

**Annexure -A**

**APPLICATION FORM FOR FIRMS/SUPPLIERS/SERVICE PROVIDERS (other than Printers) Last date of receipt of applications:30.04.2026 upto 4 PM**

**Category –Please specify clearly type of Vendors under 1 to 26 as mentioned in the Advertisement.**

**VENDOR TYPE -----**

**Sl. no \_\_\_\_\_**

<b>Seria l No.</b>	<b>Information Sought</b>	<b>Information Provided</b>
<b>1</b>	<b>Name of the Firm: (In Block Letters)</b>	
<b>2</b>	<b>Date of Establishment / Incorporation</b>	
<b>3</b>	<b>Correspondence address and Telephone No. &amp; e-mail ID</b>	
<b>4</b>	<b>Address of Head Office (If Separate) and Telephone No. &amp; e- mail</b>	
<b>5</b>	<b>Status: Proprietary/ Partnership/Private Limited Company / Public Limited Company</b>	
<b>6</b>	<b>Names of the Partners /Directors</b>	
<b>7</b>	<b>Name of Chief Executive with his present addresses and Telephone Nos.</b>	
<b>8</b>	<b>Name of Representative (s) with Designation who would be calling on us and attending to our jobs</b>	
<b>9</b>	<b>Name of Bankers with Address &amp; Telephone No. A/C No. IFS Code No.</b>	
<b>10</b>	<b>i).Date of last renewal of license(Copy of license to be enclosed) ii). Service Tax Registration No. iii). Income Tax PAN Card No. iv) GST Registration no</b>	<b>i.) .  ii) iii). iv)</b>

<b>11</b>	<b>Whether holding certificate under Shops &amp; Establishment Act, duly Renewed (Copy should be enclosed)</b>	
<b>12</b>	<b>State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years, IT Returns, Balance Sheets &amp; Revenue A/c to be enclosed)</b>	
<b>13</b>	<b>Turn over for last three F/ Years F Y 2022-23 F Y 2023-24 F Y 2024-25 (Attach audited Revenue A/c &amp; Balance sheet / I.T. Return)</b>	
<b>14</b>	<b>Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts.</b>	
<b>15</b>	<b>If your firm is empaneled with any office of L I C Of India or any other PSU (Central) , please give name and address</b>	
<b>16</b>	<b>Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached)</b>	
<b>17</b>	<b>Approximate value of your output per year</b>	
<b>18</b>	<b>Are you agreeable to make deliveries to corporations offices when so directed ?</b>	
<b>19</b>	<b>Total no. of workmen deployed on various categories in this year</b>	
<b>20</b>	<b>Mention any other specialties of your Establishment</b>	

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.

I/We \_\_\_\_\_  
request Life Insurance Corporation of India, Jorhat Divisional Office , JEEVAN PRAKASH, Rajabari, Jorhat-785014, to consider my/our application for Empanelment as approved Service Provider /Suppliers/Firms.( strike out whichever is not applicable) I/We agree to give full satisfaction to the Corporation in the event of their doing so.

Dated at.....this.....day of.....,2026

Signature With Seal.

## **Annexure – A1.**

### **Eligibility conditions for Empanelment of PRINTERS.**

- 1) The Printer, Manufacturer, Dealer should be in profession for at least 3 Years (Copy of Registration Certificate must be enclosed)
- 2) Annual Turnover should be up to Rs 2 lacs for small jobs , Rs 2 lacs to 10 lacs for medium jobs and above Rs 25 lacs for big jobs in any of three Financial years (Attach Balance sheet for last three years)
- 3) The Printer, Manufacturer , Dealer should be on the approved panel of At least 3 reputed Firms from Jorhat out of which at least one should be Public Sector or Govt. Undertaking.
- 4) The Printer, Manufacturer should have at least one single Color Offset Machine and preferably one four color Offset Machine and in house Sticking , Binding unit & Screen Printing unit.
- 5) The Printer, Manufacturer , dealer should have at least 1000 SQ feet area of operation for printing binding activities etc. & sufficient storage space at one place only.
- 6) The Printer, Manufacturer, dealer should have Registration with state & Local Authority for undertaking the profession ( copies of state Registration & J. M. B Licence to be enclosed).
- 7) The Empanelment fee of **Rs 100.00 (One hundred only)** is to be paid either in our Cash Counter or by DD in favor of LICJ payable at Jorhat. The Receipt should be enclosed with application . The fee is not refundable.

Firms/suppliers/service providers desirous to be empanelment with us for various jobs & fulfill the eligibility conditions may apply for empanelment with Jorhat Divisional Office for jobs and services undertaken at Divisional Office. The Application Form as per Annexure A/A-1 along with enclosures is to be sent at the following address so as to reach us on or before 30.04.2026 up 4.00 pm.

To,

The Manager (os)

LIC of India, Jorhat Divisional Office, Jeevan Prakash, Mariani Road  
Rajabari, Jorhat-785014.

The Cover should be super scribe as "Application for Empanelment of Firm/Suppliers/Service providers/Printers (Whichever appropriate) SI no..... " and to be dropped in the Tender Box kept in OS department. In case of application sent by post or through courier should reach office on or before prescribed date and time. Application received after the due date & time will not be entertained.

The Firms/service providers/Suppliers/printers who are in our existing panel should also apply for fresh empanelment. The Firms/Service providers/Suppliers/Printers who have been black listed /Removed earlier should not require to apply. If applied theirs applications will not be considered.

Selected vendors will only be informed of the decision of empanelment. No communication will be made with the firms/service providers/suppliers/Printers whose application is rejected.

The Corporation reserves the right to cancel the name of the Firms/Suppliers/Service Providers/Printers from its approved empanel list at its absolute discretion without assigning any reasons.

Sr Divisional Manager