

## **NOTICE**

Date: 16/10/2023

### **Supplementary Empanelment of Vendors for Supply of Towels & Uniforms from reputed brands like Bombay Dyeing/Raymonds/Vimal Dealers etc for use by Eastern Zonal Office, Kolkata**

Applications are invited of interested vendors/firms for addition to our existing list of approved vendors ,for supply of Towels & Uniforms from reputed brands like Bombay Dyeing/Raymonds/Vimal Dealers etc. , from Kolkata only, at Eastern Zonal Office to be valid for three years. The Vendors desirous to be empanelled with us for Supplying of various items as mentioned under Table 'A, fulfilling conditions as per Annexure 'A' may apply for getting empanelled on the panel of Eastern Zonal office for job undertaken at Zonal Office.

Table-A	
Category	Supply of Towels & Uniforms ( from reputed brands like Bombay Dyeing/Raymonds/Vimal Dealers etc.)

Applications along with enclosures as per Annexure 'A' are to be sent at following address so as to reach us on or before 06/11/2023, 3.00P.M.

**Assistant Secretary, Office Services Department  
LIC of India, Eastern Zonal Office, Hindusthan Building,  
4<sup>th</sup> floor, 4, C.R. Avenue, Kolkata-700072**

The cover should be superscribed as 'Application for Empanelment of Vendors for Supply of Uniform/Towels and are to be dropped in Tender Box kept in Stores Section, 5<sup>th</sup> floor/ Sent by Courier / Post at the above mentioned address. Applications received after the due date and time shall not be entertained.

**Zonal Manager**

**Note:**

1. Firms who are already on the Zonal Office existing panel w.e.f. 01.04.2023, shall continue to be in the panel and need not apply for fresh empanelment
2. Firms / suppliers, who have been blacklisted/removed /cautioned earlier, should not apply. If they apply, their applications will not be considered.
3. In case of any dispute, the decision of the Zonal Manager shall be final and binding on all.
4. Vendors should have office in Kolkata only.

**(Annexure-A)**  
**Life Insurance Corporation of India**  
**Eastern Zonal Office**

**Application for Supplementary Empanelment of Vendors for Supply of Towels & Uniforms from reputed brands like Bombay Dyeing/Raymonds/Vimal Dealers etc for use by Eastern Zonal Office, Kolkata**

Conditions for Empanelment:

1. The Vendors should be in the profession of business for at least 3 years. (Copy of Registration Certificate must be enclosed).
2. Annual turnover should be as per following table below:  
  
(Attach Balance sheet for last 3 years.)

Categories mentioned in Notice for Empanelment		Minimum Annual Turnover Needed
Category	supply of Towels ( BombayDyeing/Raymonds Dealers) & Uniforms ( Raymonds/Vimal Dealers)	Rs. 10 lakh

3. The Vendors/Dealers should be on the approved panel of at least 3 reputed Firms out of which at least two should be Public Sector Undertaking or Government Offices.
4. They should have registration with State & Local Authorities for undertaking the profession (Copies of State registration & license to be enclosed).
5. The Dealer should have at least 600 sq. feet area of operating Office/Business in Kolkata only.
6. The Application Fee for Empanelment is Rs.236/- (including GST @18%) for the category. Mode of payment of the fee can be (a) Depositing at ZO cash counter or (b) paying by Demand Draft in favour of 'LIC of India payable at Kolkata'. Application Fee is mandatory for all applicants irrespective of category/ status of the Firm and it is non-refundable
7. **Integrity Pact (duly signed and witnessed) is to be submitted.**

<b>Details of the Vendors/Dealers/Firms</b>		
1	Name of the Firm (in Block Letters):	
2	Date of Establishment/ Incorporation:	
3	Correspondence Address and Telephone No.	
4	Address of Head Office (if separate) and Telephone No:	
5	E-mail ID:	
6	Status: Whether Partnership/ Private Limited Company/ Proprietorship Company etc.	
7	Names of the Partners/Directors:	
8	Name of Chief Executive (CEO) with his present address & telephone number:	
9	Name and Designation of Representative(s) who would be calling on us and attending to our jobs	
10	Bank Details	Bank Name:
		Bank Address:
		Bank Account No.:
		IFSC Code:
11	Is the firm registered under the factories Act?	
	If yes, state License No.	
	License valid up to (enclose a copy)	
12	PAN No.	
13	ESIS No	
14	GST Registration details	
15	EPF No.	

16	Whether holding certificate under Shops & Establishment Act, duly renewed. (Copy should be enclosed.)	
17	State the latest Income Tax Assessed year and the amount of Tax assessed (attested copies of last three years, IT Returns, Balance Sheets and Revenue A/c to be enclosed).	A.Y.
		Amount Tax assessed:
18	Turnover last year (CA Certificate to be enclosed):	<b>2020-21</b>
		<b>2021-22</b>
		<b>2022-23</b>
19	Area occupied by the press (in square feet):	
20	Names of the offices of the LIC where you are presently empanelled (if any). (Enclose letters of Empanelment)	
21	Name, Addresses and Tel No of three of your most valued clients:	
22	Are you an MSME? (If yes, enclose certificate.)	
23	Are you agreeable to make deliveries to Corporation's offices when so directed?	
24	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts?	
25	Mention other specialties of your establishment, if any.	

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.

Date:

Signature and Name of the Authorised Person

Seal of the Firm

Mobile No.:

**CHECK LIT OF ENCLOSURES**  
**(Advised to tick YES or NO)**

<b>S. No.</b>	<b>ITEM</b>	<b>PROOF ENCLOSED</b>
1	MSME registration certificate valid as on date	<b>YES/NO</b>
2	Status Proprietary/Partnership/Private Limited Company/Public Limited Company	<b>YES/NO</b>
3	Is the firm registered under the factories Act? If so, state (a) License No	<b>YES/NO</b>
4	(b) Date of validity of License (copy of license to be enclosed)	<b>YES/NO</b>
5	PAN No.	<b>YES/NO</b>
6	ESI Registration No, if any	<b>YES/NO</b>
7	EPF Registration No. if any	<b>YES/NO</b>
8	G.S.T No.	<b>YES/NO</b>
9	Whether holding certificate under shops & establishment act, if "YES" duly renewed copy should be enclosed	<b>YES/NO</b>
10	Latest Income Tax Assessed year and the amount of tax assessed (Attested copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to be enclosed)	<b>YES/NO</b>
11	Annual turnover [CA certified copies to be enclosed]	<b>YES/NO</b>
12	If your firm is empanelled with any of office of LIC of India or any other PSU (Central) please give name, address & since when you are empanelled with them	<b>YES/NO</b>
13	Name, Addresses and Telephone Nos of some of your most valued Clients (Separate list may be attached)	<b>YES/NO</b>