

**ANNEXURE-A2**

**APPLICATION FOR FIRMS/SUPPLIERS/SERVICE PROVIDERS  
(Other than Printers )**

(Category – Please specify clearly type of Vendors under 2 to 15 as mentioned in the Advertisement.)

**(SEPARATE APPLICATION REQUIRED FOR EACH CATEGORY OF SERVICE)**

**Applied For Sl No.:**-----

<b>Serial No.</b>	<b>Information Sought</b>	<b>Information Provided</b>
1.	Name of the Firm: (In Block Letters )	
2	Date of Establishment / Incorporation	
3	Correspondence address and Telephone No. & e-mail ID	
4	Address of Head Office (If Separate) and Telephone No.& e-mail	
5	Status; Proprietary / 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) with Designation who would be calling on as and attending to our jobs	
9	Name of Bankers with Address & Telephone No . A/C No. IFS Code No.	
10	* Date of Last Renewal of License (copy enclosed ) * GST Registration  * Income Tax PAN Card no.	*  *  *

11	Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy Should be enclosed)	
12	Turn over for last three F/Years F Y 2017-2018 F Y 2018-2019 F Y 2019-20 ( Attach audited Revenue A/c & Balance sheet / I.T.Return	
13	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts	
14	If your firm is empanelled with any office of L I C Of India or any other PSU (Central),please give name and address	
15	Name and addresses and Telephone Nos.of some of your most valued clients (Separate List may be attached)	
16	Approximate value of your output per year	
17	Are you agreeable to make deliveries to corporations offices when so directed ?	
18	Total no.of workmen deployed on various categories in this year	
19	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 to the form.**

I/We-----  
request Life Insurance Corporation of India , Guwahati Divisional Office, JEEVAN PRAKASH , S.S.Road , Facy Bazar , Guwahati – 781001 to consider my our application for Empanelment as approved Service Provider / Suppliers/Firms. (strike out whichever is not applicable ) We agree to give full satisfaction to the Corporation in the event of their doing so.

Dated.....this.....day of.....2021.

**Seal & Signature of the Firm**

## **ANNEXURE-B2**

### **Eligibility conditions for Empanelment (OTHER THAN PRINTERS)**

- ❖ The Service Provider should be in profession for at least 3 years . (copies of Registration certificate must be enclosed)
- ❖ Annual Turnover should be up to Rs 2 lacs for small jobs and above Rs 5 lacs for big jobs in any of three Financial years (( attach Balance Sheet/C.A.certificate/Income Tax Return for last three years)
- ❖ The Firm should have Office at Guwahati and should be on the approved panel of at least 3 reputed Firms out of which at least one should be Public Sector or Govt, Undertaking (The Firms having empanelment with other Division of LICl may also apply with such document of empanelment)
- ❖ The Firms/Suppliers / Service Provider should be registered with State and Local Authorities for undertakings the profession (copies of state Registration Local Authority . License no is to be enclosed)
- ❖ The Firms/Suppliers / Service Providers should have PAN Card No of Income Tax Department & GST Registration No . (Copies of proof to be enclosed)
- ❖ For Courier Service : The Service Providers should mainly have Office in the following location: Biswanath Chariali. Dhekiajuli,Diphu ,Guwahati,Hajo,Hojai,Jowai,Mangaldoi,Mirza,Morigaon,Nagaon,Nalbari,Rangia,Shillong, Tezpur. In addition to that Firm should have infrastructure to distribute mails in various parts of India.
- ❖ Application fees of Rs 100.00 ( one hundred only ) is to be paid either in our Cash Counter or by D D in favor of LICl payable at Guwahati . The receipt should be enclosed with the Application Form. The amount of Application is not refundable .
- ❖ The competent authority reserves the right to modify any terms & conditions on a later date without informing the participating firms.

\*\*\*\*\*