



OS Deptt., JALPAIGURI DIVISIONAL OFFICE.
"JEEVAN PRAKASH", SANTIPARA
JALPAIGURI-735101.
e-mail address: os.jalpaigiri@licindia.com
Tel: (03561) 255442

NOTICE

Empanelment of vendor for Transportation, Photocopy, Courier, AMCs of Fire Fighting Equipment, CCTV and Note Counting Machine for Jalpaiguri Divisional Office.

Sealed applications for 3 years empanelment are invited from the reputed firms by LIC of India, Jalpaiguri Divisional office for Transporter, Photocopy support, Courier, AMCs of Fire Fighting equipment, CCTV and Note Counting Machine .

Separate application are required to be completed for each category. Application forms will be available in OS Deptt., LIC, Jalpaiguri Division during cash hours by paying non refundable amount of Rs-590/- (Five hundred ninety rupees only including 18% GST) . The same can also be downloaded from www.licindia.com (search tenders). In such case a D/D fvg.LIC OF INDIA is to be attached.

Sealed envelope should be super scribed as "Application for Empanelment for the Category...." and the envelope should reach on or before 15.00 hours on 23.08.2023.

Existing vendors of LIC., Jalpaiguri Division, who were enlisted in August 2022 for three years in the mentioned categories need not apply for fresh empanelment .

The Sr. Divisional Manager reserves the right to accept or reject any/ all application without assigning any reason thereof .

Date: 03.08.2023

SR.DIVISIONAL MANAGER



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Application form for the empanelment of vendor for Transportation, Photocopy, Courier, AMCs of Fire Fighting Equipment, CCTV and Note Counting Machine for Jalpaiguri Divisional Office.

Note:

- 1) Firms/suppliers who are on our divisional office existing panel should also apply for fresh empanelment .
- 2) Firms/suppliers, who have been blacklisted /removed earlier , should not apply. If applied, their application will not be considered .
- 3) The envelop is to be sent to the following address:

Manager(OS)
LIC of India
Jalpaiguri Divisional Office
"Jeevan Prakash"
Shantipara,
Jalpaiguri-735101.

Annexure "A"

Conditions for empanelment ;

- 1) The firms/suppliers should be in profession for at least 3 years(copy of Registration Certificate must be enclosed).
- 2) Annual turn over should be up to Rs.2 lac for small jobs, Rs.3 lac to Rs.10 lac for the medium jobs and above Rs.25 lac for big jobs in

- any of 3 financial years (attach balance sheet/ CA certificate for 3 years)
- 3) The firms should be on the approved panel of at least 3 reputed organization out of which at least one should be public sector or government undertaking.
 - 4) The Application fee for Empanelment is Rs.590.00 (including GST @18%) for each category. If any Vendor applies for two categories, he has to pay Rs.1180/- and should apply in 2 separate envelops with all relevant documents(and so on).
 - 4) The firms/suppliers should have registration with state and local authority for undertaking the profession (copies of State registration and Municipal corporation license to be enclosed .

Sr. Divisional Manager



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Application form for the Empanelment of Vendor for (category-----)

| SI No | INFORMATION SOUGHT | INFORMATION PROVIDED |
|-------|--|----------------------|
| 1 | Name of the Firms [in block letters] | |
| 2 | Date of Establishment /Incorporation | |
| 3 | Address and telephone no: | |
| 4 | Address of office (if separate) and telephone no: | |
| 5 | E-mail ID/Telephone No/Mobile No. | |
| 6 | Status: Whether partnership /private limited company/Public limited company/Proprietorship Company etc. | |
| 7 | Name of the Partner /Directors | |
| 8 | Name of the Chief Executive with his present address and telephone no | |
| 9 | Name of the representative(s) indicating designation who would be calling on us and attending to our jobs. | |
| 10 | Name of the bankers with IFSC, address and Account Number. | |

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|----|--|--|
| | | |
| 11 | <p>If the firms registered under the factory act? If so state</p> <p>a) License no—</p> <p>b) Date of last renewal of license (copy of the license to be enclosed)</p> <p>c) Pan no</p> <p>d) GSTIN:-</p> <p>e) GST CATEGORY :-</p> <p>f) ESIS No , if any :</p> <p>g) EPF registration No, if any:</p> | |
| 12 | <p>Whether holding certificate under shop and establishment act duly renewed. (Copy should be enclosed)</p> | |
| 13 | <p>State the latest Income Tax Assessed year and the amount of Tax assessed (attested copies of last three years, IT Returns, Balance Sheets & Revenue A/C to be enclosed).</p> | |
| 14 | <p>Turnover for last three years</p> | |
| 15 | <p>Are you agreeable to make deliveries to Corporation's Offices within and out of the Jalpaiguri when so directed</p> | |
| 16 | <p>Are you agreeable to abide by strictly to the terms and condition of the Tender and Contracts...</p> | |
| 17 | <p>Names of the offices of the LIC whose work you may have done during last 3 years . Mention only those offices for whom you have done sizable jobs or have done constant work (details of jobs done to be given)</p> | |
| 18 | <p>Name , address and telephone nos. of some your most valued clients.</p> | |

| | | |
|-----------|--|--|
| 19 | Approximate value of your output per year | |
| 20 | Mention any other specialties of your establishment. | |
| 21 | Name of the offices of the LIC where you are presently empanelled (if any).(Enclose letters of Empanelment) | |
| 22 | Are you an MSME(if yes, enclose certificate) | |

I/we request LIC of India, Divisional office Jalpaiguri to consider inclusion of my /our name in the list of their approved vendors for noted category. We agree to abide by all the rules and regulations framed by the corporations time to time.

Dated atthisdays of2023.

Signature and Name of the Authorised Person

Seal of the Firm

NOTE :-

ease 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 an appropriate question number and attach it to the form.

CHECK LIST OF ENCLOSURES
(Advised to tick YES or NO)

| Sl No. | ITEM | Proof Enclosed |
|---------------|---|-----------------------|
| 1 | MSME registration certificate valid as on date | YES/NO |
| 2 | Status Proprietary/Partnership/Private Limited Company/Public Limited Company | YES/NO |
| 3 | Is the firm registered under the factories Act? If so, state a) License No b) Date of validity of License(copy of license to be enclosed) | YES/NO |
| 4 | PAN (copy) | YES/NO |
| 5 | ESI Registration No.if any(copy) | YES/NO |
| 6 | EPF Registration No.if any(copy) | YES/NO |
| 7 | G.S.T No.(copy) | YES/NO |
| 8 | Certificate under Shops & Establishment Act(copy) | YES/NO |
| 9 | Attested copies of last 3 years,IT Returns, Balance Sheets & Revenue A/c to be enclosed | YES/NO |
| 10 | Annual Turnover(CA certified copies to be enclosed) | YES/NO |
| 11 | If your firm is empanelled with any office of LIC of India or any other PSU(Central) please give name,address & since when you are empanelled with them | YES/NO |
| 12 | Name,Addresses and Telephone Nos of some of your most valued Clients(separate list may | YES/NO |

| | | |
|--|---------------------|--|
| | be attached) | |
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