



O.S.DEPARTMENT
7TH Floor, Jeevan Prakash Building,
Tilak Road, Ahmedabad::380001,
Phone No: 079-25511768, 25508775,
e.mail : os.ahmedabad@licindia.com

NOTICE

Applications are invited from the vendors/firms for the empanelment for various jobs as mentioned below for **DIVISIONAL OFFICE, AHMEDABAD.**

Category of vendor/Firm for supply of:

(A) FURNITURE AND FIXTURES:

- 01) Furniture & Fittings (Wooden & Iron) Safes, Fire/Water proof storage equipments.
- 02) Purchase of Water cooler, Water Purifiers, Air coolers, Photo copier Machine, R.O. Systems
- 03) Purchase of Franking Machines, Weighing Machines and Calculators
- 04) Telecommunication equipments such as EPABX, Fax etc.
- 05) Purchase of Note Counting Machine, Fake note detectors
- 06) Purchase of Policy Stamping Machine
- 07) Making of Glow sign/ Back lit Board, Flex Board, Foam Sheet Board etc.
- 08) Purchase of electrical items like fans, Emergency light, Wall clock etc.
- 09) A M C for Water coolers, Air coolers, Air Conditioners, Water purifiers/ R.O. Systems /Aqua guard, Copier Machine, Type writers, Duplicating Machines, Franking Machines, Note Counting Machine, Policy Stamping Machine, EPABX, Fake Note Detectors, Fax Machines etc.

(B) PRINTING AND STATIONERY:

- 10) Printing & Stationery such as Forms, Paper etc.
- 11) Table and Office Stationery
- 12) Computer Continuous Stationery – Printed/Blank
- 13) Envelopes Suppliers, PVC/Plastic Wallet, Folder Suppliers
- 14) IT Consumables–Computer peripherals such as cartridges, printer ribbons, print heads, Lap top Batteries/charger etc.
- 15) Printing of Identity Cards for our Employees
- 16) Rubber stamps/Computer Nylo stamps, Binding work

(C) ESTATE RELATED MATTERS:

- 17) House keeping & Maintenance services for Office Premises/Guest House
- 18) Waste paper purchase with lifting services
- 19) News paper Advertising Agencies
- 20) Supply of cleaning material
- 21) Laundry services
- 22) Drinking water suppliers
- 23) Security Services
- 24) Security Systems and its maintenance
- 25) Fire extinguishers (All type) including refilling
- 26) Cleaning of under ground and over head water tanks

(D) OTHER ITEMS:

- 27) Railway and Air Ticket Booking
- 28) Courier Service

The vendors/firms desirous to be empanelled with us for above said jobs (**Category No. 1 to 8, 10 to 14 and 23 to 25**) and fulfilling conditions as per Annexure” A “enclosed, may apply for empanelment of **DIVISIONAL OFFICE, AHMEDABAD** for jobs undertaken at division office Ahmedabad For **Category No. 9, 15 to 22 and 26 to 28** separate enclosed application form may be used.

The applications in questionnaire form along with the enclosures i.e. necessary certificates in evidence for the facts mentioned in the forms are to be sent at the following address so as to reach us on or before **31/01/2012**.

**Sr. Divisional Manager
L I C of India, 7th Floor, O. S. Department,
“JEEVAN PRAKASH” Bldg.
Tilak Marg, AHMEDABAD – 380001.**

The cover should be super scribed as “Application for empanelment of _____ (Mention category listed above) with Category No. _____.Application form fee Rs. 250/- to be paid by Cash/Demand Draft favoring “LIC OF India” payable at Ahmedabad.

Manager (OS)

- NOTE**
- 1) Vendors/suppliers who are on our existing panel should also apply for fresh empanelment.
 - 2) Vendors/suppliers have been blacklisted/ removed earlier, should not apply. If applied, their
 - 3) The Corporation reserves the right to include/exclude/cancel the name of the Vendors/Suppliers from its approved list at its absolute discretion without assigning any reason.



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Questionnaire for empanelment
PART – I: GENERAL INFORMATION

1) Name of the Dealers :
(In Block Letters)

2) Date of Establishment / Incorporation:
(Enclose certificate)

3) Address and Telephone No. :

4) Address of Office (If Separate) :
And Telephone No. /Mobile No.

5) Status: Whether Partnership/ :
Private Limited Company /
Public Limited Company

6) Names of the Proprietor/Partners/
Directors :

7) Name of Chief Executive with :
His present addresses and
Telephone Nos. /Mobile No.

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) Is the press 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) GST NO. :
(d) CST NO. :
(e) VAT NO. :
(f) TAN NO. :
(g) ESIS NO. if any :
(h) EPF Registration No. if any :

11) Whether holding certificate under
Shops & establishment act, duly
Renewed. Copy should be enclosed.

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.
Please mention your PAN No.
(Copy to be enclosed)

13) Are you agreeable to make free
Deliveries to our DIVISIONAL OFFICE, AHMEDABAD?

14) Are you agreeable to submit samples
Whenever called for?

15) Are you agreeable to enter into a
Rate contract or running contract or
Fixed quantity contract?

