



WESTERN ZONAL OFFICE, MUMBAI

NOTICE

Applications are invited from the **firms/suppliers** having their establishment in Mumbai and also from **Printers** having their **printing press in Mumbai/Navi Mumbai/Thane District**, for the empanelment for various jobs as mentioned below for Western Zonal Office, Mumbai.

I Printers / Specialized security printers

II Category of vendor/Firm for supply of:

- 1) Table and office stationery
- 2) IT consumables such as cartridges, ribbons, CDs etc
- 3) Cleaning Material
- 4) AMC of various machines
- 5) Pest Control Treatment
- 6) Travel Agent for rail/air ticket booking

III Local transporter with labour for shifting of furniture in Mumbai & Navi Mumbai

IV Tailors for stitching curtains & ready to visit staff quarters situated in Mumbai & Navi Mumbai for measurements/ delivery

V Sofa repairs/upholstery

VI Carpenters for repair/polishing of furniture at different guest house & staff quarters situated in Mumbai & Navi Mumbai

The vendors/firms desirous to be empanelled with us for above said jobs (Category No.1 to 6 & I,II, III, IV, V & VI) and fulfilling conditions as per Annexure" A "enclosed, may apply for empanelment of Western Zonal Office for jobs undertaken at Western Zonal Office.

The applications in questionnaire form along with the enclosures i.e. necessary certificates in evidence for the facts mentioned in the forms are to be sent at the following address so as to reach us on or before **16.03.2011**.

Secretary (OS)
L I C of India,
Western Zonal Office,
First floor, West wing
Yogakshema,
Jeevan Bima Marg,
MUMBAI – 400021

The cover should be super scribed as "Application for empanelment of _____".
(Mention category listed above)

Regional Manager (OS)

- NOTE 1) Vendors/suppliers who are on our existing panel should also apply for fresh empanelment.**
- 2) Vendors/suppliers have been blacklisted/ removed earlier, should not apply. If applied, their applications will not be considered.**
 - 3) The Corporation reserves the right to cancel the name of the Vendors/Suppliers from its approved list at this absolute discretion without assigning any reason.**
 - 4) Vendor applying for more than one category should fill up separate form for each type.**

Annexure A

Conditions for empanelment as a Printer:

- 1) The printer should be in profession of printing for at least 3 years.
(copy of registration certificate must be enclosed)
- 2) Annual Turnover should be up to Rs 2 lacs for small jobs, Rs 2 to 10 lacs for medium jobs and above Rs 25 lacs for big jobs in the last three financial years.
(attach balance sheet for 3 years)
- 3) The printer should be on the approved panel of at least 3 reputed firms from Mumbai out of which at least one should be Public Sector or Government undertaking.
- 4) The printer should have at least one single colour and one 4- colour offset machine, in-house stitching and binding unit and screen printing unit.
- 5) The printer should have at least **500** sq feet area of operation for printing, binding etc. activities and sufficient storage space at one place only.
- 6) The printer should have registration with state and local authorities for undertaking the profession.
(copies of state registration & BMC license to be enclosed)



QUESTIONNAIRE FOR PRINTING PRESS PART I : GENERAL INFORMATION

- 1) Name of the press
(in block letters) :

- 2) Date of Establishment / Incorporation :

- 3) Address and Telephone No :

- 4) Address of Office (If Separate)
And Telephone No

- 5) Status: Whether Partnership/
Private Limited Company /
Public Limited Company :

- 6) Names of the Partners / Directors :

- 7) Name of chief Executive with
his present address and Telephone No :

- 8) Name of Representative (s)
indicating Designation who would be
calling on us and attending to our jobs :

- 9) Name of Bankers with addresses
And telephone numbers

- 10) Whether registered under the Maharashtra
Value Added Tax Act, 2002 (VAT): **YES / NO**
(If yes, submit Xerox copy of Certificate of Registration)

- 11) Are you going to charge VAT in your bills: **YES / NO**
 If no, mention reason and submit relevant documents:

