

WEB-SITE ADVERTISEMENT



कार्यालय सेवा विभाग, केंद्रिय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, पो. बा.न. 19953, मुम्बई- 400 021.
Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai- 400 021.
दुरभाष Tel.: 22810689, 22028486 फ़ैक्स/ Fax: 22045607.

NOTICE

Application are invited from the firms / suppliers situated in Mumbai (Fort to Dadar) for empanelment on our panel for supply of following items as mentioned below :-

- Table and Office stationery including continuous stationery,
- IT Consumables such as ink cartridges, ribbons, CDs, DVDs, Data cartridges, Floppies, etc..
- Office upkeep items.

Vendors desirous to be empanelled with us for supply of above items and fulfilling conditions as per Annexure 'A' enclosed, may apply for getting empanelled on our panel for supplying above items to our Central Office,

The sealed application in questionnaire form (Annexure 'B') alongwith the enclosures, should be superscribed as "Application for empanelment or _____" and sent at the following address, so as to reach us on or before 30th June, 2009.

The Secretary (O.S.),
L.I.C. of India, Central Office,
Yogakshema, 'West Wing',
OS Department, 4th floor,
Jeevan Bima Marg,
MUMBAI – 400 021.

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

- NOTE : 1) Stationers or Suppliers who are on our existing panels also may apply for fresh empanelment.
2) Stationers or Suppliers who have been blacklisted earlier, should not apply. If applied their application will not be considered.



ANNEXURE 'A'

GENERAL CONDITIONS FOR EMPANELMENT :

- 1) The Firm / Vendors situated in Mumbai (Fort to Dadar area) may apply.
- 2) The firm should be in same profession atleast for three years. (Copy of registration certificate must be enclosed).
- 3) Annual turn over should be as under :-
 - a) For Table and Office Stationery including continuous stationery – minimum Rs.15 lacs per annum.
 - b) For IT consumable such as ink cartridges, ribbons, CDs, DVDs, Data Cartridges, Floppies, etc.. – minimum Rs. 15 lacs per annum.
 - c) For Office upkeep items minimum Rs. 2 lacs per annum
- 4) Copies of last 3 years I.T. returns, Balance Sheet and Revenue Account to be enclosed.
- 5) The vendor should be on the approved panel of at least for 3 reputed firms from Mumbai, out of which at least one should be Public Sector or Government undertaking.
- 6) The vendor should have registration with State and local authorities for undertaking the profession. (Copies of the state registration, BMC licence, VAT / Tan No., Excise registration, to be enclosed).
- 7) Vendor should keep sufficient stock in hand so as to comply with requirement without delay otherwise Firm / Vendors will be removed / black-listed from the panel.
- 8) Vendor should furnish the specific brand or make. In case of authorized dealer, copy of authorized dealership must be enclosed.
- 9) Vendor should fill the Form in Annexure B', i.e. General Questionnaire (Q1 to Q23)
- 10) Vendor should make deliveries to the Corporation's Office at Mumbai with no extra cost.
- 11) Vendor should abide strictly by the Terms and Conditions of the Tender / Contract as and when laid down by the Corporation.
- 12) Decision of the Corporation on inclusion of the Supplier / Vendor on our panel will be final.



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Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, P.B.No. 19953, Mumbai- 400 021.

ANNEXURE 'B'

***QUESTIONNAIRE FOR STATIONERY / CARTRIDGE DEALERS AND
OFFICE UPKEEP SUPPLIES***

- 1) Name of the Stationer / Supplier :
(in block letters)

- 2) Date of incorporation of Establishment :

- 3) Address and Telephone No. :

- 4) Address of Office (if separate)
and Telephone No.

- 5) Status – Whether Sole Proprietor /
Partnership / Pvt. Ltd. Company /
Public Ltd. Company

- 6) Names of the Proprietor / Partners / Directors :

- 7) Name of Chief Executive with his :
present address & 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 and Telephone Nos. :
- 10) Please State :
- (a) PAN No :
 - (b) TAN No :
 - (c) ESIS No. if any :
 - (d) EPF Registration No., if any :
 - (e) Excise Registration
- 11) Whether holding certificate under Shops & Establishment Act, duly renewed. Copy Should be enclosed and VAT clearance Certificate. :
- 12) 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
- 13) Are you agreeable to make deliveries to Corporation's office at Mumbai with no extra cost ? :
- 14) Are you agreeable to abide strictly by the Terms and Conditions of the Tenders & Contracts as and when laid down by the Corporation. :
- 15) Area occupied by the shop :
- 16) Total No. of Employees : Permanent _____ Temporary _____
Skilled _____ Unskilled _____

- 17) Weekly Holidays :

- 18) Name of the offices of the LIC to whom you may have supplied cartridges and / or Stationery during last 3 years. Please enclose order copies

- 19) Name, Address and Telephone Nos. : of some of your most valued clients

- 20) Approximate value of your turnover : per year

- 21) Do you possess certificate of authorized : Distributor from manufacturers of Data Ink Cartridges, Ink cartridges, CDs, DVDs and Stationery. If yes, please provide the latest copy of the same.

- 22) Mention any other specialities of your Establishment :

- 23) Please furnish details / particulars of any 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, Central Office, to consider inclusion of my / own name in the list of their approved Stationery / Cartridge Dealer and agree to give full satisfaction to the Corporation in the event of doing so.

Dated : _____

Signature : _____

NOTE :

- 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) **The Corporation reserves the right to cancel the name of the Stationer / Supplier from its approved lists at their absolute discretion without assigning any reason.**