

LIFE INSURANCE CORPORATION OF INDIA
MUMBAI DIVISIONAL OFFICE III
OFFICE SERVICES DEPARTMENT



**EMPANELMENT OF VENDORS FOR STATIONERS AND
PRINTERS FOR ALL OFFICES UNDER MUMBAI D.O.III**

LAST DATE OF SUBMISSION OF APPLICATION:-

ON OR BEFORE 15.00 HRS. ON 25.7.2024

Manager(OS), O. S. Department, Mumbai Divisional Office-III
New India Bldg.Gr.Floor,S.V.Road,Santacruz[w]Mumbai-400054
Tel: - 022 - 67819231/67819299, Email: - os.mumbai-do3@licindia.com

Handwritten signature

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Empanelment of Stationers And Printers
for all Offices under Mumbai D.O.III

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LIFE INSURANCE CORPORATION OF INDIA

Mumbai Divisional Office III

NEW INDIA BLDG,GR FLOOR,S.V.ROAD,SANTACRUZ[W]MUMBAI-400054

NOTICE OF EMPANELMENT

Empanelment of Vendors of Stationers and Printers for all Offices under Mumbai D.O.III

Life Insurance Corporation of India, Mumbai Divisional Office III, Office Services Department, invites applications from reputed, licensed Vendors of Stationers who are empanelled in any Government/Public Sector undertaking/Private organizations of repute etc. for empanelment of following categories for a period of three (03) years.

Sr. No.	Item Category	Minimum Average Turnover (in lac) during last 3 financial year
1	Table & office stationery such as pens, pencils, files, photocopier papers, punching machines, staplers, dusters, pins, rubber-bands, etc.	2.00
2	Pre-printed Computer continuous stationery	10.00
3	Offset / Screen printers for printing stationery of forms/Notices/letters/ registers/ledgers/pads, pamphlets, letterheads, visiting cards etc. with or without paper, etc.	10.00
4	Manufacturer / supplier of cloth/paper ordinary envelopes, policy docket, folders, etc.	10.00
5	Supply & refilling of Computer consumables such as ink cartridges, ribbons, printer heads,refilling of toner cartridge,printer ribbons etc.	10.00
6	Supply of Gift Articles, trophies, medals, etc. for prizes	5.00

Average turnover is fixed on our experience of Bid cost for past three years.

Schedule for the empanelment process is as given below:-

Empanelment Reference Number and Date	MDO III/OS/ EMPANELEMENT/2024 Dates/6/7/2024
Cost of Empanelment Application Document	₹118/- (Rs. 100+ GST Rs.18) (non refundable) in the form of Demand Draft / Pay Order drawn in favour of " LIC OF INDIA" payable at Mumbai to be paid at the time of submitting the application.
Sale of Application Document (collection in person from the given address or downloading from official site of the Corporation)	Time - 10.30 am to 4.30pm Date - From 06.07.2024 To 25.7.2024, on 25.07.2024 upto 3.00 PM (Empanelment Application document may also be downloaded from Corporation's website www.licindia.in . link -Tenders

Signature

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भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA**LIFE INSURANCE CORPORATION OF INDIA****Mumbai Divisional Office III**

NEW INDIA BLDG,GR FLOOR,S.V.ROAD,SANTACRUZ[W]MUMBAI-400054

Last date & Time for submission of Empanelment Application Documents	Date -- 25.07.2024 Time - upto 3.00pm
Address for all transactions of Empanelment	LIC OF INDIA, Mumbai Divisional Office III, Office Services Dept , New India Bldg ,Ground Floor,S.V.Road,Santacruz[west] Mumbai-400054

The downloaded / purchased empanelment application form and all required documents must be complete in all respect and dropped in a sealed cover, in the tender box placed at the above mentioned address strictly within the dates and time mentioned as above along with the Demand Draft/Pay Order of ₹118/- drawn in favour of "LIC OF INDIA" payable at Mumbai towards the cost of Empanelment application Document.

The separate forms (Annexure-IV) are required to be filled up for each item category which may be downloaded from our website www.licindia.in (link tender) or collected from O.S. department of above mentioned divisional office. The application forms will be available from 06.07.2024 to 25.07.2024, 3.00 pm. Application for empanelment duly completed along with the enclosures should be submitted to Manager (OS) LIC of India, Mumbai Divisional Office-III, New India Bldg,Gr Floor,S.V.Road,Santacruz[w],Mumbai-400054 in a sealed envelope super scribed as "**Application for Empanelment of Vendors of Stationers and Printers**" along with non-refundable application fee of Rs. 118/- (Tender Fee Rs. 100/- + GST Rs. 18/-) for each item category, in the form of demand draft in favor of "**Life Insurance Corporation of India**" payable at Mumbai The last date for receipt of application forms duly completed is **25.7.2024 up to 03.00 pm**.

