



LIFE INSURANCE CORPORATION OF INDIA  
KHARAGPUR DIVISIONAL OFFICE

NOTICE

Applications are invited from the firms / suppliers having their Printing press at Kolkata / Howrah / Purba Medinipur / Paschim Medinipur for the empanelment for various jobs of Kharagpur Divisional Office, Kharagpur as under supply of:-

1. Table and office stationery such as pens, files etc.
2. IT consumables such as cartridges, floppies, CDs, Printer head etc.
3. Crockery items.
4. Note counting machines, fake currency detector.
5. Furniture and fittings.
6. Water purifier.
7. Courier Services.
8. Transportation services.
9. Security services.
10. Office upkeep services.
11. Catering services.

The firms / suppliers desirous to be empanelled with us for 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 15<sup>th</sup> 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**

The cover should be super scribed as "**Application for Empanelment of firms / suppliers**" 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 firm / supplier 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 firm should be on the approved list of at least 3 reputed Firms from Kolkata or Howrah or Purba Medinipur or Paschim Medinipur out of which at least one should be Public Sector or Government Undertaking.
- 4) The firm / supplier should have registration from state or local Authorities for undertaking of profession (copies of State registration and B.M.C. license to be enclosed).

**QUESTIONNAIRE FOR FIRM / SUPPLIER**  
**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.: .....
- .....
- Bank Account No..... Type of account.....
- 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) Are you agreeable to make deliveries to Corporation's offices within and out of Kharagpur when so directed? .....

15) Are you agreeable to abide strictly the terms and conditions of the Tenders and Contracts (copies annexed) .....

16) 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 job done to be given)  
.....  
.....  
.....

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

18) Approximate value of your output per year : .....

19) 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.**

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 firms/suppliers 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.**