

**EMPANELMENT OF MANUFACTURERS / VENDORS / SERVICE PROVIDERS**

Applications are invited for empanelment of manufacturers / vendors / service providers for the following services for the period from **1-4-2019 to 31-3-2022 ( 3 years)**.

1. Supply of furniture and office equipment including electrical fittings, wooden & iron safes ,Fire/Water proof storage equipments.
2. Supply of printed stationary/forms/books/registers as per our formats.
3. Supply of computer continuous stationary both blank and pre- printed.
4. Supply of continuous stationary with security printing registration.
5. Supply of office files/ plastic files/ tape files.
6. Supply of table stationary.
7. Supply of Envelopes as per our format.
8. Supply of bituminized envelopes/ docketts.
9. Supply of rubber stamps/ visiting cards/ ID-Cards.
10. Supply of Sign Boards/ Name Boards/Name Plates.
11. Pest-Control.
12. Binders.
13. Transportation of parcel/ stationary materials.
14. Disposal of old papers/ Sweepings.
15. Laundry services.
16. Suppliers of Note Counting Machines ,Fake Note Detectors.
17. Suppliers of water purifiers.
18. Vendors for House keeping Services.
19. Security Services.
20. Agency for Hiring of cars.
21. AMC for water coolers, Air coolers, Air conditioners, Water Purifiers/ RO System/ Aquaguard/ Copier machine, Franking machine, Note counting machine, Fake note detectors.
22. Vendors for Electrical maintenance work.
23. Courier Services.
24. Garden Maintanance.
25. Water Tank Cleaning Services.

Interested firms / dealers / manufacturers may collect the prescribed applications from **“OS Department LIC of India Divisional Office Goaves Khanapur Road, Belagavi**, by paying Rs.100/- on all working days before 3.30 pm excluding Saturdays and holidays. Applications may be downloaded from [www.licindia.com](http://www.licindia.com) under option tenders with link **“belagavi\_do\_empanel\_app”** and such applicants should either pay Rs.100/- in any office of LIC of India and attach the miscellaneous receipt OR send a Demand Draft of Rs.100/- favouring “LIC of India, Belagavi” alongwith application.

Applications duly completed in all respects are to be submitted alongwith supporting documents to **“Sr.Divisional Manager, LIC of India, Divisional Office Basaveshwar Circle, Goaves, Belagavi-590011”** in closed cover superscribed as **“Application for empanelment as Manufacturers / vendors / Service Providers”**.

**The completed applications should reach the undersigned within 21 days from the date of advertisement during office hours.** Applications received other than in the prescribed format will not be entertained. The Competent Authority reserves rights to enlist or reject any of the vendors / manufacturers / service providers.

Belagavi  
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**Sr.Divisional Manager**

Ref: OS/

Date:

**APPLICATION FOR EMPANELMENT OF VENDORS / MANUFACTURES / SERVICE PROVIDERS**

1. NAME OF THE FIRM /COMPANY & DATE OF ESTABLISHMENT	
2 .ITEMS YOU CAN SUPPLY/ WORKS YOU CAN UNDERTAKE	
3.ADDRESS & TELEPHONE NUMBERS	
4. E- MAIL ID	
5.WHETHER PROPRIETERY /PARTNERSHIP/LIMITED COMPANY	
6. NAME OF THE PARTNERS / DIRECTORS/CHIEF EXECUTIVES AND THEIR PRESENT ADDRESS	
7. CONTACT PERSON & HIS CONTACT PHONE NUMBER	
8.NAMES OF BANKERS WITH ADDRESS	
9 APPROXIMATE VALUE OF YOUR OUTPUT /TURNOVER PER YEAR (ENCLOSE COPIES OF LATEST IT RETURNS FOR LAST 3 YEARS)	
10. If firm is registered with NSIC/DIC, enclose the copy of certificate	

11. FIRM / COMPANY'S REGISTRATION NO AND DATE OF RENEWAL (enclose copy of Registration certificate)	
11.a FIRM / COMPANY'S REGISTRATION UNDER MSMED ACT 2006.  NO AND DATE OF RENEWAL (enclose copy of Registration certificate)	
12. FIRM / COMPANY'S PAN NO (enclose copy of the PAN card)	
13.SERVICE TAX REGISTRATION NUMBER	
14. TOTAL NUMBER OF EMPLOYEES AND NUMBER OF WORKING HOURS	
15. NAMES OF OFFICES OF 'LIC' WHERE YOU HAVE CARRIED OUT WORK DURING PAST 3 YEARS (enclose copy of order received from LIC)	
16. NAME OF ATLEAST SIX OF YOUR MOST VALUED CLIENTS AT THE PRESENT TIME	
1	
2	
3	
4	
5	
6	
17. ARE YOU EMPANELLED IN ANY OTHER LIC OFFICE (enclose copy of empanelled letter)	
18. ARE YOU EMPANELLED IN ANY OTHER INSTITUTIONS (enclose copy of empanelled letter)	
19. MENTION ANY OTHER SPECIALITY OF YOUR ESTABLISHMENT RELEVANT HERE	

## DECLARATION

I/We \_\_\_\_\_ (name  
of \_\_\_\_\_ the \_\_\_\_\_ firm/company) \_\_\_\_\_ carrying \_\_\_\_\_ on  
\_\_\_\_\_ (nature of work) , request  
Life Insurance Corporation of India, Dharwad Division to consider for  
inclusion of My /our firm /Company 's name in the list of their approved  
panels. I /We agree to strictly abide by the Terms and conditions of the  
Tenders, to be floated and also agree to extend all \_\_\_\_\_ co-operation to  
LIC of India.

Date :

Place :

Signature with firm seal.

**Note : Registration fee of Rs 100 /- (Rs Two Hundred Fifty only) by DD/Cash remitted to our Divisional Office Cash counter or DD payable at Belagavi drawn on LIC of India, Belagavi, should be enclosed with the application and should be submitted within 21 days(during office hours) from the date of advertisement.**

**Terms and Conditions for Empanelment:-**

- 1) Separate application is to be filled up for each category.
- 2)The firm should be on the approved panel of at least 3 reputed Firms (Enclose copies of latest orders).
- 3)The firm/Supplier should have registration with state & local authorities for under taking the Profession (Copies of state registration/registration under MSMED Act,2006 and AMC License,VAT/TAN/PAN/SCT/GST No. to be enclosed).
- 4)The firm/Supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
- 5)Annual Turn Over should be up to Rs.2 lacs for small jobs.Rs.2 lacs to 10 lacs for Medium jobs and above Rs.25 lacs for big jobs in any of 3 financial years (Attach Audited Balance Sheet,P&L Account and Income Tax returns for Last 3 years).
- 6)For Electrical Works Contractors shall possess valid Electrical License for Class-I or Class-II and shall have minimum solvency of Rs.50000/-.

Senior Divisional Manager