



Estates & Office Services Department

Divisional Office
Dargamitta,
NELLORE-524003

**APPLICATION FOR EMPANELMENT OF FIRMS FOR SUPPLY OF SECURITY PERSONNEL
TO LIC OF INDIA,NELLORE DIVISION**

Rs.100/- DD Number
Banker name:

Date:.....
Place:.....

General & Technical Information for Deployment of Security Services

1. Name of the Agency /Firm
(In Block Letters)
2. A) Status of Firm
(Individual/Sole Proprietor/
Partnership/ Pvt.Ltd/ Public Ltd Etc.,)
2B) Name of the Proprietor / Partner/
Director & Mobile Number
- 3.Local address & E-mail ID
- 4.If the head office is other than in (3)
above, give the address of the same
- 5.Contact number of the agency(Local)
- 6.Name of the contact person who
would be calling on us and attending
our jobs and his contact No.(Local)
7. Date of incorporation of the agency/
Date of establishment.
8. Registration /Licence Number
/Acknowledgement No.
(Under "THE PRIVATE SECURITY
AGENCIES (REGULATION)ACT, 2005,
9. Licence No. under Contract Labour
(Regulation & Abolition) Act, 1970 &
Contract Labour(Regulation
&Abolition) Central Rules, 1971.
(enclose photo copy ofthe certificate)
- 10.Number of full time security
guards on roll (as on 31.03.2015)
11. PAN
(enclose photocopy)

12. TAN

(enclose xerox copy)

13. EPF & ESI registration No.

(enclose photo copy)

14. Service tax registration No

(enclose photocopy of certificate)

15. Date of obtaining the ISO 9001:

certificate and its validity up to -----

(Please enclose a copy of certificate)

16. Renewal of Registration under shops & Establishment Act.(please enclose a copy)

17. Number of clients using your security services (LIC, PSU, Corporate Office etc)

(please enclose list giving full details name & telephone no . of person who may be contacted for confirmation)

18.State the latest income tax assessed year and the amount, of tax assessed (copies of last 3 years INCOME TAX returns, balance sheet & revenue account to be enclosed)

19. Turnover for the last three years.
& Average turnover (approx)

FY: 2011-12-

FY: 2012-13-

FY: 2013-14-

FY: 2014-15-

Average turnover:

20. Name of Bankers with address, telephone no.s. & IFSC code.

21. Registration under MSMED done if any(enclose copy of certificate)

22. Permission from Police Authority for operation of Security Agency(Copy to be enclosed.)

23. Whether police verification, Address verification & character verification of security personnel has been done by the Agency.

24. Whether track records of security personnel has been maintained by the agency.

Note: Please type this form or fill it up legibly in ink. If space provided is insufficient, please type or write the replies on separate sheet giving appropriate question numbers duly authenticating the same with seal & signature and attach it to the form. All original certificates / documents should be submitted for verification when required by the LIC of India.

I/We ----- request the Life Insurance Corporation of India, Divisional Office, Nellore to consider inclusion of my / our name in the list of their approved list of firms for supply of Security personnel We agree to abide by all the eligibility criteria & other terms & conditions and scope of service prescribed in the application and promise to render the services to the fullest satisfaction of Life Insurance Corporation of India.

Place:

Dated:

(Signature with Seal)

Check List of documents to be submitted -

- 1) Agency Registration /Incorporation Certificate
- 2) Licence issued under THE PRIVATE SECURITY AGENCIES REGULATION ACT,2005
- 3) Licence under Contract Labour(Regulation & Abolition) Act, 1970 & Contract (Regulation & Abolition) Central Rules, 1971.
- 4) Status of the Firm(Individual/Sole Proprietor /Partnership /Pvt.Ltd/ Public Ltd.etc) and related document copies.
- 5) Proofs for PF Registration number & ESI Registration number
- 6) Attested Copy of PAN NO,TAN No & Registration Certificate of Service Tax
- 7) Attested copies of Income Tax Returns for the last three years
- 8) Audited Final Accounts for the last three financial years (Income Tax returns of A.Y.2014-15)
- 9) Details of organizations where you are providing security services currently, with nature of duties & period of contract
- 10) Renewal of registration under shops & establishments Act.
- 11) Registration under MSMED Act done if any(enclose copy of certificate)
- 12) Partnership deed or Articles of Association and Memorandum of Association in case of company
- 13) Rs.100/- DD in favour of LIC of India, Payable at Nellore (AP)