**Ref: CO/Actl/2021/AS-202011/A1 Date: 23.11.2020**

**ANNEXURE I**

**COVERING LETTER WITH CORRESPONDENCE DETAILS**

RFP for Integrated Suite of Actuarial Software for Life Insurance with Managed Cloud Services

Ref: CO/Actl/2021/AS-202011/RFP

To,

Executive Director (IT-SD),

Life Insurance Corporation of India

Central Office, IT SD Department,   
6th Floor, West Wing, Yogakshema, Jeevan Bima Marg,

Mumbai - 400021

Dear Sir,

We, the undersigned, offer to provide the Integrated Suite of Actuarial Software for Life Insurance. Our correspondence details with regard to this RFP Ref: CO/Actl/2021/AS-202011/RFP are:

|  |  |  |
| --- | --- | --- |
| **No.** | **Information** | **Details** |
| 1. | Name of the contact person | <Insert name of contact person> |
| 2. | Address of the contact person | <insert Address> |
| 3. | Name, designation and contact, address of the person to whom, all references shall be made, regarding this RFP. | <insert details of contact> |
| 4. | Telephone number of the contact person | <Insert telephone number> |
| 5. | Mobile number of the contact person. | <Insert mobile number> |
| 6. | Fax number of the contact person | <Insert FAX number> |
| 7. | E-mail ID of the contact person | <Insert Email address> |
| 8. | Corporate website URL | <Insert website URL> |

We are hereby submitting our response to the Request for Proposal in the desired format with the required documents. We understand you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short-listing process or unduly favours our company in the short-listing process, we are liable to be dismissed from the RFP selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this RFP. We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

<Applicant’s Name with seal>

Name: <<Insert Name of Contact>>

Designation: <<Insert designation of Contact>>

Signature: <<Insert Signature>>