The applications received after the last date and time of submission as mentioned above shall be rejected.

All the Parts /Annexures are part of this Empanelment application and shall be duly signed by authorized person of the applicant with Co./Firm Seal.

LIC of India reserves the right to call for missing /additional requirements/information from the applicant at the time of scrutiny of the empanelment application documents received in response to this notice. Our committee members shall visit the office/work place of the applicant to ascertain the facts mentioned in the Empanelment Application Document.



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The Firms / Co./ Suppliers who have been black listed / removed earlier by any office of the Corporation should not apply. The applications received from such applicants will not be considered.

LIC of India does not bind itself to accept the application for empanelment and reserves the right to reject all or any application or cancel the Empanelment process without assigning any reason whatsoever.

Decision of the Corporation will be final, conclusive and binding on the applicants and the Corporation takes no responsibility for any delay whatsoever for submission of application for empanelment after the last date and time given in the schedule.

Annexure-I

GENERAL TERMS & CONDITIONS

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INSTRUCTIONS FOR FILLING & SUBMISSION OF EMPANELMENT FORM

1. Filled in empanelment forms shall be submitted on or before 25.7.2024, 3.00 PM to:-
The Manager (O. S)
Life Insurance Corporation of India
Mumbai Divisional Office III
New India Bldg,Ground Floor,S.V.Rd
Santacruz[W] Mumbai-400054
2. The **Empanelment form** shall be completely filled in all respects with Annexure-I to VII and other enclosures are to be submitted to the above address in a close envelope super scribed as "Application for empanelment of Vendors of Stationers and Printers / item/category no._____ (Name of the category) along with non-refundable **application fee of Rs.118/- (Including GST)** in the form of demand draft in favor of LIFE INSURANCE CORPORATION OF INDIA(If applied for more than one category, tender Fee should be paid for each category separately).
3. No consideration will be given for postal delays. The Corporation bears no responsibility for applications received after due date and are liable to be rejected.
4. Empanelment will be valid for three years w.e.f. date of commencement of empanelment. Tenders will be called for subsequently as & when required from amongst empanelled vendors under Limited Tender Process.
5. The existing firms/suppliers who are on our panel are also required to apply for fresh empanelment if interested.
6. Please note that all particulars are to be filled in completely in the enrollment form in the relevant blanks strictly as per the format given.
7. Vendors selected for empanelment shall be intimated in due time.
8. Please note that the submission of the enrollment form for empanelment does not confer any right on the applicant for empanelment. LIFE INSURANCE CORPORATION OF INDIA reserves the right to accept or reject any/all applications or cancel the process of empanelment without assigning any



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reason whatsoever. Life Insurance Corporation of India shall neither be held liable nor will it be obligatory on its part to inform the applicant the grounds of any such action.

10. Eligibility criteria for empanelment are as given below :-

- 1) The applicant firm/company should be in the same profession for at least 3 years(Copy of proof must be enclosed).
- 2) The firm should submit copy of their order of empanelment of other public sector/private sector firms etc. if any.
- 3) The firm/supplier should have Trade license/certificate under shops & establishment act (Duly renewed/registration with state & local authorities for undertaking the profession (copies of proof to be enclosed)
- 4) The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
- 5) Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of valid authorized dealership certificate must be enclosed).
- 6) The empanelment would be done only on the favorable recommendations of the duly constituted committee that would visit and inspect the premises, workshop, shop etc. of the applicants.
- 7) For suppliers of IT consumables submission of authorization letter from original equipment manufacturer (OEM) is **mandatory**.
- 8) All applicants are required to affix the signature and seal of the Authorized Official of the Company/firm on each page of Annexure-II in acceptance of terms and conditions laid therein.
- 9) ITR for last 3 F. Y.[2021-22,2022-23,2023-24]to be submitted along with application form.

SENIOR DIVISIONAL MANAGER

श्रीमती प्रीता फिलिप्
Smt. Preetha Philip
व. मं. प्रबंधक / Sr. Div. Manager
भा.जी.बी.नि. / L.I.C. of India
मुं.म.का.-३ / M.D.O.-III

I/We, hereby agree and accept the above general terms & conditions.

