

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

OS Department, Divisional Office,
3rd Floor, "Jeevan Prakash",
Pij Road,
Nadiad – 387 002.
Tel : 0268-2533281/284,

Ref : OS/NDO/Empanelment-2024-27

15.11.2023

NOTES AND DECISION

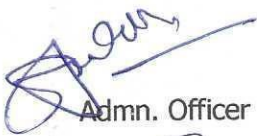
Re: Vendors' empanelment for tenders of various departments

In order to ensure that the procurement is conducted in a transparent manner to bring competition, fairness and elimination of arbitrariness in the system, the panel of vendors is formulated for competitive tenders which will enable the prospective tenderers for competitive tenders with confidence. As per the stores code, 1959 the validity of panel of vendors is 3 years and in our division, the validity of this panel is expiring on 10.03.2024.

We may call application fee of Rs.100/-(Rupees two hundred fifty only) & GST @ 18% on the application fee (total 118/-) so that the applications can be restricted only to the genuine vendors and interested in supply of stores. The suitable advertisement calling the applications for empanelment may be placed with prominent Gujarati, Hindi and English Newspapers with wide circulation viz. Gujarat Samachar :-, Kheda - Anand, Panchmahal District editions.

The advertisement will read as "Invitation for registration of vendors for empanelment". The application for empanelment of vendors under following categories may be called for. The categories for vendors' empanelment is listed below and the Further, in order to inculcate the transparency, competition, fairness & elimination of arbitrariness in the process of empanelment, we may request the C.C. Department to upload the application form on the website under the heading "Tender".

The applications may be called for from 18.12.2023 to 18.01.2024 which can be extended, in case the sufficient applications are not received. The concerned forms are enclosed with this Note for approval.


Admn. Officer

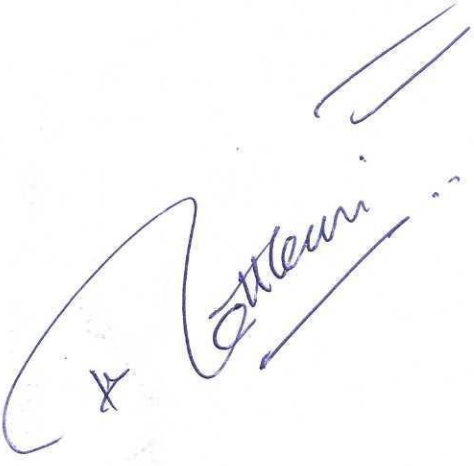

Manager(OS)


Sr. Divisional Manager

1
A

BASIC ELIGIBILITY required for the Vendor / Firm /Service provider :

1. Vendor/firm/service provider should have experience of at least three years
2. Vendor/firm/service provider has its office or representative.
3. Vendor/Firm/service provider should not be blacklisted or removed from panel of LIC of India or any other PSU/Govt/semi. Govt.
4. Vendor/firm should have turn over as per requirement.
5. Firm/vendor/service provider must have valid registration in compliance of law of land for the category applied for empanelment.
6. Firms/vendor blacklisted by any office of LIC of India should not apply. If applied, their application will not be considered.
7. The duration of empanelment will be valid for 3(three) years from the date of approval of empanelment list.
8. The applications received after scheduled date and time will not be entertained and therefore deemed to be rejected.
9. Follow the checklist properly.
10. Provide the all the information as per the attached Annexure B and C
11. Application forms and all the required documents will be find on the www.licindia.com Tenders.
12. Send DD/Banker's cheque for the tender fee Rs. 118/-

A handwritten signature in blue ink, appearing to read 'S. K. Chatterjee', is written over a horizontal line. The signature is stylized and includes a large initial 'S' and a small 'K'.



