



LIFE INSURANCE CORPORATION OF INDIA
KHARAGPUR DIVISIONAL OFFICE

NOTICE

Applications are invited from the printers having their Printing press at Kolkata / Howrah / Purba Medinipur / Paschim Medinipur for the empanelment of printers for various primes, medium and small printing jobs of Kharagpur Divisional Office. The printers desirous to be empanelled with us for printing of various jobs & fulfilling conditions as per Annexure 'A' may apply for getting empanelled on the panel of Kharagpur 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 at following address so as to reach us on or before 15th January 2010 at 3 p.m.

MANAGER (OS)
LIC OF INDIA
KHARAGPUR DIVISIONAL OFFICE
O.T. Road, P.O. – Inda, Kharagpur,
Dt.- West – Midnapore, Pin – 721 305

Encl : Part – I & Part - II

The cover should be super scribed as “**Application for Empanelment of Printer**” Sr. Divi. Manager

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 Printer 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 lakh for small jobs, Rs.2 lakh to Rs.10 lakh for medium jobs and above Rs.25 lakh for big jobs in any of 3 financial years. (Attach Balance Sheet/ CA certificate for 3 years).
- 3) The printer should be on the approved list of at least 3 reputed Firms from Kolkata / Howrah / Purba Medinipur / Paschim Medinipur out of which at least one should be Public Sector or Government Undertaking.
- 4) The Printer should have registration from state or local Authorities for undertaking of profession (copies of State registration and B.M.C. license to be enclosed).
- 5) The printer should have at least 2000 sq. ft. area of operation for printing, binding etc. activities & sufficient storage space at one place only.

PART – I

QUESTIONNAIRE FOR PRINTING PRESS

PART I : GENERAL INFORMATION

- 1) Name of the Firm (In Block Letters):.....
- 2) Date of Establishment / Incorporation:.....

- 3) Address, Telephone No. & email-id :
- 4) Address of Office (if separate) Telephone No. & email-id.
- 5) Status: Whether Partnership / Private Limited Company / Public Limited Company
- 6) Names 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 and telephone nos.:
- Bk. A/C. No. Type of A/c.
- 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 and establishment act, duly renewed. Copy should be enclosed.....
- 12) State the latest Income tax :
- 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 out of Kharagpur when so directed?
- 16) Are you agreeable to abide strictly the terms and conditions of the Tenders and Contracts (copies annexed)

- 17) Area occupied by the Press :
- 18) Total Numbers of Employees : Permanent _____ Temporary _____
 Skilled _____ Unskilled _____
- 19) Number of shifts you work normally :
- 20) Timing of shifts :

- 21) Weekly Holidays :
- 22) 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 job done to be given)

- 23) Name, Addresses 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 job 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 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

- 1) Particulars of composing facilities:
 - a) D.T.P. systems, Make, Packages, Languages, Other features if any :
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 - b) Other composing facilities, such as hand composing
- 2) Particulars of Scanning Machines being used
- 3) Printing Machine
- 4) Particulars of Positive & Plate making facility :
- 5) Binding and Finishing : (a) Cutting Machine..... (b)
- 6) Have you got photo-typesetting machine? If so, please furnish full details of type faces :
- 7) If any of the equipments mentioned above is under lease, loan or hire purchase agreement should be furnished :
- 8) Please furnish details 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 request Life Insurance Corporation of India, Kharagpur Divisional Office, Kharagpur 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

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