Signature of applicant
with seal & date



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Annexure-II

General Terms & Conditions for supply of material/services, if considered for empanelment.

- 1) The firm/company should have a PAN of Income Tax Department & GST registration. If GST is not applicable, then declaration on letterhead regarding non applicability of GST.
- 2) **The duration of the empanelment will be for a period of 03 (THREE) years from the date of commencement which may be extended/renewed by the Competent Authority for further period of one year on the basis of the experienced performance .**
- 3) The applications with enclosures should be signed by the authorized person & his/her name & status should be indicated below his/her signature along with official seal/stamping of the firm.
- 4) The application submitted with enclosures will be evaluated/scrutinized by the competent committee/authority & short listing will be done after visit to the establishment (office/workshop) of the vendor and recommendations made by the said committee/authority. The Stores Committee will evaluate the entire process and on its recommendations the Competent Authority will finalize the list of the empanelled vendors for the abovementioned period.
- 5) If after empanelment, if any documents furnished by the vendors/ manufacturers/ distributors/ suppliers/ printers/ service provider are found to be false/incorrect, it would be deemed to be breach of terms & conditions making the firm concerned liable for termination of empanelment.
- 6) The empanelment is meant for the limited tender process for the tenders valuing total cost upto Rs. 25,00,000. In limited tender process, only empanelled vendors can participate & submit their valid bid/tender. For procurement of urgent required product/services also the empanelment may be utilized as per corporate rules & guidelines
- 7) Besides the tender fee & EMD a security deposit in the nature of performance guarantee @ 10% of the order value by DD in favor of "LIFE INSURANCE CORPORATION OF INDIA" through scheduled banks payable at Mumbai is to be deposited which is refundable without interest after completion of job. Bank guarantee from any nationalized bank can also be submitted as security deposit.

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- 8) All papers/items samples must accompany with the tender as per requirement bearing clearly the specifications (make, quality, size & weight), without which the tender will not be considered.
- 9) For any tenders called for, the Price quoted should be inclusive of all applicable mandatory/statutory charges, but excluding GST & the GST is to be mentioned separately. TDS shall be deducted as per prevailing IT/GST rules.
- 10) Quotations must be given, as per prescribed format on the letterhead of the firm duly sealed and signed by proprietor/director/manager of the firm and should be either TYPE WRITTEN or must be IN INK and should NOT be conditional.
- 11) The corporation reserves the right to accept any quotation in full or part. This does not necessarily mean the lowest quotations will be accepted. The corporation may within its right award tendered job in part to one of the tenderer and remaining job to another tenderer.
- 12) All deliveries must be made either at our office given in the tender document(door delivery), or as per our instructions, **AT NO EXTRA COST.**
- 13) If after the supply is delivered, it is discovered that the materials supplied are not according to the specification accepted, **SUCH SUPPLY WILL BE REJECTED AT NO EXTRA COST** and they will have to supply materials exactly according to the specifications and in the event of non-compliance with the condition the corporation will be at liberty to take such action as it deems fit.
- 14) In case of failure of the supply / vendor / printer / service provider to deliver the goods on or before the date specified, the corporation will be at liberty to purchase the same from any other supplier / vendor / printer / service provider and the supplier / vendor / printer / service provider, at default, shall make good any loss or damage that the corporation may suffer thereby or shall pay to the corporation liquidated damages besides being removal from the panel of suppliers/vendor/printer/service providers & also forfeiture of EMD.
- 15) **NO ALTERATION IN QUANTITY OR QUALITY** of the items indented or in the period of execution and no enhancement in the rate of articles shall be accepted unless previously ratified by the corporation in writing during the period of contract.
- 16) Any tender not in compliance with the terms & conditions will be liable for rejection. If the supplier/vendor/printer/service provider fails to comply with the provisions of clause regarding delivery on or before the date mentioned or within such extended time as may be granted by the corporation or in case it fails to comply with the provisions of **OTHER CLAUSES**, the penalty will be levied by the Corporation, as per the penalty clause mentioned in the tender document.
- 17) Any dispute arising out of tender acceptance shall be referred to for "ARBITRATION" to the Sr. Divisional Manager, L.I.C. OF INDIA, MUMBAI DIVISIONAL OFFICE III of the corporation and his decision shall be binding on the supplier/ vendor/ printer/ service provider. The supplier/ vendor/ printer/ service Provider shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator. Any dispute arising out or relation to the tenders shall deemed to have arisen in MUMBAI and shall be under the jurisdiction of court in MUMBAI.
- 18) In case of the rates that are accepted as Annual Rate Contract, The Annual Rate Contract shall remain valid for the period of one year from the date of Acceptance.
- 19) The corporation reserves the right to cancel the contract/ annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination

