FAX No.

**(In case of multiple unit, 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 :
(as the case may be)

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 Licence :
 - (d) Validity of Licence upto :

12. Is the Press Registered under the following ?
(submit copy of document)
 - (a) Sales Tax Registration No./ VAT Registration No:
 - (b) CST Registration No.:
 - (c) PAN No.:
 - (d) ECC No. for Excise registration

13. Mention the items of printing for which :
you wish to be empanelled (tick your option)

- Table Diary (English)
- Table Diary (Hindi & Bilingual)
- Calendars
- Premium Diaries

14. Do you have facility for translating English
to Hindi :
compulsory for TD (Hindi & Bilingual)

15. State the latest income tax assessed year :
& the amount of tax assessed.
(Copies of I.T. Returns for last 3 yrs. to be attached)

16. Mention the Annual Turn over of the firm	2008 – 09
for the last 3 financial years	
(copies of P&L A/c. and balance sheets	2009 – 10
during last 3 years to be attached)	
	2010 – 11

17. Are you agreeable to undertake transportation of
Diaries & Calendars to the Corporation's Offices
as mentioned in Annexure 'A' ?

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

19. Business Premises :

(a) Whether owned or rented :

(b) Area in Sq. ft. of

Office :

Press :

Godown :

20. Total No. of Permanent Employees (1) Skilled _____ (2) Unskilled _____

21. Number of shifts you work normally :

22. Timings of Shifts :

23. Weekly Holiday :

24. Per day Capacity for printing & transportation of Diaries & Calendars
(on job work basis)

(i) Hard Bound Diaries

(ii) Calendars with spiral binding

25. Whether you have undertaken the) 1)
printing work of any or our Offices) 2)
during the last 3 years. If yes, give) 3)
details (not compulsory))
(copies of printing order to be attached)

26. Value of orders executed during preceding
3 financial years, i.e.

2008 – 09

2009 – 10

2010 – 11

2011 – 12

(copies to be enclosed)

27. Details of printing jobs undertaken)
during any of the last 3 calendar)
years totaling to 1 lac Diaries or)
1 lac Calendars, during any of the)
last 3 calendar years.)

28. Names, Addresses and Telephone) 1)
Nos. of six of your most valued) 2)
Clients (information for) 3)
reference purpose)) 4)
) 5)
) 6)

29. Approximate value of your output per year :

30. Do you carry stocks of papers and other material :

If so, what stocks do you generally hold ?

31. Mention any other specialities of your Establishment :
(separate sheet can be attached)

32. Whether you can print and supply the finished products. If yes, mention the maximum capacity against each item

Table Diary (English)

Table Diary (Hindi & Diglot)

Calendar

Premium Diary

33. Whether Affidavit for complying with the Provisions of Child Labour Act is submitted ?

34. Whether you are agreeable to respond through e-tendering mode of bidding ?

PART II : TECHNICAL INFORMATION

A. PRINTING MACHINES :

TABLE DIARY / CALENDAR

1. No. of printing machines (sheet-fed machines)
(specify 2 colour / 4 colour separately)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed</u>
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a.

b.

c.

2. No. of Web-based printing machines
(specify no. of colours)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed</u>
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a.

b.

c.

Whether the above machines have facility for –

- (i) Folding – in case of Table Diary
- (ii) Sheet cutting – in case of Calendar

3. List of Section Sewing machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed</u>
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a.

b.

c.

4. Case-making machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Speed per day</u>
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a.

b.

c.

5. List of other machines

(Automatic / Semi automatic machines generally used for Diaries & Calendars)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Auto/Semi auto/ Manual</u>
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a.

b.

c.

6. Cutting machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Auto/Semi auto/ Manual</u>
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a.

b.

c.

7. Punching machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>	<u>Auto/Semi auto/ Manual</u>
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a.

b.

c.

8. Folding Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Year of manufacture</u>
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a.

b.

c.

9. Automatic / Semi-Automatic Perfect Binding machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Year of manufacture</u>
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a.

b.

c.

10. Do you have facility for doing perfect Binding with PUR ?
(If yes, give details)

11. Do you have the facility for Spot UV.

FOR PREMIUM DIARY

12. Guilding Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Year of manufacture</u>
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a.

b.

c.

13. Embossing / Debossing Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Year of manufacture</u>
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a.

b.

c.

14. Shrink Wrapping Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Year of manufacture</u>
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a.

b.

c.

Other Facilities :

15. Do you have independent DTP Section ?

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

17. Do you have any other special machinery other than the above for printing Diaries & Calendars?
(Blacklining, Nipping, etc..)
(mention make of machine and year of manufacture)

18. Please furnish detailed particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs which may be entrusted to you.
19. Have your 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.
(If yes, give details)

A pre-empanelment meeting of Printers will be held on 1st December, 2011 at 11.30 am in the 4th Floor, Conference Hall, Yogakshema, Mumbai. One representative of the interested bidder may remain present for the meeting. Modifications / clarifications issued after pre-empanelment meeting will form part of this empanelment procedure.

Date : _____

Signature & Seal

NOTE :

- It may be noted that the printers, who are presently on our panel and are desirous to be empanelled on our panel, are also required to apply afresh, provided they fulfill eligibility conditions.
- 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. Their applications will not be considered.
- Even after the empanelment is done the Corporation reserves the right to remove 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 the job is not found satisfactory, Corporation reserves the right to remove the name of the Printer from the panel. Further, the Corporation also reserves the right to reduce the period of validity of panel for less than 3 years, if the circumstances warrant.
- The Corporation reserves the right to call for missing / additional requirements from the Printers at the time of scrutiny of the application form received in response to this enquiry.
- The Competent Authority for deciding in case of any dispute arising out of issues relating to this notice, is Executive Director (E&OS / SBU – Estates).

