



Eastern Zonal Office, OS Deptt: 4th Floor, Hindusthan Bldg., 4, C.R. Avenue, Kolkata-700 072. Phone No. 2212-7618 ; Fax No. 22124971 ; E-mail ID : ez_os@licindia.com

NOTICE

Date: 16/10/2023

Supplementary Empanelment of Firms for Rental Car Services for use by Eastern Zonal Office, Kolkata

Applications are invited from reputed interested firms , having office in **Kolkata only** ,for addition to our existing list of approved vendors, for Rental car services of Eastern Zonal Office, Kolkata to be valid for three years. The Vendors desirous to be empanelled with us fulfilling Terms and conditions as per Annexure 'A', may apply for getting empanelled on the panel of Eastern Zonal office for job undertaken at Zonal Office.

Applications along with enclosures as per Annexure 'A' are to be sent at following address so as to reach us on or before 06/11/2023 , 3.00 P.M.

**Assistant Secretary, Office Services Department
LIC of India, Eastern Zonal Office, Hindusthan Building,
4th floor, 4, CR. Avenue, Kolkata-700072**

The cover should be superscribed as 'Application for Empanelment of Vendors for Rental car services' and are to be dropped in Tender Box kept in Stores Section, 5th floor/ Sent by Courier / Post at the above mentioned address. Applications received after the due date and time shall not be entertained.

Zonal Manager

Note:

1. Firms who are already on the Zonal Office existing panel w.e.f. 01.04.2023, shall continue to be in the panel and need not apply for fresh empanelment
2. Firms / Vendors , who have been blacklisted/removed /cautioned earlier, should not apply. If they apply, their applications will not be considered.
3. In case of any dispute, the decision of the Zonal Manager shall be final and binding on all.
4. Vendors should have office in Kolkata only.

(Annexure-A)
Life Insurance Corporation of India
Eastern Zonal Office

Application for Supplementary Empanelment of Vendors for Rental Car Services

Conditions for Empanelment:

- 1) The Firms/Agency should have a good establishment/Office and Garage in Kolkata
- 2) The Dealers should be in the profession of Hired Car Services for at least 3 years before the date of applying for this Empanelment (Copy of Registration Certificate must be enclosed).
- 3) Min Annual turnover should be Rs. 20 lakhs in the last 3 FY 2020-21, 2021-22 and 2022-2023 (Attach Balance sheet for last 3 years.)
- 4) The Agency/Firm should have valid Trade Licence and approval from the Competent Authority
- 5) The Firm should be on the approved panel of at least 3 reputed Firms out of which at least two should be Public Sector Undertaking or Government Offices.
- 6) The Dealer should have registration with State & Local Authorities for undertaking the profession (Copies of State registration & license to be enclosed). The Firm should have at least 700 sq ft area for operating office .
- 7) Your service will be reviewed after 3 (three) months and if found satisfactory, may be extended. If your service will not be found satisfactory, we may terminate you after 3 months.
- 8) Car Service to be provided on 365 days x 24 hours basis.
- 9) Drop & Pick Up for Airport/ Railway Station means from any address within Kolkata Municipal area to Airport/Howrah Station/Sealdah Station/ Shalimar Station /Kolkata Station and vice versa.
- 10) Transport should be through shortest route only. If necessary, convenient route may be used.
- 11) Rate for other than Airport/ Railway Stations, Minimum Charges/Km./Hourly charges will be on POINT to POINT basis only, NOT from GARAGE to GARAGE basis.
- 12) The rate should be inclusive of all expenses excluding GST, Toll Tax, Parking Fees if any. Toll Tax, Parking Fees will be paid only on submission of original money receipts along with the bill.

13)Each & every duty slips should contain signature & designation of the user official. Mentioning of initial & final milometer reading along with reporting & releasing time duly signed by user official is mandatory in each duty slip.

14) Car should always be in excellent condition car should be neat and clean and tyres are with excellent condition with first aid kit box & mineral water bottle for our guest passenger.

15) Drivers are to render courteous service to our guest passengers with knowledge of all routes.

16) Time schedule is to be strictly adhered to .

17) LIC reserves the right to cancel any requisition for car service without assigning any reason whatsoever.

18) The Application Fee for Empanelment is Rs.236/- (including GST @18%) . Mode of payment of the fee can be (a) Depositing at ZO cash counter or (b) paying by Demand Draft in favour of 'LIC of India payable at Kolkata'. Application Fee is mandatory for all applicants irrespective of status of the Firm and it is non-refundable.

19) Integrity Pact (duly signed and witnessed) is to be submitted.

Details of the Firm		
1	Name of the Firm (in Block Letters):	
2	Date of Establishment/ Incorporation:	
3	Full address , Tel no, Mob no	
4	Correspondence Address and Telephone No.	
5	Address of Head Office (if separate) and Telephone No:	
6	E-mail ID:	
7	Status: Whether Partnership/ Private Limited Company/ Proprietorship Company etc.	
8	Names of the Partners/Directors:	
9	Name of Chief Executive (CEO) with his present address & telephone number:	
10	Name and Designation of Representative(s) who would be calling on us and attending to our jobs	
11	Bank Details	Bank Name:
		Bank Address:
		Bank Account No.:
		IFSC Code:
12	Is the firm registered under the factories Act?	
	If yes, state License No.	
	License valid up to (enclose a copy)	
13	PAN No.	
14	ESIS No	

15	GST Registration details	
16	EPF No.	
17	Whether holding certificate under Shops & Establishment Act, duly renewed. (Copy should be enclosed.)	
18	State the latest Income Tax Assessed year and the amount of Tax assessed (attested copies of last three years, IT Returns, Balance Sheets and Revenue A/c to be enclosed).	A.Y.
		Amount Tax assessed:
19	Turnover last year (CA Certificate to be enclosed):	2020-21
		2021-22
		2022-23
20	Office Area and Garage occupied by the Dealer (in square feet):	
21	Names of the offices of the LIC where you are presently empanelled (if any). (Enclose letters of Empanelment)	
22	Name, Addresses and Tel No of three of your most valued clients: (enclose proof)	
23	Are you an MSME? (If yes, enclose certificate.)	
24	Do you agree to abide strictly by the Terms and Conditions of the Tenders and Contracts?	
25	Mention other specialties of your establishment, if any.	

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.

Date:

**Signature and Name of the Authorised Person
Seal of the Firm
Mobile No.:**

CHECK LIST OF ENCLOSURES
(Advised to tick YES or NO)

S. No.	ITEM	PROOF ENCLOSED
1	MSME registration certificate valid as on date	YES/NO
2	Status Proprietary/Partnership/Private Limited Company/Public Limited Company	YES/NO
3	Is the firm registered under the factories Act? If so, state (a) License No	YES/NO
4	(b) Date of validity of License (copy of license to be enclosed)	YES/NO
5	PAN No.	YES/NO
6	ESI Registration No, if any	YES/NO
7	EPF Registration No. if any	YES/NO
8	G.S.T No.	YES/NO
9	Whether holding certificate under shops & establishment act, if "YES" duly renewed copy should be enclosed	YES/NO
10	Latest Income Tax Assessed year and the amount of tax assessed (Attested copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to be enclosed)	YES/NO
11	Annual turnover [CA certified copies to be enclosed]	YES/NO
12	If your firm is empanelled with any of office of LIC of India or any other PSU (Central) please give name, address & since when you are empanelled with them	YES/NO
13	Name, Addresses and Telephone Nos of some of your most valued Clients (Separate list may be attached)	YES/NO