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- contract/annual rate contract but in case of breach of the terms of the contract/annual rate contract, the same contract may be terminated forthwith.
- 20) The corporation reserves the right to remove/black list any supplier/ vendor/ printer/ service provider from the list of empanelled agencies for any deviation from the agreed Terms & Conditions if any activity is observed which is detrimental to the interest of the corporation.
- 21) No advance payment will be made for any supply/service order under tender.
- 22) Apart from all the above conditions if a firm does not participate in three (03) Tenders continuously, the name of the firm may be removed from the panel of vendors.
- 23) The firm / supplier should keep sufficient stock in hand so as to comply with the Urgent need without delay.
- 24) Vendor should furnish the specific brand or make in case of authorized dealer. (Copy of valid authorized dealership certificate must be enclosed)
- 25) Sr. Divisional Manager reserves the right to waive some conditions in case of sundry service providers such as laundry chair cushion cleaners, waste papers (raddi), scrap and garbage disposal etc.
- 26) The vendor should have his/her office for contact in MUMBAI & should provide escalation of Matrix.
- 27) The provisions of Insurance laws (Amended) ordinance 2014 shall be applicable as under –“In terms of provisions of sections 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, Insurance Regulatory and Development Authority of India (IRDA), if it considers expedient to do so, may direct any person hereinafter referred to as “Investigating Officer” to make investigation as specified under Sec.33 (1) or carry out an inspection as specified under section 33 (2) of The Insurance Laws (Amendment) Ordinance, 2014, who may examine on oath any manager, Managing Director or other Officer of the service provider or contractor where the services are outsourced by LIC of India.”

I/We _____ have read & understood all above terms & conditions and If considered for empanelment, I/WE agree for all conditions for empanelment & all the above General terms & conditions and request Life Insurance Corporation of India, Mumbai Divisional Office III to consider inclusion of my/our name in the list of approved Vendors/ Manufacturers/Suppliers/Service Providers and Printers. I/We agree to abide by all the rules of the Corporation & instructions given by the authorities from time to time & render our services to the full satisfaction to the Corporation.

Dated at.....this.....day of.....2024 .

**LIC**

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Signature of the applicant with seal

Name: _____

Designation: _____

Annexure-III**LOCATIONS OF THE OFFICES UNDER MUMBAI D.O.III**

Br./Dept	Address
DIV. OFF.	O.S.DEPT,MDO-III,NEW INDIA BLDG,GR FLOOR,S.V.RD,SANTACRUZ[W]MUMBAI-400054
886	NEW INDIA BLDG,2 ND FLOOR,S.V.ROAD,SANTACRUZ[W]MUMBAI-400054
887	NEW INDIA BLDG,GR FLOOR,S.V.ROAD,SANTACRUZ[W]MUMBAI-400054
888	NR TO RAILWAY STATION,GOREGAON[EAST],MUMAI-400063
890	HEMU CLASSIC BUILDING , S. V. ROAD OPP NEW ERA CINEMA MALAD (W), MUMBAI-400064
891	SWAPNA SIDDHI , AKURLI ROAD NEAR RAILWAY STATION , KANDIVALI(E) , MUMBAI.-400101
893	BR.893 GR FLOOR, JEEVAN SEVA BLDG.S.V.RD., SANTACRUZ[W] MUMBAI , -400054
924	D.J.HOUSE WILSON PEN COMPND , OLD NAGARDAS ROAD , NEAR ANDHERI SUBWAY, ANDHERI EAST-MUMBAI-400069
926	" MUKUT " 20 B , S.V.ROAD BANDRA(W) , MUMBAI-400050
935	JEEVAN SHIKHA, JEEVAN BIMA NAGAR, BORIVLI(WEST), MUMBAI-400103
89A	SATELLITE CLASSIC BLDG, 1ST FLOOR CAVES ROAD, NR RAILWAY STN JOGESHWARI(E), MUMBAI-400060
89E	2ND FLOOR SHIVANAND, S V ROAD GOREGAON(W), MUMBAI PH.28719787, GOREGAON(W)MUMBAI-400104

