



**ANNEXURE-1**

**For „Empanelment of manufacturers/ Suppliers and service providers required by LIC of India,  
Divisional Office, JAIPUR-II**

**Details of LIC or any other PSU clients of the firm**

(Separate page must be submitted for each Client with evidence like certificates from said customers and copies of purchase orders)

Name of the Company:

Address of the Company:

Name, designation of contact person with telephone no. and e-mail ID

Name: Designation:

Landline No.:

Cell No.:

Email ID:

Details of material supplied in last 3 years (Ref.No, date of work order with photo copy of same)

**Signature of Tenderer/  
Vendor with Seal**

**Date:-**

**Place:-**

**Details of other valuable clients**

(Separate page must be submitted for each Client with evidence like certificates from said customers and copies of purchase orders)

Name of the Company:

Address of the Company:

Name, designation of contact person with telephone no. and e-mail ID

Name: Designation:

Landline No.:

Cell No.

Email ID:

Details of material supplied in last 3 years (Ref.No, date of work order with photo copy of same)

**Signature of Tenderer/ Vendor with  
Seal**

**Date:-**

**Place:-**



मंडल कार्यालय जयपुर -II

**ANNEXURE- 2**

For „Empanelment of manufacturers/ Suppliers and service providers required by LIC of India,  
**Divisional Office, JAIPUR--II**

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**  
**(Apart from duly filled & signed tender documents)**

1. Certificate of registration with Registrar of Companies/ Firms in India.
2. Documentary proof that the Company/ Firm has been in business for the last 5 years in India.
3. Contract copies of similar orders executed in the last 3 years.
4. Latest issued Factory license no & certificate.
5. Latest Certificate issued under Shops & Establishment Act, 1953.
6. NSIC/ MSME certificates, if applicable.
7. Audited Balance Sheet and Profit & Loss statement for the last 5 financial years: 2021-22, 2020- 21,2019-20,2018-19,2017-18 [ If income is more than 2.5 Lakh ]
8. Manufacturer's/ Dealer's authorization form.
9. Copy of PAN of the Company/ Firm.
10. ESI & EPF registration certificates [ if applicable]
11. GST registration certificate if applicable
12. Cancelled Cheque for NEFT details.
13. Annexure- 1
14. Annexure- 2
15. Declaration form
16. Application form for empanelment of firm

**NOTE: All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the tender document submitted in acceptance of terms & conditions therein.**

**All the supporting documents, like certificates, proofs, samples, etc., which are being submitted along with the tender forms, should necessarily be attested by the authorized signatories of the firm. Without proper attestation, the document shall not be considered.**

I/ We have read and understood all the terms & conditions and the eligibility conditions and all the information furnished by me hereunder is correct to the best of my knowledge and belief. I/We agree that I / we have no objection if enquiries are made about the work listed by me / us in the forms submitted.

**Signature of Tenderer/  
Vendor with Seal**