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E-mail : os.nadiad@licindia.com

Date:15.11.2023

CATEGORY OF VENDORS WITH THE CATEGORY NUMBER AND CATEGORY NAME

Life Insurance Corporation of India, Nadiad Divisional Office, NADIAD invites applications from reputed Manufacturers /Suppliers /Authorized/Dealers/ Vendors/Printer/service providers /contractors for empanelment for 3 years initially with provision of extension for further 2 years(with approval of Competent Authority) for following items from 1 to 54 :

Category No.	DESCRIPTION OF CATEGORY
1.	Furniture and fittings (wooden and iron) safe, fire/waterproof storage equipments, policy racks.
2	Water cooler /water purifier/Air cooler/Photo copier machine/R.O. system/Air-conditioners
3	Purchase of Weighing Machine/GSM machine
4	Telecommunication equipments i.e. EPABX/FAX/INTERCOM etc.
5	Note counting machine/Fake note detector Purchase
6	Form sheets/Name plates of employee/Information boards/glow sign board/back lit board/Flex boards etc.
7	Electrical Items :Fans/Emergency lights/wall clocks/calculators etc.
8	AMC of :- Aqua-guard / Copier machine /UPS batteries/ Fire equipments / Lift services etc
9	Printing & stationery: forms/pads/registers: Offset printing.
10	Table and office stationery
11	Computer continuous stationery/ Printed / Blank / Policy bonds etc
12	Envelopes suppliers : white/brown pvc /plastic wallet : Folders suppliers
13	I.T. Consumables – Computer peripherals i.e. :cartridge / printer ribbons / printer heads / laptop batteries / chargers etc./toners/network cabling etc.
14	Printing / prepare : Identity cards of our employees /Pensioners
15	Rubber stamps / computer files and Binding work
16	Maintenance & cleaningness of Office / guest house / drainage work and plumbing work (PLUMBER)/carpenter work / cleaning services / office furniture / painting work(PAINER) / Liftmen services/Electrician services
17	Scrap / Disposal of Waste paper/unused items/irreparable items with garbage.
18	Advertisement in News-papers/

Signature

19	House Keeping Material like phenyl, acid etc.
20	Laundry services
21	Provision of Drinking water
22	Security services
23	Security systems : CCTV cameras and its maintenance
24	All types of Fire-extinguishers: Refilling, Training
25	Underground and overhead water tank : cleanliness
26	Outsourcing job : Watchmen / sweeper / gardener / Mali etc.
27	Pest and Rodent control service.
28	Railway and Air ticket booking services
29	Courier services
30	Carting / goods transportation services
31	Home usage all types items (Kitchen-ware)
32	Plastic home-ware seasonal products
33	All types of seasonal products
34	Differential Festival Products
35	Trophy / Corporate gift items
36	Medals / base etc. Items for Greetings (Abhivadan)
37	Silver / Gold Articles
38	Electricals / Electronics / Home appliances items
39	Steel / Glass / Ceramic / Plastic items
40	Miscellaneous items for giving Gifts.
41	Hoardings on rent (Lit / Non-lit)
42	Poll Kiosk (Lit / Non-Lit) wall paintings advertisements
43	Wall paintings advertisements
44	Traffic barricades/ tree garden
45	Bus / Rikshow /railway on panel
46	Welcome and other boards
47	Mobile publicity
48	All types of Products and services according to ADVERTISEMENT
49	Standpee /Kenopee / umbrella for advertisements
50	Glow sign boards wrap ups (Lit / non-lit)
51	Flex banner and vinaire printing
52	Hand-bills / posters / certificates
53	Booklets / conference pads etc Making and pasting of one-way vision
54	IDENTITY CARDS / STATONERY / PHOTO COPY/ PHOTO VIDEOGRAPHERS / COOK (RASOIYA)/ MANDAP DECORATION / FLOWERIST / EVENT MANAGER / MUSIC ORCHESTRA / PROJECTOR SCREEN/ LED PROJECTOR / SOUND SYSTEM / CLOTH ITEMS / SAFA-PAGHADI-KHES ETC.