- 12) Whether Registered under the Central Sales Tax (Registration and Turnover) Rules, 1957: **YES / NO**
 (If yes, submit xerox copy of Certificate of Registration)

- 13) Whether registered as Small Scale Industrial Unit: **YES / NO**
 (If yes, submit xerox copy of Certificate of Registration)

- 14) Is the press registered under the Factories Act? If so, state –
 (a) License No
 (b) Date of last renewal of license (copy to be enclosed)
 (c) PAN No
 (d) ESIS No, if any
 (e) EPF Registration no, if any

- 15) Whether holding certificate under Shop and Establishment Act, duly renewed (copy to be enclosed)

- 16) State the latest Income Tax assessed year and the amount of tax assessed
 (copies of last 3 years IT Returns, balance sheet & Revenue A/c to be enclosed)

- 17) How do you propose to compensate the loss to the Corporation arising out of theft, fire or otherwise in respect of paper material supplied to you by us

- 18) Are you agreeable to make deliveries to Corporations office within and out of Mumbai when so directed?

- 19) Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts

- 20) Area occupied by the press

- 21) Total no of employees:
 Permanent: ----- Temporary: -----
 Skilled: ----- Unskilled: -----
- 22) Number of shifts you work normally

- 23) Timing of shifts

- 24) Weekly Holidays

- 25) Names of the offices of LIC whose printing work you may have done during the last 3 years. Mention only those offices for whom you have done sizable jobs or have done constant work (Details of job done to be given)

26) Name, Address and Telephone No of some of your most valued clients:

27) Approximate value of your output per year

28) Do you carry stocks of papers and any other material? If so what stocks do you generally hold?

29) State the nature of printing jobs undertaken by you (Full details to be given):

30) Do you undertake manufacture of

- a) Envelopes
- b) Office Files
- c) Stickers

31) Mention any other specialties of your Establishment:

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 on to the form.

PART II: TECHNICAL INFORMATION

1) Particulars of composing facilities

a) D.T.P. Systems

Make	Packages	Languages	Other Features if any

b) Other composing facilities such as hand composing

2) Particulars of scanning machines being used.

3) Printing Machines

a) Offset Machine

Make	Size	Colour	Speed	Other Features if any

b) Letter press Machines

Make	Size	Speed	Other Features if any

c) Screen Printing Facility

d) Pre-printed continuous stationery machine

Make	Size	Colour	Speed	Other features, if any

4) Particulars of Positives and Plate making facility

5) Binding and Finishing

a) Cutting Machines

Make	Size of Blade	Hand/Power Driver

b) Particulars of punching machines

c) Particulars of perforating Machine d) Particulars of gilding department

6) Have you got photo-typesetting machine if so; please furnish full details of type faces

7) If any of the equipments mentioned above is under lease, loan or hire purchase agreement should be furnished.

8) Please furnish details particulars of any other agreements you may have entered into which are subsisting and are likely have a bearing on the jobs, which may be entrusted to you.

I/WE _____ request Life Insurance Corporation of India, Western Zonal Office, to consider inclusion of my/our name in the list of their approved printers and agree to give full satisfaction to the Corporation in the event of their doing so.

Dated: _____

Signature: _____

Note: The Corporation reserves the right to cancel the name of the Printer from its approved lists at this absolute discretion without assigning any reason.

Annexure A

**Conditions for empanelment of firms dealing in 1) Table and Office Stationery
2) IT consumables such as cartridges, CDs, 3) Cleaning material supplier
4) AMC of various machines 5) Pest Control Treatment**

- 1) The firm should have been established at least three years before.
(Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be at least Rs. 5 lacs.
(Attach Balance Sheet for 3 years).
- 3) The firms should be on the approved panel of at least 3 reputed Firms from Mumbai out of which at least one should be public Sector or Government undertaking.
- 4) The firms should have at least 350 Sq. Feet area of operation & sufficient storage space at one place only.
- 5) The firms should have registration with state & local authorities for Undertaking the profession (Copies of state registration & B.M.C. License, VAT /TAN No, to be enclosed)
- 6) Vendors/Firms should keep sufficient stock in hand, so as to comply with requirements without delay,
- 7) Vendor should furnish the specific brand or make, in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed.)

