



ASANSOL DIVISIONAL OFFICE, "JEEVAN PRAKASH", DIVISIONAL OFFICE, G.T.ROAD (West End), PO ASANSOL,  
DIST: PASCHIM-BARDHAMAN, WEST BENGAL, PIN 713304; PH: 0341-2254596, E-MAIL: [os.asansol@licindia.com](mailto:os.asansol@licindia.com)

**Annexure A**  
**General Information (compulsory for all)**

1	Name of the Firm / Establishment / Press (in capital Letters)	
2	Date of Establishment/Incorporation	
3	Address with Telephone No. Fax No. And Email id	
4	Address of Office (If separate) And Telephone Number	
5	Status: Whether Sole proprietorship/ Partnership/ Private Limited company/Public Limited company	
6	Names of the Parthers/Directors	
7	Name of Chief Executive with his present addresses & Telephone Numbers	
8	Name of Representative (s) Indicating Designation who would be calling on us and Attending to our jobs and his/their mobile number.	
9	Name of Bankers with addresses & telephone nos.	
10	Is the firm / establishment/press registered under the Factories Act? If so state a) License No b) Date of last renewal (copy to be attached) c) PAN d) ESIS No if any e) EPF Registration if any	
11	Whether holding certificate under shops & establishments Act, duty renewed. Copy should be enclosed	
12	State the latest Income Tax assessed year and the amount Of Tax assessed. Copies of last 3 year's IT returns, Balance sheets & Revenue A/C to be enclosed	
13	Are you agreeable to make deliveries to Corporation's Offices within and outside of Asansol Division when so directed?	

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14	Are you agreeable to abide strictly by the Terms & Conditions of the Tenders and Contracts.	
15	Area occupied by the press/firm (Building only)	
16	Total Numbers of employees	Permanent Temporary
17	Number of shifts you work normally	
18	Names of the offices of the LIC where supply of items/service have been undertaken during the last 3 years. Mention only those offices for whom you have done sizeable jobs or have done constant work. (Detail of job done to be given)	
19	Name, Addresses and Telephone Nos. Of at least three of your most valued customers	
20	Approximate sales per year	
21	Mention any other specialties' of your Establishment	

**Note :** Please type this form or fill in legible ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question numbers and attach it to the form.

I / We \_\_\_\_\_ request LIFE INSURANCE CORPORATION OF INDIA, ASANSOL DO to consider inclusion of my/our Firm in the list of their approved vendors and agree to give full satisfaction to the Corporation in the event of their doing so.

Date : \_\_/\_\_/2025

Signature with Seal

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**Note**

- The completed applications along with relevant supporting documents, if any, in a sealed cover super scribing "Stationery Application for Engagement of \_\_\_\_\_" is to be submitted to "THE MANAGER (OS), LIC of India, Asansol Divisional Office, West End GT.Road, Asansol-713304
- The Corporation serves the right to include or not the name of the applicant in the panel as its absolute discretion without assigning
- The Corporation reserves the right to cancel the name of the Printer from its approved lists at it's absolute discretion without assigning any reason



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### Annexure C

**For empanelment of Firms/Suppliers/Vendors/service Providers required by LIC of India,  
Asansol Divisional Office**

#### Details of other valuable clients (PSU / Govt Organisation / Pvt firms)

Sl	Name of client	Address	Financial Year	Whether contract copies / work coders / experience letters attached

Kindly note that the details regarding contracts/empanelment/work orders pertaining to last 3 Financial  
Years only should be mentioned i.e. from 2020-2021 onwards.

Date : \_\_/\_\_/2025

**Signature of Applicant/Vendors/Supplier with Seal**