A. Lottani



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THE INSURANCE LAWS (AMENDMENT) ACT 2015

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act-2015 Insurance Regulatory and Development Authority of India (IRDA), is authorized to verify all such books of accounts, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the LIC of India, It shall be the duty of the contractor to provide such documents/statements/information as may be required by **IRDAI** within such time as may be specified by **IRDAI**.
2. In terms of provisions of Section 33 (4) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as " Investigating Officer ", to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33 (2) of the Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing director Other Office of the service provider of contractor where the services are outsourced by LIC of India.


Sr. Divisional Manager
02/01/17

SIGNATURE AND SEAL OF AUTHORIZED PERSON(VENDOR)



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Notice for Empanelment

Applications are invited from the Reputed Firms for Empanelment of **VENDORS/SUPPLIERS/ CONTRACTORS /MANUFACTURES / SERVICE PROVIDERS** for the period from our different states for empanelment on our Approved List for the period from **01.04.2024 to 31.03.2027** as per following serial No. , Name of category and Minimum Turn over.

Last DATE for receipt of documents for Empanelment is **17.00 Hrs. on 18.01.2024**

SL NO	NAME OF CATEGORY	Minimum Turnover required per annum (in any of last three years) in Lakhs.
1.	PURCHASE AND SUPPLY OF TABLE AND OFFICER STATIONERY ETC.	03 LAKHS
2.	PRINTIING OF SUPPLY OF VARIOUS FORMS /LEDGERS /VISITING CARDS/PUBLICITY BROUCHERS, BOOKLETS, LEAFLETS, MAGAZINE IN SINGLE, TWO OR MULTI COLOURS ETC.	10 LAKHS
3.	PRINTNG & SUPPLY OF COMPUTER CONTINEOUS STATIONERY AND POLICY BONDS. ETC	15 LAKHS
4	SUPPLY OF COMPUTER CONSUMABLES, COMPUTER MEDIA, PRINTER RIBBONS, PRINTER HEAD , CARTRIDGES, TONNERS ETC.	10 LAKHS
5	SUPPLY/PRINTING OF CLOTH/KRAFT ENVELOPES/ORDINARY ENVELOPES/ POLICY DOCKETS, BITUMISED COVERS, POLICY VALETS AND PROPOSAL FOLDERS etc.	05 LAKHS
6.	SUPPLY/MAINTAINANCE/SERVICING OF TELECOMMUNICATION EQUIPMENTS SUCH AS, EPABX SYSTEMS TELEPHONE etc.	05 LAKHS
7.	SUPPLY OF COURIER SERVICES FOR LOCAL, WITHNIN GUJARAT AND ALL INDIA, HAND DELIVERY OF LOCAL DAILY POST FROM DIVISION OFFICE TO BRANCH OFFICE AND VIS-A-VERSA . etc.	05 LAKHS
8.	CARRIAGE AND FREIGHT SERVICES FOR TRANSPORTING OF GOODS FOR LOCAL/ OUT STATIONS, HAMAL CONTRACTORS FOR SHIFTING AND HAND DELIVERY OF GOODS, etc.	NOT REQUIRED.
9	IATA AGENTS FOR AIR TICKET BOOKING, TRAVEL AGENTS FOR BOOKING OF RAIL WAY TICKETS, etc	05 lakhs
10	SUPPLY/MAINTAINANCE/AMC/SERVICING OF NOTE COUNTING MACHINE/FAKE NOTE DECTECTOR MACHINE ETC	05 LAKHS
11.	SUPPLY / MAINTAINANCE /SERVICING OF WATER COOLER, RO'S WATER PURIFIERS, REFRIGERATORS, etc.	05 lakhs.