**Questionnaire for empanelment of firms dealing in 1) Table and Office Stationery
2) IT consumables such as cartridges, CDs, ribbons etc 3) AMC of various machines**

- 1) Name of the Dealers :
(In Block Letters)

 - 2) Date of Establishment / Incorporation :
(Enclose certificate)

 - 3) Address and Telephone No. :

 - 4) Address of Office (If Separate) :
And Telephone No.

 - 5) Status: Whether Partnership/ :
Private Limited Company /
Public Limited Company

 - 6) Names of the Partners /Directors:

 - 7) Name of Chief Executive with :
his present addresses and
Telephone Nos.

 - 8) Name of Representative (s) :
indicating Designation who would
be calling on us and attending to
our jobs

 - 9) Name of Bankers with :
address & telephone nos.

-

10) Whether having VAT NO /TAN NO.:
Please mention the same, copy should be enclosed.

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.

13) Are you agreeable to make free :
deliveries to our Western Zonal Office, Mumbai?

14) Are you agreeable to submit samples
whenever called for?

15) Are you agreeable to enter into :
a rate contract or running contract or
fixed quantity contract?

16) Are you agreeable to abide :
strictly by the Terms and Conditions
of the Tenders and Contracts as and when
laid down by the corporation..
(copies annexed)

17) Area occupied by the shop:

18) Total Number of Employees:
Permanent _____ Temporary _____ Skilled _____ Unskilled _____

19) Weekly Holidays:

20) Name, Addresses and Telephone Nos.
of some of your most valued clients :

21) Approximate value of your Turnover per year:

22) Do you carry stocks of papers and any other :
material.
If so, what stocks do you generally hold?

23) Do you possess certificate of authorization from manufactures of
cartridges:
If yes, please provide copy of the same.

24) Mention any other specialities of your Establishment

I/WE _____ request Life Insurance Corporation of India, Western Zonal Office, to consider inclusion of my/our name in the list of their approved vendors and agree to give full satisfaction to the Corporation in the event of their doing so.

Dated: _____

Signature: _____

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.

Application for supply of Cleaning Material

1) Name of the Dealers :
(In Block Letters):

2) Date of Establishment/Incorporation/Registration:
(Vendor should be at least 5 years in business)

3) Address:

Telephone: Cell no: E-Mail:

4) Name of the person designated for LIC:
Designation:
Contact no:
E-Mail ID :

5) Name of Bankers with address and Telephone no:

6) Name, Address And Telephone No of some of your most valued
Clients:

7) Business particulars:
a) Number of staff employed:
b) PAN No:
c) Turn over/Income for last three years:
2009-2010 2008-2009 2007-2008

8) 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.

9) Whether Black listed by any Govt. dept/Public sector company: YES/NO

10) CST NO/VAT NO/Service Tax Reg. no/ TAN No:

11) ESIS No /EPF Registration No if any:

12) Shop and Establishment Registration No:
(Last renewed date and attach copy)

We are ready to deal through tendering process and deposit Earnest Money Deposit (EMD) and furnish Bank Guarantee whenever required by LIC. We confirm that we have never been black listed by any Government department or any public company. We are ready to visit staff quarters of LIC located in Mumbai/Navi Mumbai to undertake the work. We know that LIC can cancel our empanelment at any time without assigning any reason.

Date:
Place:

Sign of authorized person
Seal

Check List of documents to be submitted –

- 1) Copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No**
- 2) Last three years audited balance sheet and P&L Account**
- 3) Copy of Registration certificate under shop & establishment act**
- 4) Client List (Enclose work order of leading companies)**
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company.**

TYPE OF JOB

The dealer should supply the material to various buildings in Greater Mumbai limits on Bi-monthly basis as per stated quantity.