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89F	SATELLITE CLASSIC 1ST FL, WEST WING CAVES ROAD, NR RAILWAY STN JOGESHWARI(E), MUMBAI-400060
89G	1ST FLR SHIVAI INDUSTRIES, NEAR PARK DAVIS SAKINAKA, ANDHERI EAST MUMBAI-400072
89H	3RD FLOOR SHIVANAND, NEAR CINEMAX , S.V.RD GOREGAON-[W] MUMBAI-400104
91C	NEW INDIA BUILDING, FIRST FLOOR S.V.ROAD, SANTACRUZ(W) MUMBAI,-400054
91Q	SATELLITE CLASSIC 1ST FL, WEST WING CAVES ROAD, NR RAILWAY STN JOGESHWARI(E), MUMBAI-400060
91V	BR 91V L I C COLONY, ABOVE KARNATAKA BANK, BORIVLI(W) MUMBAI,-400103
9051	NEW INDIA BUILDING, GR.FLR S.V. ROAD, SANTACRUZ(W) MUMBAI-400054

Annexure - IV

Application for Empanelment of Vendors/ Manufacturers/Suppliers/Service Providers and Printers for all Offices under Mumbai D.O.III(Period of Three Years from Date of Commencement)

Sl. of Item Category: _____

Name of Item Category: _____

(Separate application is to be filled up for each category)

Sl. No.	PARTICULARS	INFORMATION PROVIDED
1	Name of the Firm/Co./Supplier/Service provider	
2	Address for correspondence with telephone number & email ID	
3	Status of the Company/Firm: Proprietary/Partnership firm/Pvt. Limited Company/Public Limited Company	
4	Name of the proprietor / partners / Directors	
5	Date of establishment of the firm	
6	PAN (enclose self attested copy)	
8	G.S.T Registration No. (Photocopy of GST registration to be enclosed)	
9	Name of the Chief Executive with his present address and telephone no.	

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10	Name of the contact person with Designation, mobile no. & email id	
11	Trade license/ certificate under shops & establishment act? (Duly renewed/ registered with state & local authorities for undertaking the profession (copies of proof to be enclosed)	
12	Name of bankers with address and Telephone nos. (Please fill up annexure-VII)	
13	Is the firm registered under the Factories Act? If so, state) Labour License No. and validity under various section of Labour Laws(enclose photocopy) b) EPF registration No. if any c) ESI No(enclose copy)	
14	Turnover of the firm for last three years. (Submit copies of I.T returns, Balance sheets & P/L A/C for last three years).	F.Y 2023-24 _____ F.Y 2022-23 _____ F.Y 2021-22 _____
17	Whether Black listed by any Govt. dept./Public sector company/Any office of L I C of India	
18	Are you agreeable to make deliveries/providing service to LIC's offices under the jurisdiction of Mumbai city & suburbs.	
19	Are you agreeable to abide by the terms and conditions for the empanelment as laid down by the Corporation.	
20	Is your firm empanelled with any office of LIC of India or any other PSU. If yes, attach self attested copies of empanelment	
21	Name, address and telephone nos of some of your most valued clients (separate list may be attached)	
22	Are you registered with NSIC/Dir. Of Industries/Dist Ind. centre as Micro, Small and Medium(MSME) Enterprise ? (If yes attach self attested copy of certificate)	
23	Are you agreeable to enter into a rate contract or running contract or fixed	

D. G.

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	quantity contract with us for a period of one year or more.	
23	Area occupied by the firm's business premises(sq.ft)	
24	Total No. of employees	
25	No. of shifts you work normally	
26	Weekly holidays	
27	Name of the office of LIFE INSURANCE CORPORATION whose work you have done during last 3 years. Mention only those offices for whom you may have done any large or constant work.	
28	Mention any other specialties of your Establishment	
29	Is the firm owned by SC/ST entrepreneurs? If so please enclose Valid documents	

Note: Please type this form and fill it legibly in ink. If space provided is insufficient use separate sheet giving appropriate question number and attach it to the form. All the pages of application form & documents submitted must be signed by the applicant with seal.

