

Ref.:KMDOI/OS/Store

Date – 07/01/2026

### NOTICE FOR EMPANELMENT

#### Applications are invited from the Firms/Printers/ Suppliers/ Vendors/ Dealers/ Service Providers under different Categories for Empanelment under KMDO I.

Applications are invited from the Firms/ Printers/ Suppliers/ Vendors/ Dealers/ Service Providers having their establishment in or around Kolkata, already empanelled in other Divisions of LICI for empanelment for supply of stationery items, Printing Stationery, Trophy, Gift Items, Event Management, Maintenance and Service related jobs at Kolkata Metropolitan Divisional Office – I and branches under it for the period from 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2029. The various categories are appended below:-

#### **Category I**

1. Supply of Table Stationery Items
2. Supply of stamp/ visiting cards/ pads/ I Card/ Lamination Work/ Name Plate/ Notice Board/ Vinyl Board/ Inventory Numbering
3. Supply and maintenance of Telephones with EPBX
4. Supply of Crockery Items
5. Supply of Package Drinking Water
6. Maintenance of Xerox Machine
7. Repair of furniture and fittings
8. Disposal of scrap / waste paper/ unserviceable furniture/ equipments
9. Disposal of e-waste
10. Indoor plant maintenance
11. Shifting of Office Furniture: Almirah, Cabinet, Racks, Papers, etc.

#### **Category II**

1. Supply of printing items/ magazine
2. Supply of steel furniture: Almirah, Rack, Cabinet, Chair, Table, etc.
3. Supply of Plastic articles/ Chairs/ Tables
4. Maintenance of Fake Note Detecting & Note Counting Machine
5. Supply of Fire Extinguishers, refilling, maintenance and training
6. Servicing of Fire Alarm and Sprinkler System
7. Supply and maintenance of Water Cooler/ Purifiers
8. Repair and maintenance of AC machine
9. Civil (Builders) Maintenance Works
10. Electrical Maintenance Works
11. Sanitary & Plumbing with water work & maintenance
12. Installation, Repair & Maintenance of Network Cabling
13. Firms dealing with pesticides/ rat killers
14. Maintenance and / Repair of Modular Office Furniture in modernized set-up
15. Repair and maintenance of UPS
16. Courier Services
17. Supply of Cloth/ Curtains/ Towel and other similar items



18. Supply of Computer Consumable items like, Printer ribbon, Printer heads, Ink cartridge, etc.	<b>Category III</b>
1. Supply of Continuous Stationery items	<b>Category VI</b>
1. Supply of Trophy 2. Supply of gift Items, Mementos 3. Event Management (all inclusive e.g. travel, supply of foods at meetings/ events/ conference, hotels/ venues, catering and related items)	

The interested Firms/ Printers/ Suppliers/ Vendors/ Dealers/ Service Providers fulfilling eligibility criterion and agreeable to the set Terms and Conditions are requested to apply and submit their applications within 3.00 PM on 17<sup>th</sup> February, 2026. Necessary application forms can be downloaded from our website [www.licindia.in](http://www.licindia.in) view Tenders or may be obtained from OS Department (9<sup>th</sup> Floor), LIC of India, Kolkata Metropolitan Divisional Office – I, Jeevan Prakash, 16 C R Avenue, Kolkata – 700072.

Separate Application Forms are required for Printers.

The envelope should be superscribed as “Empanelment of Firms/ Printers/ Suppliers/ Vendors / Dealers/ Service Providers (as appropriate) along with respective Serial No. ...” and to be submitted in the Drop Box at OS Department (9<sup>th</sup> Floor), LIC of India, Kolkata Metropolitan Divisional Office – I, Jeevan Prakash, 16 C R Avenue, Kolkata – 700072. The Applications sent through Post or Courier Services should reach our Office on or before last date within stipulated time.

Last date of submission of completed application form is up to 3.00 PM on 17.02.2026.

Note:

1. Existing empanelled Firms should apply for fresh empanelment.
2. Establishment interested for multiple categories have to submit applications separately and to pay application fees separately.
3. Black Listed firms/ removed earlier, by any office of LIC of India, should not apply (if applied will not be considered).
4. Any correction or modification of this Notice of Empanelment will be published in our website [www.licindia.in](http://www.licindia.in) as corrigendum to the Notice of Empanelment.