Application for Empanelment for Pest Control Treatment

1) Name of the Dealers :
(In Block Letters):

2) Date of Establishment/Incorporation/Registration:
(Vendor should be at least 5 years in business)

3) Address:

Telephone: Cell no: E-Mail:

4) Name of the person designated for LIC:
Designation:
Contact no:
E-Mail ID :

5) Name of Bankers with address and Telephone no:

6) Name, Address And Telephone No of some of your most valued
Clients:

7) Business particulars:

a) Number of staff employed:

b) PAN No:

c) Turn over/Income for last three years:

2009-2010

2008-2009

2007-2008

8) 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.

9) Whether Black listed by any Govt. dept/Public sector company: YES/NO

10) CST NO/VAT NO/Service Tax Reg. no/ TAN No:

11) ESIS No /EPF Registration No if any:

12) Shop and Establishment Registration No:
(Last renewed date and attach copy)

13) Details of license from BMC:
(copy should be attached)

We are ready to deal through tendering process and deposit Earnest Money Deposit (EMD) and furnish Bank Guarantee whenever required by LIC. We confirm that we have never been black listed by any Government department or any public company. We are ready to visit staff quarters of LIC located in Mumbai/Navi Mumbai to undertake the work. We know that LIC can cancel our empanelment at any time without assigning any reason.

Date:
Place:

Sign of authorized person
Seal

Type of Job

- 1) Agency should hold a valid license form BMC authority.
- 2) The rate should be per sq.ft. & should be uniform for all locations/all guest houses in Mumbai.
- 3) Pest control should be carried out by spraying Chemicals/Gel treatment for cockroaches/treatment for termite, bed-bugs, rodents etc.
- 4) Three services in a year should be provided.
- 5) The chemicals used should be non-toxic, non-hazardous & odourless/harmless ordinarily to human beings.
- 6) During the contract period if it is required, additional treatment free of cost over & above the regular treatment
- 7) After completion of the treatment the rodents & insects if found dead shall be removed by the contractors.
- 8) The contractors are required to visit the premises & acquaint themselves fully about the area for which the works are to be carried out.
- 9) The contractor shall specify all the chemicals used for disinfestations in cockroaches, white ants, insects, bed-bugs, rodents etc & all other types of pest including the proportion that shall be used.

Check List of documents to be submitted –

- 1) **Copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No**
- 2) **Last three years audited balance sheet and P&L Account**
- 3) **Copy of Registration certificate under shop & establishment act**
- 4) **Client List (Enclose work order of leading companies)**
- 5) **Partnership deed or Articles of Association and Memorandum of Association in case of company.**

Conditions for empanelment as a Travel Agent:

- 1) The agency should be in profession for at least 3 years.
(Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be up to Rs 10 lacs in the last three financial years.
(Attach balance sheet for 3 years)
- 3) The agency should be on the approved panel of at least 3 reputed firms from Mumbai out of which at least one should be Public Sector or Government undertaking.
- 4) The agency should have at least 200 sq feet area of operation.
- 5) The agency should have registration with state and local authorities for undertaking the profession.
(copies of state registration & BMC license to be enclosed)
- 6) The agency should passes a certificate issued by railway/ IRCTC/Airline authorities for carrying out the business.

QUESTIONNAIRE FOR TRAVEL AGENT **PART I: GENERAL INFORMATION**

- 1) Name of the Travel Agency
(in block letters) :

- 2) Date of Establishment / Incorporation :
- 3) Address and Telephone No :

- 4) Address of Office (If Separate)
And Telephone No

- 5) Status: Whether Partnership/
Private Limited Company /
Public Limited Company :
- 6) Names of the Partners / Directors :
- 7) Name of chief Executive with
his present address and Telephone No :
- 8) Name of Representative (s)
indicating Designation who would be
calling on us and attending to our jobs :
- 9) Name of Bankers with addresses
And telephone numbers

- 11) Whether holding certificate under
Shop and Establishment Act, duly renewed
(copy to be enclosed)

- 12) State the latest Income Tax
assessed year and the amount of tax
assessed
(copies of last 3 years IT Returns,
balance sheet & Revenue A/c to be enclosed)

- 14) Are you agreeable to make
Deliveries of tickets to Corporations
office within and out of Mumbai when
so directed?

15) Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts

16) Area occupied by the office:

17) Weekly Holidays

18) Are you on the panel of other LIC offices?
If yes, give name & address of the office & state the duration of Empanelment :

19) Name, Address and Telephone No of Some of your most valued clients:

20) Mention any other specialties of your Establishment:

Note: Please type this form of 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 on to the form.

Check List of documents to be submitted –

- 1) Copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No
- 2) Last three years audited balance sheet and P&L Account
- 3) Copy of Registration certificate under shop & establishment act
- 4) Client List (Enclose work order of leading companies)
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company.
- 6) Copy of certificate issued by Railway/IRCTC/Airlines.

Application for Empanelment (Local Transporter for shifting)

1) Name:

2) Date of Establishment/Incorporation/Registration:
(Transporter should be at least 5 years in business)

3) Address:

Telephone: Cell no: E-Mail:

4) Name of the person designated for LIC:

Designation:

Contact no:

E-Mail ID :

5) Status: Whether Partnership/
Private Ltd. Co/Public Ltd Co.

6) Names of Partners/Directors:

7) Names of Chief Executive with his present
Address and Telephone no:

8) Name of Bankers with address and Telephone no:

9) Name, Address And Telephone No of some of your most valued
Clients:

10) Business particulars:

a) Number of trucks/tempo with capacity owned by you:

b) Whether All India Permit is obtained:

c) Number of staff employed:

d) PAN No:

e) Turn over/Income for last three years (Minimum turn over required is
Rs 50 crore per year. RM (OS) can relax this condition at his sole
discretion)

2009-2010

2008-2009

2007-2008

11) Whether Black listed by any Govt. dept/Public sector company: **YES/NO**

12) CST NO/VAT NO/Service Tax Reg. no/ TAN No:

13) ESIS No /EPF Registration No if any:

14) Shop and Establishment Registration No:
(Last renewed date and attach copy)

15) How do you propose to compensate the loss to the corporation arising of
Theft, Fire or for any other reason:

16) Transporter along with his application should quote the following charges for

One full day :(Running 100 K.M. per day)

Freight charges of 1 Tempo including Driver (specify size/brand of tempo)

Freight charges of 1 Eicher 407 including driver:

Freight charges of 1 Truck including driver (specify size/brand of truck)

Labour charges of 1 labour for full day (from 10.00 am to 6.00 pm)

We are ready to deal through tendering process and deposit Earnest Money Deposit (EMD) and furnish Bank Guarantee whenever required by LIC. We confirm that we have never been black listed by any Government department or any public company. We know that LIC can cancel our empanelment at any time without assigning any reason. I have read the enclosed TYPE OF JOB and agree to it.

Date:
Place:

Sign of authorized person
Seal

Check List of documents to be submitted –

- 1) Copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No
- 2) Last three years audited balance sheet and P&L Account
- 3) Station List
- 4) Copy of Registration certificate under shop & establishment act
- 5) Client List (Enclose work order of leading companies)
- 6) Partnership deed or Articles of Association and Memorandum of Association in case of company.
- 7) Residence proof, Photo identity.

