



**Central Zonal Office, "Jeevan Shikha", 60-B, Hoshangabad Road, Bhopal, 462011, Ph No. 0755-2676404 / 2676406**

**Annexure**

**Application for empanelment of ALL Firms (Other than Printers)**

Sl No. of Category	Name of the Category

**( Separate Application is to be filled-up for each category**

**ALL DOCUMENTS MENTIONED IN CHECK LIST MUST BE SUBMITTED**

**AND CONDITION OF EMPANELMENT AS BELOW**

**Application for Firm/Supplier/Service Provider**

**GENERAL INFORMATION:**

Serial No.	Information Sought	Information Provided
1.	Name of the Firm: (In Block Letters)	
2.	Date of Establishment / Incorporation	
3.	Correspondence address and Telephone No.	
4.	Address of Head Office (If Separate) and Telephone No.	
5.	Status: Proprietary/ Partnership / Private Limited Company / Public Limited Company	
6.	Names of the Partners /Directors	
7.	Name of Chief Executive with his present addresses and Telephone Nos.	
8.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs	

9.	Name of Bankers with addresses & telephone nos.	
10.	Is the Firm is registered under the Factory Act? If so, state  a) Licence Number: b) Date of last renewal of licence (Copy of licence to be enclosed) c) PAN d) ESIC No. if any e) EPF Registration No. if any f) GST No.	
11.	Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy should be enclosed)	
12.	<b>ITR with computation for AY Year 2023-24, 2024-25 &amp; 2025-26</b>	
13.	Turn over for last three F.Years (Pl. enclose CA certificate for turnover or profit & Loss balance sheet for 3 FY year F Y 2022-23 F Y 2023-24 F Y 2024-25	
14.	Are you agreeable to make deliveries to Corporation's Offices within and out of Bhopal when so directed?	
15.	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts. (copies annexed)	
16.	If your firm is empanelled with any office of L I C Of India or any other PSU (Central) , please give name and address	
17.	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached)	
18.	Approximate value of your output per year	
19.	Mention any other specialties of your Establishment	

**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.**

We \_\_\_\_\_ Request Life Insurance Corporation of India, Central Zonal Office, "Jeevan Sikha", Hoshangabad Road, Bhopal to consider inclusion of my/our name in the list of their approved firms/suppliers/Service Providers. We agree to give full satisfaction to the Corporation in the event of their doing so. All the documents attached with our application are genuine and truly belong to my/our firm.

Dated at.....this.....day of.....,2025

**Signature with Seal**

**NAME AND DESIGNATION**

## **Check List of documents to be submitted –For All Categories**

- 1) Copy of PAN NO/GST No. Registration.
- 2) Last three FY years audited balance sheet and P&L Account
- 3) Copy of Registration certificate under Shop & Establishment Act
- 4) Client List / Work Certificate
- 5) Partnership Deed or Articles of Association and Memorandum of Association in case of company
- 6) Copy of certificate issued by Railway / IRCTC / Airlines for Travel Agents)
- 7) Proof of Local office Establishment in Bhopal City before 1.4.2022
- 8) Residence proof, Photo identity

a) **Conditions for Empanelment of firms dealing in:**

(1) Courier services 2) Scrap and disposal of waste 3) Supply of bed sheet, Towel, Pillow, Mattress, Blanket, curtains, etc. 4) Supply / Refilling & Maintenance of Fire Extinguisher 5) Dry cleaning work 6) Supply of water purifier & service maintenance 7) supply of crockery & Electric kettle / gift items 8) Supply of rubber stamps and name plates 9) Supply of food services / catering / canteen services 10) Bookbinding & photocopy

- 1) The firm should have been established at least three years before.

(Copy of registration certificate must be enclosed)

- 2) Annual Turnover should be at least Rs. 2 lacs. (Attach profit & loss Balance Sheet for 3 years).
- 3) The firms should have registration with state & local authorities for Undertaking the profession (Copies of state registration & Local authority License, GST No, to be enclosed)
- 4) Vendors/Firms should keep sufficient stock in hand, so as to comply with requirements without delay,
- 5) Vendor should furnish the specific brand or make, in case of authorized dealer.

(Copy of valid authorized dealership certificate must be enclosed.)

- 6) **Vendors who are applying for IT Consumables are must to attach authorization certificates from Company/ Manufacturer.**

- 7) All the documents must be submitted mentioned in above check list.

b) **FOR THE COURIER SERVICE PROVIDERS.**

1. The Courier Service must have wide network all over India and especially in Madhya Pradesh and Chhatisgarh.
2. Normally consignments to Metropolis, other than the Metropolis and remote areas are to be delivered with 24 hours, 48 hours and 72 hours respectively. If the consignments are not delivered in time (except on occasions like imposition of curfew or due to occurrence of unnatural calamities like floods, etc) or damaged in transit, a penalty shall be imposed on the courier **at specified rate**. The third party charges and construction charges of the consignment, if any shall also be recovered from the courier's monthly bill.

3. In case of loss/damage of consignment, the agency should lodge FIR, claim insurance compensation and fulfill every formality as deemed necessary in recovering the consignments and making good the loss suffered by the Corporation.
4. The Courier should have registration with the State/ Central Authorities for the following
  - (a) Undertaking the Profession
  - (b) GST
  - (c) Shop & Establishment Act
5. The Surface courier agency should have a functional website for tracking documents
6. Regular submission of Proof of Delivery (POD) which should invariably bear seal of the Consignee and date of delivery. Payment should not be made in respect of consignments for which POD are not submitted.
7. **SPECIFY THE TIME** which the Office Deems fit to enable the courier to send their pick up vehicle with authorized personnel for collecting the consignments. The pick-up personnel should be provided with proper letter of authority/ identity card by the courier company.
8. In case the services of the courier are not found satisfactory, the contract may be terminated before the expiry of the contract.
9. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the Corporation