

**FOR VENDORS HAVING REGISTERED OFFICE IN PMC & PCMC AREA ONLY**

**Annexure-A**

Application for Empanelment of **VENDORS/SUPPLIERS/CONTRACTORS/ PRINTERS/ SERVICE PROVIDERS** for LIC Of India, Pune DO-II

Sr.No.of Category	NAME OF CATEGORY

**(Separate Application is to be submitted for each Category)**

Sr.No	INFORMATION SOUGHT	INFORMATION PROVIDED
1	Name of Applicant (IN BLOCK LETTERS)	
2	Date of Establishment/Incorporation of the Firm	
3	Correspondence Address  a) Telephone No.  b) Mobile No.  c)E-mail ID	
4	Address of Local Office (at Pune)  a) Telephone No.  b) Mobile No.  c) Email ID	

5	Address of Head Office (If separate)   Telephone No.  FAX No.  E-mail ID	
6	Nature of Ownership: Whether Proprietary/ Partnership/Private Limited Company/ Public Limited Company	
7	Name of the Partners/Directors  E-mail ID	
8	Name of Chief Executive with his present address  Telephone No/Mobile No.E-mail ID	
9	Name of Representative(s) with designation who would be calling on us and attending to our jobs and his.their Mobile Nos/E-mail IDs	
10	Name of Bankers with addresses & Telephone Nos.  Account No.  Type of Account  IFSC Code  (Please attach original cancelled Cheque leaf)	
11	Registration Details:  a) License No. b) Date of last renewal of License (Copy to be enclosed) c) PAN No.(Copy to be enclosed) d) ESIS No.,if any (Copy to be enclosed) e) EPF Registration No.,if any (Copy to be enclosed) f) GSTIN No.(Copy to be enclosed) g) Labour License and Validity (Copy to be enclosed)	
12	Is the Form owned by SC/ST entrepreneurs, if	

	so please enclose a copy)	
13	Whether holding Certificate under Shops and Establishment Act duly renewed. (Copy to be enclosed)	
14	MSME/NSIC Certificate if any. (Copies to be enclosed)	
15	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 and/OR CA Certificate to be enclosed)	
16	Turn Over for last 3 years  F.Y.2024-25  F.Y.2023-24  F.Y.2022-23	
17	Are you agreeable to make deliveries of goods/items to our Offices within and out of Pune City.	
18	Has your Firm been blacklisted/removed earlier by LIC or any of the PSUs/Govt/ Semi Govt/ Quasi Govt Departments in India.If yes, give details.	
19	If your Firm is already empanelled with any Office of LIC Of India OR any other PSU, enclose copy of empanellment letter.	
20	Name, addresses and telephone Nos.of three of your most valued clients (Separate list may be attached)	
21	Mention any other specialities of your Establishment, if any.	
22	Details of DD/Banker's Cheque/MR for Empanellment Fees of Rs.250/-  DD/Banker's Cheque no. and Date and Name of issuing Bank	
23	Are you agreeable to abide strictly by the Terms & Conditions of the Tenderes &	

	Contracts	
24	Approximate value of your annual output	
25	Mention if registered as MSME with Director of Industries (DI)/District Industries Centre (DIC)  Also mention category (Gen/SC/ST)	YES?NO   Gen/SC/ST
26	Mention if registered Vendor on GeM portal	YES/NO

Note:

1. 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 with proper authentication.
2. All the pages of application form and documents must be signed with Company/Form seal.

**DECLARATION**

I/We \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Mobile \_\_\_\_\_

No \_\_\_\_\_ request Life Insurance Corporation Of India, Divisional Office, Pune-II located at S.No. 688 A+B2, 4th Floor, Mahaveer Park Bldg., Pune Satara Raod, Bibwewadi, Pune – 411 037 to consider inclusion of my/our firm/Company's name in the list of their approved firms/Vendors/Dealers. We hereby assure to extend full co-operation upto the satisfaction of the Corporation.

I/We have read the instructions of the Notice of Employment, Conditions and General Terms and Conditions and also Annexure A 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 can be treated as invalid at the sole discretion of the Corporation and I/We will be solely responsible for the consequences.

I/We agree that the decision of the Corporation in selection of Manufacturers/Printers/Vendors/Service Providers will be final and binding on me/us.

All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief.

I/We agree that I/We have no objection if inspection of my/our premises/work shop etc. is done by the authorised Officials of the Corporation.

I/We agree that I/We have no objection if any enquiries are made about our work performance with the clients mentioned at Sr.19 of Annexure-A.

I/We agree to abide by all the Rules and Regulations framed by the Corporation from time to time.

Date:

Signature with Office Seal

Place:

Name:

Signature and Seal of the Authorised Person.

Annexure B

Authority letter

To,

The Manager(OS)

Life Insurance Corporation Of India,

Pune Divisional Office-II, Pune 411 037

Re:Empanelment of Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers

Sir,

We, the undersigned, being partners/owners/Proprietor/Director of the firm \_\_\_\_\_ hereby declare that we have authorized following person/s whose name and Specimen signature is given below:

Name	Specimen Signature

To sign all the documents in connection with this Tender relating to LIC Of India, Pune Divisional Office-II for Empanelment Of Vendors/Suppliers/Contractors/Manufacturers/Printers/ Service Providers alongwith Technical Bid, Financial Bid and any other documents resulting from it on our behalf, which is to be required to be submitted by us during the whole process of the Empanelment.We all abide by the Terms and conditions of the Empanelment.

Signature of all the Partners/Owners/Proprietors/Directors of the firm:

Sr.No	Name of Partner/Owner/Proprietor/Director	Signature	Date


Signature and Seal of Authorized person



Pune Divisional Office–II, S.No, 688 A+B2, 4<sup>th</sup> Floor, Mahaveer Park Bldg. Pune– Satara Road, Bibvewadi, Pune -37.

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Ref: OS/PDO-II

Self attested copies of documents to be submitted by the vendor or Supplier for Empanelment

Along with application for Empanelment . ( Whereever Applicable.)

- 1) Certificate for establishment /Incorporation of the firm.
- 2) Copy of Licence(latest,whereever applicable.)
- 3) Copy of Pan Card
- 4) ESI certifacte if any
- 5) Copy of EPF registration Certificate if any
- 6) Copy of GSTIN Certificate.
- 7) Copy of Labour Licence (Latest Renewed whereever applicable)
- 8) Shops and Establishment Certificate whereever applicable.
- 9) MSME/NSIC certificate if any
- 10) Copies of last three years income Tax returns, Balance Sheet/Revenue account/Turnover Certificate from CA for financial years. 2019/20,20-21, 21/22, 22/23, 23/24.
- 11) Original cheque leaf,cancelled of the bank where you hold the account.
- 12) Application fees Rs.295/- by Demand Draft favouring L.I.C. of India payable at Pune.In case Application fees is not deposited at our cash counter at the time of submission of the application but it is already paid please attach copy of the receipt.