

**LIFE INSURANCE CORPORATION OF INDIA**  
**OFFICE SERVICE DEPARTMENT (03561-255442)**  
**JEEVAN PRAKASH, SHANTIPARA**  
**JALPAIGURI – 735101**

**“EMPANELMENT”**

Sealed application are invited from reputed Firms situated at North Bengal and Sikkim for empanelment as printers and suppliers at LIC of India, Jalpaiguri Divisional Office for printing of various items and supply of Table Stationeries, I.T. consumables, Furnitures & Fittings, Courier Services, Transportation Services, Fire Fighting Equipments, Security & Office Up-keep Services, Catering Services, Telecom Equipments, Franking Machines, Weighting Machine, Note Counting Machine, Fake Note Detector, Glow-sign, Sign Board, Clothiers etc. and repair & maintenance of the above.

The interested Firms are required to apply within 17.00 hours on 22.11.2011. Separate application forms are required to be filled up for each category. Application forms can be had from this office during cash hrs by paying non-refundable amount of Rs. 100/- (Rupees hundred) only. The same can also be downloaded from [www.licindia.com](http://www.licindia.com) (Search Tenders).

Existing printers and suppliers of LIC, Jalpaiguri Divisional Office are also required to apply for fresh empanelment. Printers and suppliers already empanelled in LIC, EZO need not to apply further as they are automatically included.

The Sr. Divisional Manager reserves the right to accept or reject any/all applications without assigning any reason thereof.

**SR. DIVISIONAL MANAGER**

**LIFE INSURANCE CORPORATION OF INDIA**  
**OFFICE SERVICE DEPARTMENT (03561-255442)**  
**JEEVAN PRAKASH, SHANTIPARA**  
**JALPAIGURI – 735101**

**PHONE NO. 03561 – 255442**

**E-mail : [os.jalpaiguri@licindia.com](mailto:os.jalpaiguri@licindia.com)**

**Application Form for Empanelment of Printers/Suppliers**

**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’**

**Conditions for empanelment :**

- 1) The firm/supplier should be in profession for at least 3 years
- 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 Rs. 25 lacs for big jobs in any of 3 financial years (Attach Balance Sheet/CA certificate for 3 years)
- 3) The firm should be on the approved panel for at least 3 reputed Firms from out of which at least one should be Public Sector or Government Undertaking.
- 4) The Firm/Supplier should have registration with state & local authorities for undertaking the profession (Copies of state registration & Municipal Corporation license to be enclosed)

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Application for EMPANELMENT of Printers/Suppliers      Category .....

- 1) Name of the Firm :  
(In Block Letters)
- 2) Date of Establishment/Incorporation :
- 3) Address and Telephone No. :
- 4) Address of Office (If Separate) & Tele. No. :
- 5) Status: Whether 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) indicating  
Designation who would be calling on us and  
Attending to our jobs :
- 9) Name of Bankers with Addresses &  
Telephone Nos. :
- 10) Is the Firm registered under the Factories Act ?  
If so, state :
  - (a) License No. :
  - (b) Date of Last renewal of License –  
Copy of the License 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 with particulars :
- 13) Are you agreeable, to make deliveries to  
Corporation's Offices within and out of  
Jalpaiguri when so directed
- 14) Are you agreeable to abide strictly by the  
Terms & Conditions of the Tenders & Contracts:

- 15) Names of the Offices of the LIC whose 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 done to be given) :
- 16) Name, Addresses and Telephone Nos. of some of your most valued clients. :
- 17) Approximate value of your output per year :
- 18) Mention any other specialties of your Establishment :

I/we .....  
 request LIC of India, Divisional Office, Jalpaiguri to consider inclusion of my/our name in the list of their approved Printers/Suppliers. We agree to abide by all the rules and regulations framed by the Corporation time to time.

**Dated .....this ..... day of ..... 2011**

**Signature .....**  
**(Address with Seal)**

**NOTE : Please type this form or fill it legibly in ink. If space provided in insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.**