

FORM OF TECHNICAL BID

1. Name of Firm (In Block Letters)				
2. Status of the Firm (Individual / Sole Proprietorship / Partnership / Pvt. Ltd. Co. / Public Ltd. Co. etc)				
3. Local Address (at Kolkata)				
4. e-mail id				
5. Name of the Contact Person & Contact No.				
6. If the head office is other than in 3 above, Give full address and contact No.				
7. Date of establishment of the firm and Registration No. (Enclose copy)				
8. No. of Employee				
9. EPF & ESI Registration No. (if any) [Enclose Photo copy]				
10. PAN No. [Enclose Photo copy]				
11. TAN No. [Enclose Photo copy]				
12. GST No. [Enclose Photo copy]				
13. Service Tax Registration No. [Enclose Photo copy of certificate]				
14. Turnover of the Firm (Last three years) Enclose the Balance Sheet & PL Statement	2016-17: 2015-16: 2014-15:			
15. State the latest income tax assessed year (Enclose copies of last 3 years ITR)				
16. Details of Previous Work Experience (Done in the last 12 months, enclose copy of work order)	Name of Firm	Order Date	Quantity of Order	Amount of Order
17. Is your Firm already empanelled in LIC of India, if YES give full details (Enclose letter of empanelment)	Name of Office	Date of Empanelment	Period of Empanelment	
18. Details of Tender Fees (Rs.200/-)				
19. Details of EMD 1% of Bid Value				
20. Bank Account Details	Name of Bank:			
	IFSC Code:			
	A/C No.:			
	Type of Account:			

Note: Please type this form or fill it up legibly. If space provided is insufficient, please type or write replies on separate sheet giving appropriate question no. duly authenticating the same with seal and signature and attach it to the form. All required document shall be self attested with seal and signature. All original certificates / documents should be submitted for verification if required by LIC of India.

I / We _____ request the LIC of India, Kolkata Metropolitan Divisional Office-1 to consider our bid. I / We agree to abide by all the eligibility criteria & other terms and conditions and scope of service prescribed in the addendum and promise to render the services to the best satisfaction of the LIC of India.

Declaration

I / We have read the instructions appended to the form and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Corporation, on the basis of the information given by me / us can be treated as invalid by the Corporation and I / we will be solely responsible for the consequences.

I / We agree that the decision of the Corporation in selection of service providers will be final and binding on me / us.

I / We agree that I / we have no objection if enquiries are made about the work performance by the Corporation.

Date:

Signature with Seal and Name of the Firm

ANNEXURE-C
FORM OF FINANCIAL BID

FILL ONLY THE SHADED PORTION AND SIGN WITH SEAL

1. Name of Firm (in Block Letters)	
2. Local Address (at Kolkata) & E-mail Id	
1. Name of the Contact Person and his Contact No. (Local)	

Paper quality, size, printing process, type font, design, colour, use of logo & emblem, printing side of the printed materials (visiting cards, envelopes and letterhead) are as mentioned in Tender Notice and Corporate Identity Programme (Part-5).

Club	Total Number to be supplied in One Set of Stationery					Rate Per Set (Rs.)	GST (Rs.)	Total Rate per Set (Rs.)	Approximate No. of Sets	Total Value
	Visiting Card	Envelopes		Letter Heads						
	9.2 X 5.4 cm	9" X 4"	6" X 3.5"	210 X 297 mm	145 X 227 mm					
Corporate	1000	500	1000	500	1000				8	
Galaxy	500	250	750	250	750				23	
Chairman’s	250	250	750	250	750				617	
Zonal Manager’s	200	250	500	250	500				550	
Divisional Manager’s	150	250	250	250	250				1094	
Branch Manager’s	100	150	150	150	150				924	
Distinguishe d Agents	100	100	100	100	100				105	
TOTAL										

CONDITIONS:

1. No extra charge will be paid over the rate mentioned above
2. Instructions and condition (Annexure-A) will also be part of tender.

Date:

Signature of Proprietor
Name and Seal of the Firm