

ORIGINAL

M.R. No..... Amount :..... Date.....

**Empanelment of Firms for Supply of publicity material &
competition prizes**

ISSUED TO

M/S -----

Manager (Sales)

Prop.

**APPLICATION FORM FOR EMPANELMENT OF
SUPPLIERS/PRINTERS/MANUFACTURERS/VENDORS**
(Separate application is to be submitted for each category)
(Part-I : GENERAL INFORMATION)

SI No.	Information Sought	Information Provided
	Category for which you are applying	No. of Cat. Name of Cat.
1.	Name of the firm (In Block Letters)	
2	Date of Establishment /In Corporation of the firm	
3	Correspondence address Telephone No & mobile No/E-mail ID	
4	Address of Head Office of Separate and telephone No	
5	Status of the Company/Firm Propertary/Partnership/limited company/Public limited Company	
6	Name of the Partners Directors	
7	Name of the Chief Executive with his present Address and Telephone No.	
8	Name of the Representative with Designation who would be calling on as and attending to our jobs and telephone No.	
9	Name of bankers with address & telephone No.	
10	Is the firm registered under the Factories Act. If so state Labour a. Licence No. and validity Labour section of Labour laws (Enclose photocopy)	
	b. Date of last renewal of license (copy of license to be enclosed)	
	c. GST No. (enclose self attested photocopy)	
	d. CST No. (enclose self attested photocopy)	
	e. VAT No. (enclose self attested photocopy)	
	f. TAN No. (enclose self attested photocopy)	
	g. ESI No. (enclose copy)	
	h. EPF registration No. if any.	
11	Whether holding certificate under shops & establishment act? (Duly renewed copy should be enclosed)	
12	State the latest Income Tax assessed year and the amount of Tax assessed copies of last 3 years IT returns balance sheets & Revenue A/C to be enclosed. Please mention your PAN No.(copy to be enclosed)	

13	Are you agreeable to make free deliveries to our Divisional office at Bareilly?	
14	Whether Black listed by any Govt. dept./ Public sector company?	
15	Are you agreeable to submit samples whenever called to?	
16	Are you agreeable to abide strictly by the terms & conditions of the Tenders and Contracts as and when laid down by the Corporation.	
17	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate list may be attached)	
18	Name of the LIC offices whose work you might have done during the last three years (Details of jobs given by LIC and completed by you (Enclosed certificates)	
19	Approximate value of your turn over per year.	
20	Do you carry stocks of papers and any other matenat is sc. what stocks do you generally hold?	
21	Do you posses certificate of authorization from manufactures is yes. Please provide copy of the same.	
22	Mention any other specialties of your establishment.	

Note : The Corporation reserves the right to cancel the name of the supplier/firm from its approved lists at its discretion without assigning any reason.

I/werequest Life Insurance Corporation of India, Bareilly Divisional Office 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.....20.....

Signature with Seal

Name :

Designation authorized Signature

(Part-II : TECHNICAL INFORMATION)

SI No	Information Sought	Information Provided
	Category for which you are applying	No Cat Name
1	Particulars of composing facilities. a. DTP Systems Make packages languages features if any. b. Other composing facilities such as hand composing.	
2	Particulars of scanning machine being used	
3	Printing machine a. Offset machine. Make size, colour speed other feature if any b. Pre-printed constructions stationary machine. Make size colour speed other features if any c. Letter press machine d. Screen Printing facility	
4	Particulars of positives & plate making facility	
5	Binding & finishing (a) Cutting Machine Make size of blade,hand/power driver (b) Particulars of punching machine (c) Particulars of perforating machine (d) Particulars of department	
6	Have you got photo type setting machine? If so please furnish full details of type face	
7	If any of the equipments mentioned above is under lease ,loan or hire purchase .Agreement should be furnished	
8	Please furnish details particulars any other agreements you may have entered into which are subsisting.	

I/Werequest Life Insurance Corporation of India.

Bareilly Divisional Office, to consider inclusion of my/our name in the list of their approved firms/. We agree to give satisfaction to the Corporation in the event of their doing so.

DECLARATION-

1. I have read the instructions appended to the Annexure. I and I 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 can be treated as invalid at the sole discretion of the Corporation and I will be solely responsible for the consequences.
2. I agree that the decision of the Corporation in selection of manufacturer/printers/ vendors/contractors/service providers will be final and bunding on me.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I agree that I have no objection if inspection of my premises /workshop/shop etc. is done by the officials of the Corporation.

Dated at.....this.....day of.....20.....

Signature with Seal

Name :

Designation authorized Signature

Ref : LIC Bareilly/empanelment of firm

Date:.....

Undertaking

We hereby confirm that we have not been black-listed by LIC or any PSU Organization /Government/Semi-Govt./Quasi Govt . Departments in India as on date of submission of application form for empanelment of firm to the above RFP.

Dated at.....this.....day of.....20.....

Name : Signature

Contact No.

Prop/Owner/Director/Partner/Manager

Address of the firm :

Prop.

SEAL OF THE FIRM/AGENCY/Co.