



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

Annexure

Application for Inclusion of empanelment for Supply of food services / catering / canteen services

ALL DOCUMENTS MENTIONED IN CHECK LIST MUST BE SUBMITTED

AND CONDITION OF EMPANELMENT AS BELOW

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.	ITR with computation for AY Year 2023-24, 2024-25 & 2025-26	
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 approved firms for Supply of food services / catering / canteen services. We agree to give full satisfaction to the Corporation in the event of our 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 / Conditions to be fulfilled

- 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) Proof of Local office Establishment in Bhopal City before 1.4.2022
- 7) Residence proof, Photo identity
- 8) The firm should have been established at least three years before. (Copy of registration certificate must be enclosed)
- 9) Annual Turnover should be at least Rs. 2 lacs. (Attach profit & loss Balance Sheet for 3 years).
- 10) 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)