

APPLICATION FOR EMPANELMENT OF

Rs.100/- DD NumberDate:..... Banker name:
Place:.....

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 on to the form.

Part:I- General Information

Sl No	Description	Details
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1.Name of the Company / Firm :
 (In block letters)

2 State the nature of Furniture supplies undertaken by you :
 (Full details to be given)

3 Date of Establishment / Incorporation:

4 Address and Telephone No.:

5 Address of Office (If Separate) And Telephone No.:

6 Status: Whether Partnership/ Private Limited Company / Public Limited Company

7 Names of the Partners / Directors

8 Name of chief Executive with
 his present address and Telephone No

9 Name of Representative (s) indicating Designation and mobile no who would be calling on us and attending to our jobs

10 Name of Bankers with addresses and telephone numbers

Contd.....2

11 Whether registered under the State Value Added Tax Act, 2002 (VAT): **YES / NO**
(If yes, submit Xerox copy of Certificate of Registration)

12 Are you going to charge VAT in your bills: **YES / NO**
(If no, mention reason and submit relevant documents)

13 Whether Registered under the Central Sales Tax (Registration and Turnover) Rules, 1957:
YES / NO (If yes, submit xerox copy of Certificate of Registration)

14 Whether registered as Small Scale Industrial Unit: **YES / NO**
(If yes, submit xerox copy of Certificate of Registration)

15 Is the press registered under the Factories Act ? (If so, State
(a) Licence No :
(b) Date of last Renewal of Licence (Copy to be enclosed)
(c) PAN Number
(d) ESIS No if any
(e) EPF Registration No if any

16 Whether holding certificate under Shop and Establishment Act, duly renewed
(copy to be enclosed)

17 State the latest Income Tax assessed year and the amount of tax assessed
(copies of last THREE years IT Returns, balance sheet & Revenue A/c to be enclosed)

18 Turn over for last THREE Years
F.Y-2014-2015
FY- 2013-2014
FY- 2012-2013

19 How do you propose to compensate the loss to the Corporation arising out of theft, fire or otherwise in respect of furniture material supplied to you by us.

20 Are you agreeable to abide strictly by the terms and conditions of the Tenders and Contracts.

21 Are you agreeable to make deliveries to Corporation Office with in and out of Nellore when so directed.

22 Area occupied by the Firm / Factory :

23 Total no of employees:
Permanent:_____Temporary: _____

Skilled _____unskilled_____

Contd.....3

24 No .of shifts you work normally

25 Timing of Shifts

26 Weekly Holidays

27 Names of the offices of LIC to whom you may have supplied the furniture during the last 3 years.

Mention only those offices for whom you have supplied sizable consignments

28 Name, Address and Telephone No of some of your most valued clients

29 Do you carry stocks of furniture and any other material? If so what stocks do you generally hold?

30 Mention any other specialties of your establishment.

Part II: Technical Information:

1) Particulars of manufacturing facilities, if any

2) Particulars of logistic facilities

3) Particulars of storage facilities

4) Please furnish details particulars of any other agreements you may have entered into which are subsisting and are likely have a bearing on the jobs, which may be entrusted to you.

I / We _____ request
Life Insurance Corporation of India, Divisional Office, Nellore, to consider
inclusion of my / our name in the list of their approved printers and agree to give
full satisfaction to the Corporation in the event of their doing so.

Place:

Dated:

(Signature with Seal)

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Check List of documents to be submitted –

- 1) Attested Copy of PAN NO,CST NO,VAT NO,Service Tax Reg. no,TAN No
- 2) Last three years audited balance sheet and P&L Account
- 3) Copy of Registration certificate under shop & establishment act
- 4) Client List (Enclose work order of leading companies)
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company
- 6) Attested copy of ITR for the last three years
- 7) Rs.100/- DD in favour of LIC of India, Payable at Nellore (AP)

