OS Deptt., Eastern Zonal Office,
4, C.R.Avenue, Kolkata – 700072
e-mail: ez_os@licindia.com,
Tel: (033) 22127618

EZ/OS/STORES/2025-26 **Date:04.03.2026**

Empanelment of Printers for use by Eastern Zonal Office, Kolkata

Applications are invited from interested firms for empanelment of printing jobs & supply of continuous computer stationeries at Eastern Zonal Office to be valid for 3(three) years i.e from 05.09.2026 to 04.09.2029 . The Printers desirous to be empanelled with us for printing of various items as mentioned in category- 1, 2, 3, 4 & 5 under table 'A' may apply for getting empanelled on the panel of Life Insurance Corporation of India, Eastern Zonal Office for job undertaken at Zonal Office.

Table - A	
Category - 1	**Printers for Publicity items, Leaflets & Brochures.**
Category - 2	**Printers for Photo Identity cards**
Category – 3	**Printers for different types of Envelopes**
Category – 4	**Printers for Continuous Stationery**
Category - 5	**Printers for Forms & Registers**

The detailed terms and Conditions are mentioned in Annexure-A

Applications along with enclosures as per Annexure 'A' are to be sent at following address so as to reach us on or before **16th March, 2026** (**Time: 3.00 PM**).

Office Services Department
LIC of India, Eastern Zonal Office,
4th Floor, Hindusthan Building
4, C.R. Avenue, Kolkata – 700072

The cover should be super scribed as '**Application for Empanelment of Printers'** and are to be dropped in Tender Box kept in store section, 4th floor/ sent by Courier/Post at the above mentioned address, Applications received after the due date and time shall not be entertained.

Note:
1. Firms/Suppliers, who are already on the Zonal office existing panel, should also apply for fresh empanelment.
2. Firms/Suppliers, who have been blacklisted/removed/cautioned earlier, should not apply. If they apply, their applications will not be considered.
3. In case of any dispute, the decision of the Zonal Manager shall be final and binding to all.

Condition for Empanelment:

1. The Printers should be in the profession of printing for at least 3 years (Copy of Registration certificate must be enclosed).
2. Annual turnover should be as per following table below:
   (Attach Balance Sheet for last 3 years)

Categories mentioned in Notice for Empanelment		**Minimum Annual Turnover Needed**
Category - 1	Printers for Publicity items, Leaflets & Brochures.	₹50 Lakhs
Category - 2	Printers for Photo Identity cards	₹5 Lakhs
Category – 3	Printers for different types of Envelopes	₹10 Lakhs
Category – 4	Printers for Continuous Stationery	₹50 Lakhs
Category - 5	Printers for Forms & Registers	₹15 Lakhs

3. The Printers should be on the approved panel of at least 3 reputed Firms out of which at least two should be Public Sector Undertaking or Government Offices.
4. The Printers should have registration with State & Local Authorities for undertaking the profession (Copies of State registration & license to be enclosed).
5. The Printer should have at least 2000 sq. feet area of operation for printing, binding etc. activities & sufficient storage space at one place only.
6. The Application Fee for Empanelment is ₹236 (including GST @18%) for each category. If any Vendor applies for 2 categories, he has to pay ₹472 and should apply in 2 envelopes with all relevant documents and so on. One Vendor can apply for more than one category. Mode of payment of fee can be (a) Depositing at ZO cash counter or (b) paying by Demand Draft in favour of 'LIC of India, Payable at Kolkata'. Application Fee is mandatory for all applicants irrespective of category/status of the Firm and it is non-refundable.

Annexure-A

Life Insurance Corporation of India

Eastern Zonal Office

Application for Empanelment of Printers

Details of the Printing Firm		
1.	Name of Firm (In Block Letter)	
2.	Applying for which category (out of five categories mentioned in Table-A)? (There should be separate applications, if applying for more than one category.)	
3.	Date of Establishment/Incorporation	
4.	Correspondence Address and Telephone No.	
5	Address of Head Office (if separate) and Telephone No.	
6	E-mail ID:	
7	Status: Whether Partnership/Private Limited Company/ Proprietorship Company etc.	
8	Names of the Partners/Directors:	
9	Name of Chief Executive (CEO) with his present address & phone Number:	
10	Name and Designation of Representative(s) who would be calling on us and attending of our jobs	
11	Bank Details	Bank Name:
		Bank Address:
		Bank Account No.:
		IFS Code:
12	Is the firm registered under the factories Act?	
	If yes, state License No.	
	License Valid up to (enclose a copy)	
13	PAN No. (enclose a copy)	
14	ESIS No. (enclose a copy)	
15	GST Registration details (enclose a copy)	
16	EPF No. (enclose a copy)	

17	Whether holding certificate under Shops & Establishment Act, duly renewed. (Copy should be enclosed.)	
18	State the latest Income Tax Assessed year and the amount of Tax assessed (attested copies of last three years, IT Returns, Balance Sheets and Revenue A/c to be enclosed)	A.Y. Amount Tax assessed:
19	Are you agreeable to make deliveries to Corporation's Offices within and outside Kolkata when so directed?	
20	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts?	
21	Area Occupied by the press (In square feet):	
22	Names of the Offices of the LIC whose printing work you have done during the last 3 years.(Mention only those Offices for whom you have done job worth ₹2 lakhs and above in a year) (Brief details of jobs done to be given)	
23	Name, Address and Tel. No. of three of your most valued clients	
24	Are you an MSME? (If yes, enclose certificate)	
25	Turnover last 3 years	
26	Mention other Specialties of your establishment, if any.	

Note: Please type this form or fill it legibly in ink. If Space provided is insufficient, please type or writhe the replies on a separate sheet giving appropriate question number and attach it to the form.

Annexure-B

CHECK LIST OF ENCLOSURES
(Advised to tick Yes/No)

Sl. No.	ITEM	PROOF ENCLOSED
1	MSME registration certificate valid as on date	Yes/No
2	Status: Proprietary/Partnership/Private Limited Company/Public Limited Company	Yes/No
3	Is the firm registered under the factories Act? If so, state (a) License No.	Yes/No
4	(b) Date of Validity of License (copy of License to be enclosed)	Yes/No
5	PAN No. (copy to be enclosed)	Yes/No
6	ESI Registration No., if any (copy to be enclosed)	Yes/No
7	EPF Registration No., if any (copy to be enclosed)	Yes/No
8	G.S.T. No. (copy to be enclosed)	Yes/No
9	Certificate under shops & Establishment Act (copy to be enclosed)	Yes/No
10	Attested Copies of IT Returns, Balance Sheet & Revenue Account for the last 3 years to be enclosed	Yes/No
11	Annual Turnover [CA certificate copies to be enclosed]	Yes/No
12	If your firm is empanelled with any office of LIC of India or any other PSU(Central), Please give Name, Address & since when you are empanelled with them.	Yes/No
13	Name, Addresses and Telephone Nos. of some of your most valued Clients (separate list may be attached)	Yes/No