Y. P. Patil

12	SUPPLY OF WOODEN & STEEL / MODULDED, STEEL FURNITURE AND FIXTURES, FIRE PROOF AND WATER PROOF SAFE, STEEL RACKS CUPBOARDS, TABLES, CHARIS, HARDWARE PRODUCTS SUCH AS LOCKS ALDRAF, COCKS, ETC	05 LAKHS
13	MAINTENANCE OF WOODEN & STEEL / MODULDED, STEEL FURNITURE AND FIXTURES, FIRE PROOF AND WATER PROOF SAFE, STEEL RACKS CUPBOARDS, TABLES, CHARIS, HARDWARE PRODUCTS SUCH AS LOCKS ALDRAF, COCKS, ETC	NOT REQUIRED
14	SUPPLY / MAINTAINANCE/SERVICE OF FIRE EXTINGUISHERS etc.	05 lakhs
15	HOSPITALS PROVIDING PREVENTIVE HEALTH CHEDK UP SERVICES	25 LAKHS
16	PROVIDING SERVICES FOR PEST CONTROLS AND RODENT SERVICES	03 LAKHS
17	SUPPLY OF I-CARD, RUBBER STAMPS BOOK BINDING ETC.	NOT REQUIRED
18	SCRAP DEALERS	NOT REQUIRED
19	PHOTOCOPYING, SPIRAL BINDING etc.	NOT REQUIRED
20	ELECTRICAL EQUIPMENT : NOTE COUNTING MACHINE/ FAKE NOTE DETECTOR PURCHASE	05 LAKHS
21	AMC OF AQUA GUARD/UPS & BATTERIES/FIRE EQUIPMENTS/LIFT SERVICES ETC.	05 LAKHS
22	MAINTAINANCE AND CLEANINGNESS OF OFFICE/GUEST HOUSE/DRAINAGE WORK AND PLUMBING WORK/CARPENTER WORK/CLEANING SERVICES/PAINTING WORK/ELECTICAL SERVICES	NOT REQUIRED
23	ADVERTISEMENT IN NEWS PAPERS	NOT REQUIRED
24	HOUSEKEEPING MATERIALS LIKE PHYNILE/ACID ETC/CLEANING ITEMS	03 LAKHS
25	SECURITY SYSTEMS: CC TV CAMERA AND MAINTAINANCE.	05 LAKHS
26	UNDERGROUND AND OVERHEAD TANK CLEANING	NOT REQUIRED
27	HOME USAGE ALL TYPE ITEMS(KITCHENE WARE)/PLASTIC HOMEWARE SEASONAL PRODUCTS	20 LAKHS
28	DIFFERENTIAL FESTIVAL PRODUCTS	3 LAKHS
29	TROPHY/CORPORATE GIFT ITEMS	8 LAKHS
30	MEDALS / BASE ETC ITEMS FOR GREETINGS (ABHIVADAN)	9 LAKHS
31	SILVER/GOLD ARTICLES	5 LAKHS
32	ELECTRICAL / ELECTRONICS /HOME APPLIANCENS ITEMS	5 LAKHS
33	STEEL /GLASS/CERAMIC/PLASTIC ITEMS	3 LAKHS
34	MISCELLANEOUS ITEMS FOR GIVING GIFTS	8 LAKHS
35	HORDINGS ON RENT (LIT/NOT-LIT)	30 LAKHS
36	POLE / KIOSK (LIT-NON-LIT)	NIL
37	WALL PAINTING ADVERTISEMENT	7 LAKHS
38	TRAFFIC BARRICADES / TREE GARDEN	NIL
39	BUS/RIKSHOW/RAILWAY ON PANEL	NIL
40	WELCOME AND OTHER BOARDS	2 LAKHS
41	MOBILE PUBLICITY	4 LAKHS
42	ALL TYPES OF PRODUCTS AND SERVICES ACCORDINTG TO ADVERISEMENT	NIL
43	STANDPEE/KENOPEE/UMBRELLA FOR ADVERTISEMEN T	3 LAKHS
44	GLOW SGIN BOARD WRAP UPS (LIT-NOT LIT)	10 LAKHS

Atkins

45	FLEX / BANNER AND VINAEL PRINTING	3 LAKHS
46	HAND BILL/POSTER/CERITIFICATES	12 LAKHS
47	BOOKLETS/CONFERENCE PADS MAKING AND PASTING OF ONE WAY VISION	3 LAKHS

The eligibility conditions and applications form can be downloaded from our website or the same can be obtained from the office of MANAGER (OS) ,OS Department, Divisional Office, 3rd Floor, "Jeevan Prakash", Pij Road, Nadiad – 387 002. Application for empanelment general terms and conditions and Annexure-A,B and Cduly completed should be submitted to the same address in a closed envelope super subscribed as :

"Application for empanelment of VENDORS/SUPPLIERS/ CONTRACTORS /MANUFACTURES / SERVICE PROVIDERS Category serial no(Name of Category) from Monday to Friday except public holidays.