Date:-

Place:-

Signature & Seal
of the applicant

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Annexure - V

LIST OF SIMILAR NATURE WORKS COMPLETED DURING LAST FOUR YEARS

Sr. No	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lac)	Commencement of work month Year	Completion of work month Year	Penalty levied for delay of completion, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was carried	Ref. No. & Date	Contract Amount (Rs. in Lac)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Signature of the applicant with seal

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Annexure - VI

DECLARATION BY THE APPLICANT
(on Company/Firm's Letterhead)

The Sr. DIVISIONAL MANAGER
Life Insurance Corporation of India,
MUMBAI DIVISIONAL OFFICE-III

Application for Empanelment of Vendor For Stationers and Printers for all Offices under Mumbai D.O.III(Period of Three Years from Date of Commencement)

1. Having read and understood the terms & conditions of the empanelment, tender process, rules of the Corporation and having acquired the requisite information relating thereto as affecting the empanelment applications invited by you on behalf of the Life Insurance Corporation of India, Mumbai Division III, I/We, the undersigned hereby apply for **Empanelment of Vendors for Stationers and Printers for all Offices under Mumbai D.O.III** and agreed with the Terms & Conditions for this empanelment.
2. I/We enclose herewith Tender Fee remittance of Rs.118/- (Rupees One Hundred Eighteen Only) in the form of CROSSED DEMAND DRAFT ON ANY OF THE NATIONALISED BANKS OR PAY ORDER PAYABLE AT MUMBAI. I / We, hereby agree that this sum shall be non-refundable..
3. I/We declare that our Firm/Company is not black listed by any Institution for the above work OR by any office of Life Insurance Corporation.
4. I/We declare that we are complying with the provisions pertaining to various Acts as mentioned below.
 - a] Child Labour Abolition & Rehabilitation Act, 2006
 - b] Workmen Compensation Act 1923
 - c] Labour & employment Act 1972
 - d] Industrial Employment (Standing Orders) Act 1946
 - e] Contract Labour (Regulation & Abolition) Act 1970
 - f] The Minimum Wages Act 1948
 - g] Employees' Provident Fund Act 1952
 - h] The Employees' State Insurance Act 1948
 - i] The Payment of Bonus Act, 1965
 - j] Any other Act or Legislation which may govern the nature of Contract.
5. The information / Documents furnished along with this application for empanelment are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing



LIFE INSURANCE CORPORATION OF INDIA

Mumbai Divisional Office III

NEW INDIA BLDG,GR FLOOR,S.V.ROAD,SANTACRUZ[W]MUMBAI-400054

of any false information / fabricated document would lead to rejection of my/our application at any stage.

Yours faithfully,

(SIGNATURE OF VENDOR/AUTHORISED SIGNATORY WITH SEAL/STAMP)

Annexure-VII

Date : -

THE SR. DIVISIONAL MANAGER
LIFE INSURANCE CORPORATION OF INDIA
MUMBAI DIVISIONAL OFFICE III
NEW INDIA BLDG,GROUND FLOOR
S.V.RD,SANTACRUZ[WEST]
MUMBAI 400054

Dear Sir,

Re:- Direct credit proceeds to my bank account through RTGS / NEFT.

Kindly credit the proceeds against my bill/bills to my bank account through NEFT / RTGS. I am furnishing the required details below. Copy of PAN CARD & cancelled cheque / copy of bank passbook is enclosed.

Beneficiary Bank IFSC CODE (Mandatory 11 characters field)																				
Name of Beneficiary Bank																				
Address of Beneficiary's Bank																				
Account No of Beneficiary																				
Name of Beneficiary																				
Address of the Beneficiary																				
Type of Account Current / Saving / CC / HYPO																				
PAN No.																				
Beneficiary email address & Mobile No.																				

I hereby agree and undertake that the details given above are absolutely correct and L.I.C. OF INDIA shall not assume any liability or responsibility arising out of or be made liable for any incorrect information given by me. I have confirmed with my banker that direct credit to my bank account is possible as the branch is under core banking solutions, hence I request you to kindly credit the proceeds to my bank account through NEFT / RTGS.

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Desai



LIFE INSURANCE CORPORATION OF INDIA

Mumbai Divisional Office III

NEW INDIA BLDG,GR FLOOR,S.V.ROAD,SANTACRUZ[W]MUMBAI-400054

Annexure-VII

Date :-

THE SR. DIVISIONAL MANAGER
LIFE INSURANCE CORPORATION OF INDIA
MUMBAI DIVISIONAL OFFICE III
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I also enclose herewith copy of PAN & cancelled cheque containing the A/C details / copy of passbook.

Encl :- As Above

Signature of the applicant with seal

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