



KHARAGPUR DIVISIONAL OFFICE, E&OS Department, Malancha Road,
P.O.-Nimpura, Kharagpur-721304, Phone No-(03222)253081.
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ELIGIBILITY CRITERION

[For all Category]

1. **The Manufacturer / Firms/Printers /Suppliers /Vendors /Dealers/Service Providers should be in the continuous profession for at least last 3 years** (Self-attested copy of up-to-date Trade license /registration certificate with renewal of Municipality/Corporation/statutory authority etc. for 3 years must be enclosed)
2. Annual turnover should be up to
 - a. **Rs. 5 lakhs in each of the last 3 financial years for small jobs,**
 - b. **Rs. 5 lakhs and above to Rs.25 lakhs in any 3 financial years for medium job**
 - c. **More than Rs. 25 lakhs in any 3 financial years for big jobs**(attach for last continuous 3 years – IT returns).
3. **Fully Audited PL A/C & Balance Sheet, along with IT Returns in case of medium and big firms/company/trader/suppliers is must).**
4. **The The Manufacturer / Firms/Printers /Suppliers /Vendors /Dealers/Service Providers** must be in the approved panel of at least 3 reputed firms out of which at least one should be a Government/Public Sector or Govt. undertakings. (enclose letter of approval of the empanelment or any other supporting documents).
5. Must submit self-attested Copy of :
 - a) The PAN CARD issued by Income Tax Authority and Bank Account Pass Book / Bank .
 - b) GSTIN registration No., with GSTIN certificate/ payment receipt, wherever applicable.
 - c) ESIC Registration No., EPF Registration No., Factory Registration No., NSIC Registration No., wherever applicable.
6. Medium and big firm/suppliers must possess Office, E-mail address and telephone Nos.

SR. DIVISIONAL MANAGER

Terms & Conditions for Empanelment
[For all Category]

- a. The applicant desirous to be empanelled should have **their own establishment in East & or in West Midnapore, Jhargram , Howrah Districts and / or in and around Kolkata.**
- b. All requisite License and other relevant documents conforming Govt . Rules should be up to date
- c. Period of Empanelment will be for 3 Years i.e 2025-2027
- d. **Application Fee: Rs.500/- + GST @18%= Rs.590/- for each Category (Non-refundable) : Application fee is payable only by a demand draft favouring LIC of India, drawn on any Nationalized / Scheduled Bank and payable at KHARAGPUR. Application submitted without the Demand Draft towards application fee will not be considered.**
- e. The applicant must fulfill eligibility criterion already mentioned
- f. Existing empanelled vendors/Service providers must also apply for empanelment.
- h. Application Form:**

Annexure-A:- (other than Printer)

Annexure-B:-For Printers.

Annexure- C : Category Nos. 16 to 19

- i. Application should be filled in properly and accompany all required documents
- j. Mere submission of application will not mean empanelment, The decision of the corporation is final

Interested Manufacturers / Firms/Printers /Suppliers /Vendors / Dealers/ Service Providers fulfilling eligibility criterion and agreeable to the set Terms & Conditions are requested to apply as per respective prescribed Forms along with application fee for getting empanelled on the panel of LIC of India, KHARAGPUR DIVISION for 3 Years (01.02.2025- 31.12.2027).

Note :

1. Firms/traders/suppliers who are already in our panel should also apply afresh for empanelment.
2. Firms/traders/suppliers who have been blacklisted / removed earlier from the panel , should not apply and their application will not be considered.

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Annexure-A(Other Than Printers)

FORMS TO BE FILLED IN BY MMANUFACTURERS/ FIRMS/SUPPLIERS /VENDORS//DEALERS/
SERVICE PROVIDERS

Applied for SI No.....

Name of the Particulars against the Serial No

PROFILE OF VENDOR

1 Name of the FIRM
(in Block letters)

2 Date of Establishment/Incorporation

3 Office address

Ph- No

E-mail

4 Factory Address (If any)

5 Status of the firm:
(Whether Pvt. Ltd. Company / Pubic
Ltd. Company/ Partnership Firm /
Proprietorship Firm)

6 Name of the Proprietor/ Director/CEO
(as the case may be):

**7 Name, Address, Tel. No., e-mail, of the
Chief executive**

**8 Whether registered with the Registrar
of Companies/Registrar of Firms in
India. If so, mention Number and date
and enclose Registration Certificate
copy.**

9 (a)License No.
(a)Last renewed on
documentary Proof (last 3 years,
of Sl. No.)

(a)

(b)

10 Name of the Banker with address

Telephone No

A/C No....

IFS Code No.

11. Whether an assessed of Income Tax. If so, mention Permanent Account Number (PAN):

12. GST Registration No.

**13. Trade License No.
(Enclose copy of license duly attested)**

**14. VAT Registration No
(Enclose copy of Certificate with clearance/payment receipt – latest year)**

**15. NSIC Registration No. if any :
(Enclose xerox copy)**

**16 ESIC Registration No. if any :
(Enclose xerox copy of
Certificate with copy of latest payment receipt)**

**17. EPF Registration No if any :
(Enclose xerox copy)**

**18. Registration No. under Shop &
Establishment Act if any :
(Enclose copy of Registration Certificate No. with date of renewal)**

**19. Whether registered for sales tax purposes. If so, mention number and date :
(Furnish copies of up-to-date sales tax clearance certificate)**

**20. Turnover of the Company/Firm for the last 3 Years(FY)
2021-22:
2022-23:
2023-24:
(Please attach a copy of audited Balance Sheet and Profit & Loss Account) for the years
mentioned above)**

21 Income Tax Return (enclose copy of last 3 years)-FY

**2021-22:
2022-23:
2023-24:**

**22 Name, address, Tel. No. e-mail
of the firms with whom you are
already empanelled :
(enclose copy of approval letters)**

1.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

23 Name of the Offices of LIC with whom you are already empanelled :
(Enclose copy of approval letter/order copy/documents)

- 1.
- 2.
- 3.

24 Mention any other important information :

I/We request **Life Insurance Corporation of India, KHARAGPUR DIVISIONAL OFFICE** to consider inclusion of my/our/Firm in the list of approved Manufacturers/Firms /Printers/Suppliers/ Vendors/Dealers/ Service Providers for the years 2025 to 2027 and agree to abide by all the Terms and Conditions in respect of any notice of Tender and also will abide by all Statutory Rules/Regulation/Act of both the State as well as the Central Government while carrying out job/work if any allotted to me/us. Further I/We undertake that I/we have no objection for inspection of our Office and verification of documents/Certificates by the LIC Official/s.

I/We also state that the information provided here-in-above are true to the best of my /our knowledge and belief.

Authorized Signatories
(Name & Designation, seal of the firm)

Date :

Place :

Note :

- (1) Above form should be filled in legibly and duly signed and sealed
- (2) Incomplete forms and without required documents are liable to be rejected.
- (3) List of Panel will be displayed on the Notice Board of KHARAGPUR DIVISIONAL OFFICE ONLY . However, only the empanelled Manufacturers / Firms /Printers/ Suppliers/ Vendors/ Dealers/ Service Providers (as the case may be) will be informed by e-mail (if communicated by him/them and available) about their empanelment.
- (4) The Corporation reserves the right to cancel the name/s of the Manufacturers/Firms /Printers/Suppliers/ Vendors/Dealers/ Service Providers from its approved list at its absolute discretion without assigning any reason.

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