Mere submission of Application for empanelment does not confer the right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action. The Corporation reserves the right to raise / lower the minimum eligibility criteria for empanelment depending upon the responses and also to call for documents/certificates if required in the process of empanelment.


SR. DIVISIONAL MANAGER

SIGNATURE AND SEAL OF AUTHORIZED PERSON



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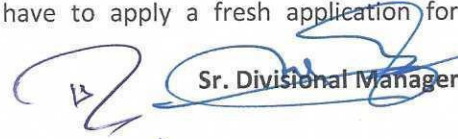

Annexure --- A

Empanelment of VENDORS/SUPPLIERS/CONTRACTORS/MANUFACTURES/PRINTERS/SERVICE PROVIDERS for the period of 01.04.2024 to 31.03.2027

Separate application is to be filled up for each category:- Terms & Conditions for Empanelment

1. Application is to be submitted along with a non-refundable application Fee of Rs.100/- (Rupees on hundred only) + 18% GST in cash or by DD IN FAVOUR OF LIC of India payable at Nadiad for each category of Empanelment separately.
2. The VENDORS / SUPPLIERS / CONTRACTORS /MANUFACTURES /PRINTERS /SERVICE PROVIDERS should be in profession for minimum **3** years. (Copy of registration certificate to be enclosed where Minimum turnover is required)
3. The VENDORS / SUPPLIERS / CONTRACTORS /MANUFACTURES /PRINTERS /SERVICE PROVIDERS should be on the approved panel vendor of preferably 1 reputed Firms/company where minimum turnover is required.
4. The VENDORS / SUPPLIERS / CONTRACTORS /MANUFACTURES /PRINTERS /SERVICE PROVIDERS should have registration with state and local authorities for undertaking the profession, **where minimum turnover is required** (Copies of proof to be enclosed)
5. Firms **blacklisted** either by any office of the Corporation /any Govt. institution/body or by the company itself in which the vendor/contractor deals in, **need not apply**.
6. The Minimum Annual turnover of the VENDORS / SUPPLIERS / CONTRACTORS /MANUFACTURES /PRINTERS /SERVICE PROVIDERS should not be less than as mentioned against each category in the Notice for Empanelment (Please attach balance sheet for 3 years)
7. The empanelment would be done only on the favorable recommendation of the constituted committee that may visit & inspect the premises, workshop etc. of the applicant.
8. Applicant is required to affix the signature and seal of the authorized official of the company on each page of the empanelment documents including Annexure A, B & C.
9. In case of a Company / Partnership firm & / OR proprietorship firm please attach authority letter from all the Partners/Proprietors/Competent Authority Official of the firm certifying the signature of the partner/ person who is authorized to sign the empanelment documents along with all the enclosures in the form of **Annexure C**
10. The VENDORS / SUPPLIERS / CONTRACTORS /MANUFACTURES /PRINTERS /SERVICE PROVIDERS should be **GST compliant where minimum turnover is required**.
11. **The VENDORS / SUPPLIERS / CONTRACTORS /MANUFACTURES /PRINTERS /SERVICE PROVIDERS should have a valid PAN card no. issued by Income tax authority.**
12. The VENDORS / SUPPLIERS / CONTRACTORS /MANUFACTURES /PRINTERS /SERVICE should keep sufficient stock in hand, so as to comply with requirements without delay.
13. Any dispute subject to NADIAD jurisdiction.
14. Corporation reserves the RIGHT to cancel your application without giving any reason.
15. Existing vendors empanelled under Nadiad D.O. have to apply a fresh application for Empanelment.