TYPE OF JOB

Local Transporter along with labour for shifting of furniture lying in our different staff quarters

- a) We need to shift home furniture to different staff quarters within Mumbai
- b) Normally, furniture lying in 5 to 6 different places is required to be shifted to 2 to 3 different staff quarters within Mumbai.
- c) Local transporter should be able to make available tempo or Eicher 407 or Truck along with labour (1, 2,3or 4) at our convenient date. Depending upon the need, we may require 1 small tempo or 1 Eicher or 1 Truck. Number of labour required can vary from one to four depending on the job.
- d) Transporter along with his application should quote the following charges for one full day :
 - Freight charges of 1 Tempo including Driver (specify size/brand of tempo)
 - Freight charges of 1 Eicher 407 including driver:
 - Freight charges of 1 Truck including driver (specify size/brand of truck)
 - Labour charges of 1 labour for full day (from 10.00 am to 6.00 pm)
- e) Copy of PAN no, Residence proof, Photo Identity of the owner should be submitted while applying.
- f) Some of our staff quarters are located as follows:
 - Jeevan Jyot – Nepean Sea Road, Jeevan Anand – Opp Breach candy Hospital,
 - Jeevan Akash – Nr Bhatia Hospital, Grant Road, Inder Tower – Parel, Antariksha – Nr Siddhi Vinayak Temple, Jeevan Shanti – Nr Nanavati Hospital, Parle Jeevan Vikas – Nr Arya Samaj, Santacruz, Jeevan bima Nagar- Borivli (W), Eden Garden- Sector 5, Kharghar, Raheja Complex, Sundaram – Malad(E). There are still few more located in Mumbai.
- g) LIC does not accept any responsibility for any loss arising out of the job allotted to the vendor.

Application for empanelment (Tailor)

1) Name:

2) Date of Establishment/Incorporation/Registration:
(Tailors should be at least 5 years in business)

3) Address:

Telephone: Cell no: E-Mail:

4) Name of the person designated for LIC:

Designation:

Contact no:

E-Mail ID :

5) Status: Whether Partnership/
Private Ltd. Co/Public Ltd Co.

6) Names of Partners/Directors/owner:
Address/Contact no:

7) Name of Bankers with address and Telephone no:

8) Name, Address And Telephone No of some of your most valued
Clients:

9) Stitching rate for curtains (Per curtain):

10) Business particulars:

a) Number of staff employed:

b) PAN No:

c) Turn over/Income for last three years:

2009-2010

2008-2009

2007-2008

11) Whether Black listed by any Govt. dept/Public sector company: **YES/NO**

12) CST NO/VAT NO/Service Tax Reg. no/ TAN No:

13) ESIS No /EPF Registration No if any:

14) Shop and Establishment Registration No:

(Last renewed date and attach copy)

We are ready to deal through tendering process and deposit Earnest Money Deposit (EMD) and furnish Bank Guarantee whenever required by LIC. We confirm that we have never been black listed by any Government department or any public company. We know that LIC can cancel our empanelment at any time without assigning any reason. I have read the enclosed TYPE OF JOB and agree to it.

Date:

Sign of authorized person

Place:

Seal

Check List of documents to be submitted –

- 1) Copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No
- 2) Last three years audited IT returns
- 3) Copy of Registration certificate under shop & establishment act
- 4) Client List (Enclose work order of leading companies)
- 5) Partnership deed
- 6) Copy of election card/telephone bill/electricity bill

TYPE OF JOB

TAILORS FOR STITCHING CURTAIN

- a) Tailor should be able to stitch the curtains in American Fold type along with other styles of curtains
- b) Tailor would be required to visit staff quarters to take measurements of curtains. Tailor should collect the cloth from the dealer and install it after stitching the curtain at the respective staff quarter.
- c) If tailor is having any shop, address of the shop along with registration under shop and establishment act should be furnished.
- d) If you are on panel of any Government Deptt or any Public sector company, kindly submit documents in this regard.
- e) Some of our staff quarters are located as follows:
Jeevan Jyot – Nepean Sea Road, Jeevan Anand – Opp Breach candy Hospital,
Jeevan Akash – Nr Bhatia Hospital, Grant Road, Inder Tower – Parel, Antariksha – Nr Siddhi Vinayak Temple, Jeevan Shanti – Nr Nanavati Hospital, Parle Jeevan Vikas – Nr Arya Samaj, Santacruz, Jeevan bima Nagar- Borivli (W), Eden Garden- Sector 5, Kharghar, Raheja Complex, Sundaram – Malad (E). There are still few more located in Mumbai.
- f) LIC does not accept any responsibility for any loss arising out of the job allotted to the vendor.