*Desh /*  
**Sr. Divisional Manager**

**ELIGIBILITY CRITERION**

1. Firms/ Printers/ Suppliers/ Vendors / Dealers/ Service Providers (as appropriate) should be in the profession continuously for at least last 3 years (copy of Trade license / registration certificate with renewal of Municipality/ Corporation/ statutory authority etc. for 3 years must be enclosed).
2. Annual turnover should be as per following Table:

<b>Category mentioned in Notice for Empanelment:</b>	<b>Annual Turnover (Rs.)</b>
1. <b>Category I</b>	3 Lakh and above
2. <b>Category II</b>	5 Lakh and above
3. <b>Category III</b>	15 Lakh and above
4. <b>Category VI</b>	3 Lakh and above

(Please attach last 3 years Income Tax returns with PL Account and Balance Sheet)

- The Firms/ Printers/ Suppliers/ Vendors/ Dealers/ Service Providers must be in the approved panel of at least 3 reputed firms out of which at least one should be preferably a Government/ Public Sector or Govt. undertaking. (Enclose letter of approval of the panel or any other supporting documents).
- Must possess PAN from Income Tax Authority and have Bank Account.
- ESIC Registration No., EPF Registration No., Factory Registration No., NSIC Registration No./ MSME Registration NO., GST registration No. wherever applicable.
- The Firms/ Printers/ Suppliers/ Vendors/ Dealers/ Service Providers must possess Office e-mail address and telephone number.
- The Firms/ Agencies for management of Waste materials and E-waste must have proper authentication from the Government authority and after disposal/ dismantling must submit Certificate from the Central/ State Authorities.

*Abdul*  
Sr. Divisional Manager

*D. S. S. S. S.*

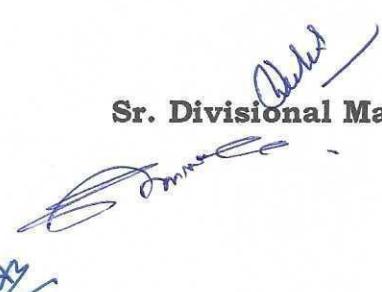
## **Terms and Conditions for empanelment [For all Category]**

- a. The applicant desirous to be empanelled should have their establishment in or around Kolkata or already empanelled in other division of LIC of India.
- b. All requisite Licenses and other relevant documents conforming Govt. Rules should be up to date.
- c. Period of Empanelment will be for 3 years, i.e. 01.04.2026 to 31.03.2029.
- d. Application Fee: Rs.200/- with 18% GST ie Rs.236/- for each category (non-refundable) i.e. if any vendor applies for 2 categories it has to pay Rs.472/- (inclusive of GST) and apply in 2 Envelops with all relevant documents in each envelop separately. One vendor can apply for more than one category. In case the forms are downloaded, the application fee is payable either depositing cash in our cash counter or by a demand draft favouring LIC of India, payable at Kolkata. Application submitted without application fee will not be considered as valid application.
- e. The applicant must fulfill the eligibility criterion mentioned.
- f. Printers should fulfill additional eligibility criterion mentioned in respective application forms.
- g. Existing empanelled vendors/ Service providers must apply for each category.
- h. Application Form:  
Annexure – A:- For all (other than Printers)  
Annexure B:- For printers
- i. Application should be properly filled up along with all required documents
- j. The application fee either can be deposited at cash counter or a demand draft may be attached favouring LIC of India, payable at Kolkata.
- k. Mere submission of application will not mean empanelment, the decision of the Corporation is final in this regard.

The Interested Firms/ Printers/ Suppliers/ Vendors/ Dealers/ Service Providers fulfilling eligibility criterion and agreeable to the set Terms and Conditions are requested to apply as per respective prescribed forms along with application fee for getting empanelled on the panel of KMDO – I for 3 years (01.04.2026 – 31.03.2029).

Note:

1. The Firms/ Printers/ Suppliers/ Vendors/ Dealers/ Service Providers (as appropriate) who are already in our panel should also apply afresh for empanelment under each category.
2. The Firms/ Printers/ Suppliers/ Vendors/ Dealers/ Service Providers (as appropriate) who have been Black listed/ removed earlier, should not apply and their application will not be considered.

  
**Sr. Divisional Manager**

**FORMS TO BE FILLED UP BY FIRMS/ SUPPLIERS/ VENDORS/ DEALERS/ SERVICE PROVIDERS (other than Printer)**

Applied for Sl No.....Category.....	Name of the particulars against the Serial No.
	.....

