

ANNEXURE 'A'

Conditions for empanelment:-

- 1) The printer/ firm situated in Mumbai/ Navi Mumbai may apply.
- 1) The printer should be in same profession of printing for at least 3 years. (**Copy of Registration Certificate must be enclosed**).
- 2) Annual Turnover should be at least **Rs.3 lacs to 5 Lacs for small jobs, Rs.5 lacs to 10 lacs for medium jobs and Rs.25 lacs & above for big jobs** in any one of the 3 preceding financial years.(**Attach copies of Balance sheets/P&L A/C for last 3 years for proof of Annual Turnover**).
- 3) The printer should have worked in Mumbai for at least 3 reputed firms / Govt./ Public Sector Undertakings or both, including LIC of India during last 3 years. (**attach order copies**).
- 4) The printer should have at least one single colour and one 4-colour offset machine, in-house stitching & Binding unit and/or Screen printing unit.
- 5) The printer should have registration with State/ local Authorities for undertaking the profession. (**copies of state registration & local Authority / B.M.C. license to be enclosed**).
- 6) The printer should have at least area of operation for printing, binding etc. activities & storage space at one place only as under:
 - a) For printers for doing Medium & small printing jobs ----- **1000 sq.ft.**
 - b) For printers for doing prime (Big) printing jobs ----- **2000 sq.ft.**
- 7) The printer desirous of getting empanelled their printing press for various printing jobs floated by Central Office, Mumbai should submit the copies of **I.T. Returns for last 3 years**.
- 8) 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.
- 9) In case it is decided to implement **e-tendering (on-line tendering)** the Printer will be required to register with our portal, even if the printer is included in the panel out of this process. Please note that in case the process of e-tendering is implemented, the printing jobs will be an open tender and whoever registers under the portal will only become eligible to quote.

Ref: CO / OS

***QUESTIONNAIRE TO BE COMPLETED BY PRINTING PRESS FOR
GETTING EMPANELLED***

PART I : GENERAL INFORMATION

1. Name of the Press :
(In block letters)

2. Date of Establishment / Incorporation :

3. Address & Telephone No. of the Press :
and E - mail address

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 Limited Co./Public Ltd. Co.

7. Names of Proprietor/ Partners / Directors :

8. Names of Chief Executives with their :
present addresses & Telephone Nos.
(landline and Mobile)

9. Names and Telephone 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 ?

If so, state –

- (a) Date of Registration :
 - (b) Licence No. :
 - (c) Date of last renewal of Licence :
 - (d) Validity of Licence upto :
 - (e) Sales Tax Registration No./ VAT Registration No:
 - (f) CST Registration No.:
 - (g) PAN No.:
 - (h) If registered under Excise, Excise Registration No :
 - (i) ESIS NO. (if any)
 - (j) EPF Registration No:
-

12. Mention the type of printing job/s for which :
you want to be empanelled : (Small/ Medium/ Big/ All)

13. Whether holding certificate under shop & :
Establishment Act, duly renewed.
(copy should be enclosed)

14. State the latest income tax assessed year : Last Tax assessed Year : _____
& the amount of tax assessed. Year Tax assessed (Rs.)
(Copies of I.T. Returns for last 3 yrs. to be enclosed)

15. State the Annual Turnover for last 3 years (year wise): Year Amt. of Turnover (Rs)
(copies of Trading/P&L A/c as a proof to be enclosed).

16. Are you agreeable to make deliveries to :
Corporation's Offices within and out of
Mumbai when so directed ?

17. Business Premises :

(a) Whether owned or rented :

(b) Area in Sq. Ft. of

Office :

Press :

Godown :

18. Total Number of Permanent Employees:

(1) Skilled- _____ (2) Unskilled- _____

19. Number of shifts you works normally :

20. Timings of Shifts :

21. Weekly Holiday :

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. Names of the Offices of **LIC of India**) 1)
)
whose printing work) 2)
)
you might have undertaken during) 3)
)
the last 3 years with short) 4)
)
description of work done) 5)

**(Mention only those offices for which you have done sizable jobs
Or have done constant work and enclose order copies)**

24. Names, Addresses and Telephone) 1)
)
Nos.of your most valued) 2)
)
Clients :) 3)
) 4)
(Including atleast one from
Govt. or Public Sector/ undertaking) 5)

25. Approximate value of your
output per year :

26. Do you carry stocks of
papers and other material
If so, what stocks do you
generally hold ?

27. State the nature of printing jobs undertaken:
By you (Full details to be given)

28. Do you undertake manufacture of :
a) Envelopes
b) Office files
c) Stickers

29. Mention any other specialities
of your Establishment/ firm

Notes:

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 to the form.

2) Each page of the Questionnaire Form should be signed and stamped by the Authorized person.

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:

1) Particulars of scanning machines being used:
(Make & year of purchase)

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 Positives and Plate making facility:

5) **BINDING AND FINISHING** :

a) Cutting Machines:

Make	Size of Blade	Hand/ Power Driver

b) Particulars of punching machines:

Sr. No.	Make	Year of purchase

c) Particulars of perforating Machines:

Sr. No.	Make	Year of purchase

d) Particulars of gilding department:

6) Have you got photo-typesetting machine?
If so, please furnish full details of type faces:

7. Do you have independent DTP Section ?

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

9. Any other special machinery you
are having other than the above?

10. If any of the equipments mentioned
above is under lease, loan or hire
purchase agreement, full particulars
of such agreement should be furnished.

11. 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.

I / We M/s _____ request Life Insurance Corporation of India, Central Office, 'Yogakshema', Mumbai-400 021 to consider inclusion of my/ our name in list of their approved printers and agree to give full satisfaction to the Corporation in the event of their doing so.

Date : _____

Signature of Proprietor / Partner
(Authorized person)

Seal of the firm:

NOTE :

- It may be noted that the printers, who are presently on our panel and are desirous to get empanelled, are also required to apply afresh for their empanelment provided, they fulfill our conditions.
- Further, the 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.
- If empanelment is done the Corporation reserves the right to cancel the name of the Printer from its Approved List at its absolute discretion.
- Though the Panel is for 3 years, periodical review will be undertaken and if job not found satisfactory, Corporation reserves the right to cancel the name from the panel.
- Each page of the Questionnaire Form should be signed and stamped by the Authorized person.

