

**LIFE INSURANCE CORPORATION OF INDIA**  
**MUMBAI DIVISIONAL OFFICE – II**

**NOTICE**

**APPLICATIONS FOR EMPANELMENT OF PRINTERS, MANUFACTURERS OF CONTINUOUS STATIONERY/ENVELOPES AND DEALERS OF TABLE STATIONERY.**

Applications are invited from Mumbai based printers, manufacturers and dealers for empanelment under above categories (including existing firms on our panel) on job work basis for Mumbai Divisional Office - II.

The printers, manufacturers and dealers desirous to be empanelled with us & fulfilling conditions given below may apply for getting empanelled on the panel of Mumbai Divisional Office - II for jobs undertaken at Mumbai Divisional Office - II.

The applications in questionnaire form along with the enclosures as per Annexure 'A' are to be sent at following address so as to reach us on or before **30.11.2011**

**Manager( OS),  
Mumbai Divisional Office - II,  
L I C Of India,  
112, Sion Koliwada Road,2<sup>nd</sup> floor,  
Sion (E), MUMBAI-400022.**

**Tel: 30492030/**

The cover should be super scribed as “ Application for empanelment of printers/manufacturere of continuous stationery/ envelopes manufacturer/ table stationery

Date: 08.11.2011

Sr. Divisional Manager  
Mumbai Divisional Office - II

NOTE : 1) Printers, manufacturers and dealers who are on our existing panel should also apply for fresh empanelment.

2) Printers, manufacturers and dealers who have been blacklisted / removed earlier, should not apply. If applied, their applications will not be considered.

Conditions for empanelment :

- 1) The printer, manufacturer, dealer should be in profession 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 Rs. 25 lacs for big jobs in any of 3 financial years.( Attach Balance Sheet for last 3 years ).
- 3) The printer, manufacturer, dealer should be on the approved panel of at least 3 reputed Firms from Mumbai out of which at least one should be public Sector or Government undertaking.
- 4) The printer, envelopes manufacturer should have at least one 15” x 20” size single color offset machine & preferably one four Color offset machine, in-house screen printing & binding unit.
- 5) The printer, manufacturer, dealer should have at least 350 Sq. Feet area of operation for printing , binding etc. activities & sufficient storage space at one place only.
- 6) The printer, manufacturer, dealer should have registration with state & local authorities for undertaking the profession ( Copies of registration & other documents are to be enclosed ).

-----



भारतीय आयुर्विमा महामंडळ  
भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

**PART I : GENERAL INFORMATION**

- 1) Name of the Vendor:  
(In Block Letters) \_\_\_\_\_
- 2) Mention the category under which  
applying for empanelment: \_\_\_\_\_  
(Vendor applying for more than one category should fill up separate form for each type)
- 3) Date of Establishment /Incorporation : \_\_\_\_\_
- 4) Address and Telephone No. of \_\_\_\_\_  
Printing press/Manufacturing Unit/shop: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5) Address of Office (If Separate) \_\_\_\_\_  
and Telephone No.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) Status : Whether Sole Proprietor/Partnership/  
Private Limited Company /Public Limited Company: \_\_\_\_\_
- 7) Names of the Proprietor/Partners /Directors : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 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) Whether registered under Shop & Establishment Act, 1948: **YES / NO**  
(If yes, submit xerox copy of Certificate of Registration )
- 11) Whether registered under the Maharashtra  
Value Added Tax Act, 2002 (VAT): **YES / NO**  
(If yes, submit xerox copy of Certificate of Registration)

12) Are you going to charge VAT 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: **YES / NO**  
(If yes, submit xerox copy of Certificate of Registration)

15) Whether registered under Factories Act, 1948: **YES / NO**  
if yes, state -  
(a) Licence No. : \_\_\_\_\_

(b) Date of Last renewal of licence : \_\_\_\_\_  
(Copy of the licence to be enclosed)

16) ESIS No., If any : \_\_\_\_\_

17) EPF Registration No. if any : \_\_\_\_\_

18) PAN No. : \_\_\_\_\_  
(enclose Xerox copy)

19) 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)

20) How do you propose to compensate the loss to the Corporation arising out of theft, Fire or other wise in respect of paper Material supplied to you by us. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(enclose Xerox copy of fire insurance policy)

21) Are you agreeable to make deliveries to Corporation's offices within and out of Mumbai when so directed? \_\_\_\_\_  
\_\_\_\_\_

22) Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts as and when laid down by the Corporation \_\_\_\_\_  
\_\_\_\_\_

23) Area occupied by the shop/press/office: \_\_\_\_\_

24) Total Numbers of Employees : Permanent \_\_\_\_\_ Temporary \_\_\_\_\_  
Skilled \_\_\_\_\_ Unskilled \_\_\_\_\_