**PROFILE OF THE VENDOR**

1	<b>Name of the FIRM (In Block Letters)</b>	
2	<b>Date of Establishment/ Incorporation</b>	
3	<b>Office Address</b>	Ph - No. E-mail
4	<b>Factory Address (if any)</b>	
5	<b>Status of the firm: (Whether Pvt. Ltd. Company/ Public Ltd. Company/ Partnership Firm/ Proprietorship Firm)</b>	
6	<b>Name of the Proprietor/ Director/ CEO (as the case may be):</b>	
7	<b>Name, Address, Tel. No., Mobile No., e-mail of the Chief Executive</b>	
8	<b>Whether registered with the Registrar of Companies/ Registrar of Firms in India. If so, mention Number and date and enclose Registration Certificate copy.</b>	
9	<b>(a) License No. (b) Last renewed on</b>	(a)




	<b>Documentary evidence (last 3 years)</b>	(b)
10	<b>Name of the Banker with address, Telephone No., Bank Account No., IFS Code</b>	
11	<b>Whether an Income Tax Assessee, If so, mention PAN (enclose copy of the PAN)</b>	
12	<b>Trade License No. (enclose copy)</b>	
13	<b>GST Registration No. (enclose copy)</b>	
14	<b>NSIC/ MSME Registration No. (if available) (enclose copy)</b>	
15	<b>ESIC Registration No. if any (enclose copy of the certificate along with latest payment receipt)</b>	
16	<b>EPF Registration No., if any (enclose copy)</b>	
17	<b>Registration No. under Shop and Establishment Act, if any (enclose copy of the Registration Certificate with date of renewal)</b>	
18	<b>Turnover of the Company/ Firm for the last 3 Financial Years. (Please attach a copy of audited Balance sheet and Profit and Loss account)</b>	2022 - 2023:  2023 – 2024:  2024 - 2025:
19	<b>Income Tax Return (enclose copy of last 3 FYs)</b>	2022 - 2023:  2023 – 2024:  2024 - 2025:
20	<b>Name, address, Tel. No., Mobile No., e-mail of the Firms with whom you are approved suppliers (Enclose copy of the approval letters).</b>	1.  2.  3.
21	<b>Name of offices of LICI with whom you are approved suppliers (Enclose copy of the approval letters/ order copy/ documents).</b>	1.  2.  3.
22	<b>Mention any other important</b>	



	<b>information i.e. whether registered in GeM portal as seller (Yes/ No)</b>
--	--

***All documents must be attested with signature and seal***

I/ We ..... Request Life Insurance Corporation of India, KMDO – I to consider inclusion of my/ our Firm in the list of approved Firms/ Printers/ Suppliers/ Vendors/ Dealers/ Service Providers (as appropriate) and agree to abide by all Terms and Conditions in respect of any Notice of Tender and also will abide by all Statutory Rules / Regulations/ Act of both State as well as Central Government while carrying out job/ work, if any, allotted to me/ us. Further, I / We undertake that I / we have no objection for inspection of our Office/s and verification of documents/ Certificates by LICI Officials.

Q. / We also state that the information provided here-in-above are true to the best of my / our knowledge and belief.

Date : .....

**Signature of Authorized Signatory (with Office Seal)**

(Name & Designation, seal of the Firm)

Note: Above form should be filled legibly and duly signed and sealed

- (1) Incomplete forms and without required documents are liable to be rejected.
- (2) List of Panel will be displayed in our Office notice Board. However, only empanelled Firms/Printers/ Suppliers / Vendors / Dealers / Service Providers (as the case may be) will be informed about their inclusion in the list vide e-mail, if available / supplied. The Corporation reserves the right to cancel the name/s of the Firms/Printers/ Suppliers / Vendors / Dealers / Service Providers from its approved list at its absolute discretion without assigning any reason.

*Abd/*  
**Sr. Divisional Manager**

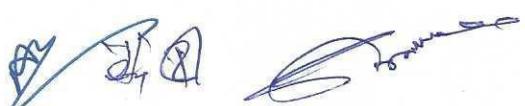


**APPLICATION FORM FOR PRINTERS**

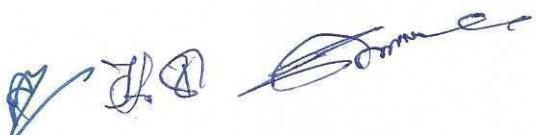
Applied for SI No.....Category.....	Name of the particulars against the Serial No. .....
-------------------------------------	---

