



LIFE INSURANCE CORPORATION OF INDIA
Office Services Department,
 Divisional Office, Urban Estate Phase I, Dugri, Ludhiana
 Tel: 91-161-2487025 Fax: 91-161-2487034
 Email: os.ludhiana@licindia.com

APPLICATION FORM- TECHNICAL BID

Annexure-C

S.NO	Information Sought	Information provided
1	Name of the firm(in Block letters)	
2	Date of Establishment/Incorporation	
3	Registration No. for registration under Companies Act,1956(Please enclose Photocopy of certificate)	
4	Correspondence address and telephone no. with e-mail ID.	
5	Address of Head Office (if separate) and telephone no.	
6	Status Proprietary/ Partnership/ Private Ltd. Company/ Public Ltd. Company	
7	Name of the Partners/ Directors	
8	Name of Chief Executive with his present address and Telephone Nos.	
9	Name of Representative(s) with Designation who would be calling on us and attending to our jobs and his Contact Number.	
10	Name of Bankers with address & telephone nos. IFSC Code & A/c No.	
11	PAN No. of the Firm (Please enclose Photocopy)	
12	Labour License nos. and validity under various section of Labour Laws (Central Govt.) Please enclose photocopy of certificate)	
13	Service Tax Registration No. (Please enclose photocopy of certificate)	
14	E.P.F Registration No. (Please enclose photocopy of Certificate)	
15	E.S.I Registration No. (Please enclose photocopy of Certificate)	
16	Date of obtaining ISO 9001:2008 certificate and its validity upto(Please enclose photocopy of Certificate)	
17	Details if registered with any other Government Authority	
18	State the latest Income Tax assessed year and amount of tax assessed (Copies of last 03 years, IT Return, Balance Sheets & Revenue A/c to be enclosed.	

19	Turnover for the last three financial years	2015-16 2014-15 2013-14
20	Details of Stationery supplied to any office of LIC of India and/ or Prestigious P.S.U (Central),(Please enclose photocopy of Certificate)	
21	Mention any other specialities of your Establishment	
22	Whether holding certificate under shops and establishment act(if Yes renewed copy should be enclosed)	
23	Is the Firm is registered under the factories Act, Details of License No. (if Yes renewed copy should be enclosed)	
24	Have you ever been Blacklisted by LIC of India or PSU/ BFSI Organization/ Govt./ Semi Govt./ Quasi Govt. Departments in india as on date of submission of Bid.	

(Note: Please type this form or fill it legible in ink. If space provided is insufficient, Please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We _____ request, Life Insurance Corporation of India, Divisional office, ludhiana to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS AND DUTIES of Supplier and assure to render the services to the fullest satisfaction of the Corporation.

Place.....

Date:

Sign.....

With seal of Firm/Company

Note: The Corporation reserves the rights to accept or cancel tender/ Bids of any of the Agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

ANNEXURE-D

**Details of Existing Clients:
(Separate page must be submitted for each client)**

Name of Company	
Address of Company	
Name of Contact person	
Designation	
Landline No	
Mobile No.	
Email ID	

Details of services provided in last 2 years to the above mentioned company (Ref. No., date of work order etc. with photocopies of same)

Place.....

Date.....

Sign.....

With seal of the firm/company

ELIGIBILITY CRITERIA FOR BIDDERS

1. The firm/supplier should in the similar profession for at least 3 years (copy of proof must be enclosed)
2. The firm/supplier should be on the approved panel of at least 3 reputed firms.
3. **The firm/supplier should have registration with state and local authorities for undertaking the profession (copies of proof to be enclosed)**
4. Minimum annual turnover of the company should be Rs. 25 lacs and above during any of the last three years and experience of having executed an order of one PSU/Govt. client worth Rs. 5 lakhs and above for any one of the last three years.
5. The company should have a valid PAN card issued by Income Tax Authorities.
6. The company should have a VAT NUMBER (copy of proof to be enclosed)
7. Certificate of satisfactory completion of work/supply issued by concerned department / authority/reputed firm must be attached as proof.
8. The firm/suppliers who have been de-barred/de-listed/ black listed /removed earlier by any office of LIC of India should not apply.

Declaration:

I/We have read the instructions appended to the form and I/We understand that if any false information is revealed at a later date, any contract made between ourselves and the Corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/We will be solely responsible for the consequences and shall make good all loses caused to LIC of India in the process. I/We agree that the decision of the Corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my knowledge and belief.

I/We have no objection in inspection of my/our premises/workshop, shop etc is done by the official of the Corporation including inspection of the quality of any or all items of the tender.

Place.....

Date.....

Sign.....

With seal of the firm/Company