

**LIC OF INDIA, DIVISIONAL OFFICE “JEEVAN PRAKASH”
172A/40, M.G. MARG, CIVIL LINES, ALLAHABAD 211001**

**APPLICATION FORM FOR EMPANEMMENT OF FIRM
(Last date of submission of application 21.11.2017 up to 5.00 pm)**

As per list mentioned on Page No. 5

<u>SL. No. of Category</u>	<u>Name of Category/Item</u>

(Separate application is to be filled up for each category of Specific item in the category)

Conditions for empanelment :

- 1) The firm/supplier should be in profession for at least 5 years.
- 2) The firm/supplier should have registration with state & local authorities for undertaking the profession (copies of proof to be enclosed)
- 3) The firm/supplier should keep sufficient stock in hand so as to comply with the Urgent needs without delay.
- 4) Interested Agencies fulfilling the above eligibility criterion may apply for issue of enrolment forms against payment of Rs. 250.00 (Non refundable) for each category, to be paid in cash/DD in favor of LIC of India payable at Allahabad from 30.10.2017 to 21.11.2017 from the office of Manager (E&OS), E&OS Department, Divisional Office, M.G. Marg, Civil Lines, Allahabad-211001. Last date of dully filled in enrolment form is 21.11.2017. Enrolment form down loaded from the web site (www.licindia.in) should be submitted along with payment of Rs. 250.00 (Non refundable) for each category in cash/DD.
- 5) Application for empanelment duly completed should be submitted at the above address in a closed envelop super scribed as “Application for empanelment of suppliers/vendors/Category Sr. No..... & name of category/item
- 6) In case, the application has been downloaded from our website it needs to be accompanied by Bank DD/Pay order of Rs. 250/- in favor of LIC of India payable at Allahabad for each category.
- 7) Mere submission of Application for empanelment does not confer the right of Empanelment. Life Insurance Corporation of India reserves the right to reject, accept any or All applications or cancel the process of empanelment without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor it will be obligatory to inform the applicant the grounds of any such action. (The information furnished in the application would be scrutinized/checked by our officials)
- 8) The firms/suppliers who are on our panel are required to apply for fresh empanelment if interested.
- 9) Firms/suppliers, who have been black listed/removed earlier, should not apply. If applied, their applications will not be considered.

APPLICATION FOR FIRM/SUPPLIER/SERVICE PROVIDER
GENERAL INFORMATION

Details	Information Provided
Name of the Firm	
Date of Establishment / Incorporation	
Correspondence Address with Telephone No	
Address of head Office (If Separate)	
Status Proprietary / Partnership Limited Company/ Public Limited Company, Names of the Partners / Directors	
Whether registered at micro small / medium enterprises (MSME) within relevant authority, if yes please enclose the certificate if the firm owned by SC/ST or General Entrepreneur	
Name of the Chief Executive with his Present Address and Telephone nos.	
Name of representative (s) with Designation who would be calling on us and attending to our jobs	
Name of Bankers with addresses & telephone Nos.	

Is the firm registered under the Factories act? If yes state a) License No b) Date of renewal of license (Copy to be enclosed)	
Please give the following details:-	
PAN	
VAT (Tin No.)	
Service Tax No.	
ESI No.	
EPF no.	
GST No. (Mandatory)	
Whether holding certificate under shops & establishment act, duly Renewed copy should be enclosed	
Give the latest Income Tax Assessed year and the amount of tax assessed (copies of last 3 years), IT Returns need to be enclosed) Turnover for last three years	
Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts	
If your firm is empanelled with any of office of LIC of India or any PSU (Central), Please give name and address	
Name, Addresses and Telephone Nos. of some of your most valued clients (separate list may be attached)	



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LIFE INSURANCE CORPORATION OF INDIA

Mention any other specialties of your establishment	
Bank DD/ Pay order/ Cash Reciept no of application fee of Rs. 250/-	
The value of stock on hand as at 31 st March. 2017 as shown in your books of accounts	

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 to the form.

I/We

.....request
LIFE INSURANCE CORPORATION OF INDIA, Divisional Office, Allahabad to consider inclusion of my/our name in the list of their approved firms/suppliers. We agree to give full satisfaction to the corporation in the event of their doing so.

Dated at.....this.....day of.....2017

Signature with seal

Name

Designation

Empanelment of Supplier / Printer / Manufacturers / Service Providers

Applications are invited from reputed manufacturers/ printers/ vendors/service providers for empanelment for following items

Si no.	Category
A(1)	Supply of UPS ,Battery & servo voltage stabilizer
2	Supply of water coolers (Make:- Voltas, Blue Star, Usha & Sidwal), Air conditioners (Make:- Voltas, Blue star, Hitachi and Carrier)
3	Supply of air coolers of approved brands, heaters, blowers, other electric appliances for office use like refrigerator, fans, light fittings, etc.
4	Supply of office furniture, modular/ non modular, chairs, tables, racks, cabinets, etc (Make of approved and good reputed firms)
5	Supply of Note Counting Machines & fake note detector (Approved and good firms)
6	Supply of office upkeep material such as Branded phenyl, soap, detergent, chemicals, brooms, duster, deodorant for toilets, disposable gloves, caps, masks etc.
7	Providing curtains, bed sheets, pillow covers, mattresses, towels, door mats etc.
8	Supply of novelty items & trophies etc.
9	Supply of table stationary & office stationary such as pen, files, A4 paper, punching machines, staplers, office envelops of varied sizes, flat files, plastic wallets, dockets & envelops printed stationary, computers consumable stationary, policy bond, offset/screen printers for printing of forms, letter heads, leaflets, pamphlets, visiting card etc.
10	Supply of computer peripherals (Laser printer, cartridge, ribbon, printer head etc)
11	Supply and AMC of RO / Aquagaurd (Approved makes) items
B(1)	Pest control services with approved chemicals for Anti mosquito, Anti rodent and anti-termite etc
2	I-Card for employees / retired employees
3	Security Services & Fire fighting related jobs
4	Supply and AMC of EPBAX, Telephones system
5	AMC of water coolers and air conditioners
6	AMC of Note counting machines and fake note detector machine
7	AMC of UPS and Voltage stabilizers
8	Repair and maintenance works of Electrical and Networking system (electrical License should be enclosed)
9	Repair and maintenance of civil and sanitary works
10	Courier Services
11	To make name plate, rubber seal etc.
12	Providing services of DG sets
13	AMC of Fire Alarm and Fire Hydrant System
14	Providing services for booking of air ticket, rail ticket & taxi services
15	Supply and maintenance of CCTV system
16	Repairing of printer heads

Signature With Seal

Name

Designation

Instruction for The Empanelment of Repairing and Maintenance of Electrical, Civil and sanitary works

The Desirable credentials for the repairing and maintenance works (Electrical / Civil/ Sanitary) are as under:-

Job No.	Nature of Works	Work Value (In Lacs) up to	Minimum Solvency (In Lacs)	Average Annual Turn Over of last 4 years	Minimum value of similar nature work completed in last 4 years (In Lacs)
8	Repair and maintenance works of Electrical and Networking system	Above 2 lakh up to 5 lakh	0.40	4	Atleast two works of 2 lacs or single works of 4 lacs
9	Repair and maintenance of civil and sanitary works	Above 2 lakh up to 5 lakh	0.40	4	Atleast two works of 2 lacs or single works of 4 lacs

Signature of Contractor