25) Number of shifts you work normally : \_\_\_\_\_

26) Timing of shifts : \_\_\_\_\_

27) Weekly Holidays : \_\_\_\_\_

28) Names 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 done to be given)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

29) Name, Addresses and Telephone Nos. of some of your most valued clients:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

30) Approximate value of your output per year : \_\_\_\_\_

31) Are you authorized cartridge dealer: **YES/NO**

32) If yes, mention company name/brand: \_\_\_\_\_  
(enclose Xerox copy of letter of authorization) \_\_\_\_\_

33) Do you carry stocks of papers and any other material : \_\_\_\_\_  
If so, what stocks do you generally hold?  
\_\_\_\_\_

34) State the nature of printing jobs undertaken : \_\_\_\_\_  
by you. (Full details to be given) \_\_\_\_\_

35) Mention any other specialities 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.**

**PART II : TECHNICAL INFORMATION**

1) D.T.P. Facility - whether In-house: **YES / NO**  
If no, please give detail how do you arrange for DTP : \_\_\_\_\_  
\_\_\_\_\_

2) Positives and Plate making facility – whether In-house: **YES / NO**  
If no, please give detail how do you arrange the same: \_\_\_\_\_  
\_\_\_\_\_

3) Particulars of Machines:

a) Offset Machines:

<b>Make</b>	<b>Size</b>	<b>Colour</b>	<b>Speed</b>	<b>Other Features if any</b>

b) Collator machines

<b>Make</b>	<b>Size</b>	<b>Colour</b>	<b>Speed</b>	<b>Other Features if any</b>

c) Pack to pack machines:

<b>Make</b>	<b>Size</b>	<b>Colour</b>	<b>Speed</b>	<b>Other Features if any</b>

d) Cutting Machines/Slitter:

<b>Make</b>	<b>Size of Blade</b>	<b>Hand/Power Driver</b>

4) Do you have Punching machines: **YES / NO**

- 5) Do you have Perforating Machines **YES / NO**
- 6) Do you have In-house Screen Printing facility: **YES / NO**
- 7) Do you have In-house Binding facility: **YES / NO**  
If yes, please give detail : \_\_\_\_\_  
\_\_\_\_\_
- 8) Have you got photo-typesetting machine: **YES / NO**  
If yes, please furnish full details of type faces: \_\_\_\_\_  
\_\_\_\_\_
- 9) If any of the equipments mentioned above is under lease, loan or hire purchase agreement, details should be furnished.  
\_\_\_\_\_  
\_\_\_\_\_
- 10) 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.  
\_\_\_\_\_  
\_\_\_\_\_

I/WE \_\_\_\_\_ request Life Insurance Corporation of India, Mumbai Divisional Office - II 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

Enclosures:(Give list below)

\_\_\_\_\_  
**Note : The Corporation reserves the right to cancel the name of the Printer from its approved lists at their absolute discretion without assigning any reason.**



## मुंबई विभागीय कार्यालय - II

११२, सायन कोळीवाडा रोड, सायन (पूर्व), मुंबई - ४०००२२.

### मुद्रक, कंटिन्यूअस स्टेशनरी/लिफाफे यांचे उत्पादक आणि टेबल स्टेशनरी वितरक यांच्या सूचीबद्धतेसाठी अर्ज

मुंबई विभागीय कार्यालय-II साठी मुंबई/ नवी मुंबई/ ठाणे येथील मुद्रक, उत्पादक आणि व्यापारी यांच्याकडून वरील श्रेणीमध्ये सूचीबद्धतेसाठी (आमच्या सूचीतील सध्याच्या संस्थांसह) अर्ज मागविण्यात येत आहे.

अर्ज दिनांक ३०.११.२०११ रोजी किंवा त्यापूर्वी पोहोचणे आवश्यक आहे.

अधिक माहिती आणि अर्जासाठी आमचे संकेतस्थळ [www.licindia.in](http://www.licindia.in) वर लॉग ऑन करा.

वरिष्ठ विभागीय व्यवस्थापक /एमडीओ II

Size: Marathi 8 (w) x 5 (h)



## MUMBAI DIVISIONAL OFFICE - II

112, Sion Koliwada Road, Sion (E), Mumbai - 400022.

### APPLICATION FOR EMPANELMENT OF PRINTERS, MANUFACTURERS OF CONTINUOUS STATIONERY/ ENVELOPS AND DEALERS OF TABLE STATIONERY

Applications are invited from Mumbai / Navi Mumbai/ Thane based printers, manufacturers and dealers for empanelment under above Categories (including existing firms on our panel) for Mumbai Divisional Office-II.

The applications should reach us on or before 30.11.2011.

For details and application form log on [www.licindia.in](http://www.licindia.in).

Sr. Divisional Manager/MDO II

Size: English 8 (w) x 5 (h)