SIGNATURE AND SEAL OF AUTHORIZED PERSON


Sr. Divisional Manager




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Nadiad – 387 002.
Tel : 0268-2533281/284,
Fax : 0268- 253515
E-mail : os.nadiad@licindia.com

DECLARATION

I/We request Life Insurance Corporation of India, Divisional office, Nadiad to consider inclusion of my /our firm /Company's name in the list of their approved firms /vendors / dealers and hereby assure to extend full cooperation up to the satisfaction of Corporation.

I/We have read the instructions of the Notice of Empanelment, conditions and General Terms & Conditions and also in Annexure A, B and C and I/We understand that if any false information is revealed at the later date, any contract made between ourselves and Corporation on the basis of the information given by me/ us can be treated as invalid at the sole discretion of the Corporation and I/We will be solely responsible for the consequences.

I/We agree that the decision of the Corporation in selection of MANUFACTURES/PRINTERS /VENDORS/SERVICE PROVIDERS will be final and binding by me/us.
All the information furnished by me/us here under are correct to the best of my / our knowledge and belief.

I/ We agree that I / We have no objection if inspection of my/ our premises / workshop/ shop etc. is done by the officials of the Corporation.

I / We agree that I/We have no objection if enquiries are made about the work performance with clients mentioned at SR. NO. 19 & 20.

I/ We agree to abide by all the rules and regulations framed by the Corporation from time to time.

Date :
Place :

Signature with Office seal
Name :



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Annexure - B

Application for Empanelment of VENDORS / SUPPLIERS / CONTRACTIORS / MANUFACTURES / PRINTERS / SERVICE PROVIDERS

For the period from 01.04.2024 to 31.03.2027

SR.NO. OF CATEGORY	NAME OF CATRGORY

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

Sr.No	INFORMATION SOUGHT	
1.	Name of Applicant(IN BLOCK LETTERS)	
2.	Date of establishment/incorporation of the firm	
3.	a. Correspondence address b. Telephone nos. c. Mobile no. d. E-mail address	
4.	Address of Head Office (in separate) Telephones nos./Mobile no Email id.	
5.	Nature of Ownership :Whether proprietary/ partnership/private limited company/public limited company)	
6	Names of the Partners / Directors & Email ID & Mobile nos.	
7	Name of Chief Executive with his present address Telephone / Mobile No/ Email-ID	

SIGNATURE AND SEAL OF AUTHORIZED PERSON

Sr.No	INFORMATION SOUGHT	
8	Name of Representative(s) with designation who would be calling on us and attending to our jobs and his/their mobile no /Email ID	
9	Name of Bankers with addresses & telephone no. & mobile no. Account no. Type of account : IFSC Code : Please attach cancelled cheque.	
10	Registration details :- a. <u>Date of last renewal of license(Copy of license to be enclosed)</u> b. <u>PAN No. (Copy to be enclosed)</u> c. <u>ESIS NO.if any (copy to be enclosed)</u> d. <u>EPF registration No if any (copy to be enclosed)</u> e. <u>GSTIN No. (Copy to be enclosed)</u> f. <u>Labour license and validity (copy to be enclosed)</u> g. <u>TAN No</u>	
11.	Is the firm owned by SC / ST entrepreneurs, if so please enclose the copy	
12	Whether holding certificate under Shops & establishment Act duly renewed (copy to be enclosed)	
13	MSME / NSIC CERTIFICATE (IF ANY) (COPIES TO BE SUBMITTED)	
14	State the latest Income Tax Assessed year and the amount of Tax assessed (copies of last 3 years IT Returns, Balance sheet / Revenue account and/ or CA certificate to be enclosed) <u>FY :</u> <u>FY :</u> <u>FY :</u>	
15	Turn over for last 03 years <u>FY :</u> <u>FY :</u> <u>FY :</u>	