16) Are you agreeable to abide
Strictly by the Terms and Conditions
Of the Tenders and Contracts as and when
Laid down by the corporation.
(Copies annexed)

17) Area occupied by the Shop/Press:

18) Total Number of Employees:
Permanent _____ Temporary _____
Skilled _____ Unskilled _____

19) Number of shifts you work normally :
Timing of shifts :

20) Weekly Holidays:

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

22) Name of the L I C OFFICES whose printing
Work you might have done during the last
Three years. :
(Details of jobs given by LIC and completed
By you, enclosed certificates)

22) Approximate value of your Turnover per year:

22) Do you carry stocks of papers and any other
Material. If so, what stocks do you generally hold?

23) Do you possess certificate of authorization from manufactures of
Cartridges: If yes, please provide copy of the same.

24) Mention any other specialties of your Establishment:

Contd. part -II

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

2) Particulars of scanning machines being used.

3) Printing Machine

a) Offset Machine

| Make | Size | Colour | Speed | Other features, if any |
|-------------|-------------|---------------|--------------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

b) Pre-printed continuous stationery machine

| Make | Size | Colour | Speed | Other features, if any |
|-------------|-------------|---------------|--------------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

c) Letter press machines

d) Screen printing facility

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.

c) Particulars of perforating machines.

d) Particulars of gliding department.

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 any other agreements you may have entered in to 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, AHMEDABAD DIVISIONAL OFFICE**, to consider inclusion of my/our name in the list of their approved vendors and agree to give full satisfaction to the Corporation in the event of their doing so.

P.S.: Application form fee Rs. 250/- paid by Cash/Demand Draft vide M.R.No. _____ dated _____.

Dated:

Signature:

Note (1). Please type this form or fill it legible in ink. If space provided is insufficient, Please write the replies on a separate sheet giving appropriate question number and attached it to the form. Please affix your firm/company seal with authorized signature on every page.

Note (2). The corporation reserves the right to include/exclude/cancel the name of the printer from its approved lists at their absolute discretion without assigning any reason.



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Annexure "A"

Conditions for empanelment

- 1) The firm should have been established at least three years before. (Copy of registration certificate must be enclosed)
- 2) Annual Turnover should at least Rs.2 lacs. (Attach Balance Sheet for 3 years).
- 3) The firms should be on the approved panel of at least 3 reputed Firms from Gujarat out of which at least one should be public Sector or Government undertaking. (Enclose copy of letter of empanelment duly certified)
- 4) The firms should have at least 300 Sq. Feet area of operation for printing, binding etc. activities and sufficient storage space.
- 5) The firms should have registration with state & local authorities for undertaking the profession (Copies of state registration & A. M. C. License,VAT/TAN/PAN /CST/GST No. to be enclosed)
- 6) Vendors/Firms should keep sufficient stock in hand, so as to comply with requirements without delay.
- 7) Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of authorize dealership must be enclosed.)
- 8) Corporation reserves the right to cancel your application without giving any reason.
- 9) Application should reach us on or before **31.01.2012** with necessary documents/copy stated in Application form Part – I & II. Incomplete application will be rejected.
- 10) Any dispute subject to **AHMEDABAD** jurisdiction.

**SR. DIVISIONAL MANAGER
AHMEDABAD DIVISION.**



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Application for empanelment for catatory no. : _____

09) A M C for Water coolers, Air coolers, Air Conditioners, Water purifiers/ R.O. Systems /Aqua guard,Copier Machine, Type writers, Duplicating Machines, Franking Machines, Note Counting Machine, Policy Stamping Machine, EPABX, Fake Note Detectors, Fax Machines etc.

15) Printing of Identity Cards for our Employees

16) Rubber stamps/Computer Nylo stamps, Binding work

17) House keeping & Maintenance services for Office Premises/Guest House

18) Waste paper purchase with lifting services

19) News paper Advertising Agencies

20) Supply of cleaning material

21) Laundry services

22) Drinking water suppliers

26) Cleaning of under ground and over head water tanks

27) Railway and Air Ticket Booking

28) Courier Service

1. Name of the Firm/Agency: _____

2. Address of the office: _____

Tel. No./ Mobile no.

3. Name of the Proprietor/s Chief Executive
with Tel. No./ Mobile no. _____

4. Date of establishment: _____
(Enclose Certificate)

5. Name and address of present clients: (Attach separate statement)

6. Whether Registration Certificate under Shop and Establishment Act duly renewed? Yes/No.
(If yes, attach copy)

7. Whether holding Registration Certificate issued by Regional Provident Fund Commissioner? Yes/ No.
(if yes, attach copy)

8. Whether holding Registration Certificate issued by Employees State Insurance Corporation? Yes/No.
(if yes, attach copy)

9. Whether holding Registration Certificate issued by Superintendent of Central Excise and Customs Government of India for Service Tax?
Yes/ No.
(If yes, attach copy)

10. Affidavit by the Proprietor for ownership of the firm should be attached.
11. Income-Tax PAN no. : _____
(enclose copy)
12. Number of Staff employed: _____
13. Copy of Income Tax Clearance Certificate and latest Income Tax return should be attached.
14. Copy of License issued by Office of Labour Commissioner should be attached.
15. Address of workshop, if any :
Tel.no. _____ :
16. Do you have dealership of any standard Firm/Brand/Make ?
17. Other details:

Signature

(Name of the Proprietor/s Chief Executive)

Date: _____

Place: _____

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.

P.S.: Application form fee Rs. 250/- paid by Cash/Demand Draft vide
M.R.No. _____ dated _____.