Application for empanelment (Curtain cloth/Sofa repairs /upholstery dealer)

1) Name:

2) Date of Establishment/Incorporation/Registration:
(Vendor should be at least 5 years in business)

3) Address:

Telephone: Cell no: E-Mail:

4) Name of the person designated for LIC:
Designation:
Contact no:
E-Mail ID :

5) Status: Whether Partnership/
Private Ltd. Co/Public Ltd Co.

6) Names of Partners/Directors:

7) Names of Chief Executive with his present
Address and Telephone no:

8) Name of Bankers with address and Telephone no:

9) Name, Address And Telephone No of some of your most valued
Clients:

10) Business particulars:

a) Number of staff employed:

b) PAN No:

c) Turn over/Income for last three years:

2009-2010

2008-2009

2007-2008

11) Whether Black listed by any Govt. dept/Public sector company: **YES/NO**

12) CST NO/VAT NO/Service Tax Reg. no/ TAN No:

13) ESIS No /EPF Registration No if any:

14) Shop and Establishment Registration No:
(Last renewed date and attach copy)

a) Curtain cloth sample of different price range (ranging from Rs 100 to Rs 400/-) should be stapled on a plain white thick paper and write down the price and code no of respective curtain cloth on the white paper for comparison. Lining cloth should be in the price range of Rs 25/- to Rs 45/- per meter.

b) The rate quoted as above will remain valid for _____ months.

c) Whether you are ready to depute your staff with samples to the residence of our officer for selection of curtain cloth, if required

We are ready to deal through tendering process and deposit Earnest Money Deposit (EMD) and furnish Bank Guarantee whenever required by LIC. We confirm that we have never been black listed be any Government department or any public company. We know that LIC can cancel our empanelment at any time without assigning any reason.

Date:

Sign of authorized person

Place:

Seal

Check List of documents to be submitted –

1) Copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No

2) Last three years audited balance sheet and P&L Account

3) Copy of Registration certificate under shop & establishment act

4) Client List (Enclose work order of leading companies)

5) Partnership deed or Articles of Association and Memorandum of Association in case of company.

Application for empanelment (Carpenter)

1) Name:

2) Date of Establishment/Incorporation/Registration:
(Vendor should be at least 5 years in business)

3) Address:

Telephone: Cell no: E-Mail:

4) Name of the person designated for LIC:

Designation:

Contact no:

E-Mail ID :

5) Labour charge of a carpenter for one full day:

6) Name of Bankers with address and Telephone no:

7) Name, Address And Telephone No of some of your most valued
Clients:

8) Business particulars:

a) Number of staff employed:

b) PAN No:

c) Turn over/Income for last three years:

2009-2010

2008-2009

2007-2008

9) Whether Black listed by any Govt. dept/Public sector company: YES/NO

10) CST NO/VAT NO/Service Tax Reg. no/ TAN No:

11) ESIS No /EPF Registration No if any:

12) Shop and Establishment Registration No :

(Last renewed date and attach copy)

We are ready to deal through tendering process and deposit Earnest Money Deposit (EMD) and furnish Bank Guarantee whenever required by LIC. We confirm that we have never been black listed by any Government department or any public company. We are ready to visit staff quarters of LIC located in Mumbai/Navi Mumbai to undertake the work. We know that LIC can cancel our empanelment at any time without assigning any reason.

Date:

Place:

Sign of authorized person

Seal

Check List of documents to be submitted –

- 1) copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No
- 2) Last three years audited balance sheet and P&L Account
- 3) Copy of Registration certificate under shop & establishment act
- 4) Client List (Enclose work order of leading companies)
- 5) Copy of election card/telephone bill/electricity bill