SIGNATURE AND SEAL OF AUTHORIZED PERSON

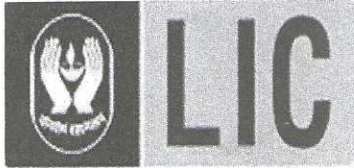


Sr.No	INFORMATION SOUGHT	
16	Are you agreeable to make deliveries to Corporation's Office and out of Nadiad	
17	Has your firm been blacklisted /removed/ earlier by LIC or any of the PSUs / BFSI /Govt. / semi Govt. quasi Govt department in India (Yes / No). If yes then give details	
18	Are you agreeable to abide strictly by the Terms and conditions of the Empanelment.	
19	If your firm is already empanelled with any office of LIC of India Or any other PSU (central) . Please enclose list with names, addresses, and tel no . /mobile no of the persons to be contacted for confirmation). Seperate list may be attached.	
20	Name , address and telephone nos. of three of your most valued clients.(separate list may be attached)	
21	Mention any other specialties of your Establishment	
22	Details of DD/Banker's cheque/MR for empanelment fee of Rs. 100 + 18% GST DD /Banker's cheque no and date And Name of Issuing Bank.	
23	Are you agreeable to submit samples whenever called for ?	
24	Are you agreeable to enter into rate contract or running contract of fixed quantity contract ?	
25	Approximate value of your turnover per year	

SIGNATURE AND SEAL OF AUTHORIZED PERSON



Last DATE for receipt of documents for Empanelment is 17.00 Hrs. on 18.01.2024



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NOTE

1. 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 in to the form.
2. All the pages of application form and documents must be signed with seal.

DECLARATION

I/We request Life Insurance Corporation of India, Divisional Office, Nadiad to consider inclusion of my / our firm /company's name in the list of their approved firms / vendors / dealers and hereby assure to extend full cooperation up to the satisfaction of Corporation.

I/We have read the instructions of the Notice of Empanelment, Conditions and general terms and conditions and also in Annexure A, B and C and I/We understand that if any false information is revealed at the later date , any contract made between ourselves and Corporation on the basis of the information given by me / us can be treated as invalid at the sole discretion of the Corporation and I / We will be solely responsible for the consequences.

I/We agree that decision of the Corporation in selection of MANUFACTURES/PRINTERS/VENDORS/ SERVICE PROVIDERS will be final and binding by me/us . All the information furnished by me / us here under is correct to the best of my / our knowledge and belief.

I/We agree that I /we have no objection if inspection of my /our premises/ work shop, shop, etc. is done by the officials of the Corporation.

I/We agree that I / we have no objection if enquiries are made about the work performance with clients mentioned at sr.no 19 and 20.

I/We agree to abide by all the rules & regulations framed by the Corporation from time to time.

Date :
Place :

Signature with office seal
Name :

Signature and seal of authorized person.

CHECK-LIST FOR SCRUTINY OF EMPANELMENT APPLICATION

APPLICATION NO. _____

1. NAME OF FIRM
2. APPLICATION FEE @ 118/- FOR EACH FIRM
3. INCOME TAX RETURNS(LAST 2 OR 3 YEARS)
4. APPLICATION FORM ANN : B
5. ALL SIGNATURES DONE WITH STAMP
6. MSME CERTIFICATE/NSIC (COPY)
7. PAN CARD DETAILS & GST-IN (COPY)
8. PARTNERSHIP DEED IF ANY (COPY)
9. EMPANELLED UNDER OTHER DIVISIONS
10. STATEMENT OF REQUIRED TURN-OVER (3 YEARS)
11. CONTACT PERSON AND MOBILE NO
12. CATEGORY NO AND DESCRIPTION
13. NEFT DETAILS
14. RENEWAL OF SHOP ESTABLISHMENT
15. ESIS NO,EPF,LABOUR LICENCE, TAN NO
(WHICH APPLICABLE)
16. WRITE CATEGORY NO AND CATEGORY NAME ON
THE ENVELOPE SEND TO US.

R. Cattam