**PROFILE OF THE VENDOR**

1	Name of the FIRM (In Block Letters)	
2	Date of Establishment/ Incorporation	
3	Office Address	Ph - No. E-mail
4	Factory / Printing Press Address	
5	Status of the firm: (Whether Pvt. Ltd. Company/ Public Ltd. Company/ Partnership Firm/ Proprietorship Firm)	
6	Name of the Proprietor/ Director/ CEO (as the case may be):	
7	Name, Address, Tel. No., Mobile No., e-mail of the Chief Executive	
8	Whether registered with the Registrar of Companies/ Registrar of Firms in India. If so, mention Number and date and enclose Registration Certificate copy.	
9	(c) License No. (d) Last renewed on Documentary evidence (last 3	(a) (b)



	years)	
10	<b>Name of the Banker with address, Telephone No., Bank Account No., IFS Code No.</b>	
11	i. <b>Factory License No.</b> ii. <b>Date of renewal of License (copy to be enclosed)</b>	
12	<b>Whether an Income Tax Assessee, If so, mention PAN (enclose copy of the PAN)</b>	
13	<b>Trade License No. (enclose copy)</b>	
14	<b>GST Registration No. (enclose copy)</b>	
15	<b>NSIC/ MSME Registration No. (if available) (enclose copy)</b>	
16	<b>ESIC Registration No. if any (enclose copy of the certificate along with latest payment receipt)</b>	
17	<b>EPF Registration No., if any (enclose copy)</b>	
18	<b>Registration No. under Shop and Establishment Act, if any (enclose copy of the Registration Certificate with date of renewal)</b>	
19	<b>Whether registered for sales tax purposes. If so, mention number and date. Also furnish latest Sales Tax Clearance Certificate.</b>	
20	<b>Turnover of the Company/ Firm for the last 3 Financial Years. (Please attach a copy of audited Balance sheet and Profit and Loss account)</b>	2022 - 2023:  2023 - 2024:  2024 - 2025:
21	<b>Income Tax Return (enclose copy of last 3 FYs)</b>	2022 - 2023:  2023 - 2024:  2024 - 2025:
22	<b>Name, address, Tel. No., Mobile No., e-mail of the Firms with whom you are approved suppliers (Enclose copy of the approval letters).</b>	1.  2.  3.



23	Name of offices of LICI with whom you are approved suppliers (Enclose copy of the approval letters/ order copy/ documents).	1. 2. 3.
24	Approximate value of your output per year	
25	Are you agreeable to make deliveries to our offices when so directed?	
26	Area occupied by the Press (Sq. Ft.)	
27	Total number of workmen deployed on various categories in this year.	
28	State the nature of printing jobs undertaken by you.	
29	Do you carry stock of papers and any other material? If so, what stock you generally hold?	
30	State the nature of printing jobs undertaken by you (full details)	
31	Do you undertake manufacture of  I. Envelopes II. Policy Dockets III. Office file IV. Stickers V. Policy Wallet	
32	Furnish the type of printing machine used	I. Make II. Size III. Speed IV. Color
33	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts?	
34	Mention any other important information i.e. whether registered in GeM portal as seller (Yes/ No)	

All documents must be attested with signature and seal



A handwritten signature in blue ink is present, along with the handwritten initials 'S. J. S' in a stylized, cursive font.

I/ We ..... request Life Insurance Corporation of India, KMDO – I to consider inclusion of my/ our Firm in the list of approved Firms/ Printers/ Suppliers/ Vendors/ Dealers/ Service Providers (as appropriate) and agree to abide by all Terms and Conditions in respect of any Notice of Tender and also will abide by all Statutory Rules / Regulations/ Act of both State as well as Central Government while carrying out job/ work, if any, allotted to me/ us. Further, I / We undertake that I / we have no objection for inspection of our Office/s and verification of documents/ Certificates by LICI Officials.

I / We also state that the information provided here-in-above are true to the best of my / our knowledge and belief.

Date : .....

M

**Signature of Authorized Signatory (with Office Seal)**

(Name & Designation, seal of the Firm)

Note: Above form should be filled legibly and duly signed and sealed

- a. Above form should be filled legibly and duly signed and sealed.
- b. Incomplete forms and without required documents are liable to be rejected.
- c. List of Panel will be displayed in our Office notice Board. However, only empanelled Firms/Printers/ Suppliers / Vendors / Dealers / Service Providers (as the case may be) will be informed about their inclusion in the list vide e-mail, if available / supplied.
- d. The Corporation reserves the right to cancel the name/s of the Firms/Printers/ Suppliers / Vendors / Dealers / Service Providers from its approved list at its absolute discretion without assigning any reason.

*Chand /*  
**Sr. Divisional Manager**

