



भारतीय जीवन बीमा निगम, मंडल कार्यालय, पंडरी, रायपुर (छग) 492004

For 'Empanelment of manufacturers/ Suppliers and service providers required by
LIC of India, Divisional Office Raipur, Pandri, Raipur, Chhattisgarh
CHECKLIST

Apart from the duly sealed and signed tender documents, kindly attach the following documents (wherever applicable)

1. Certificate of registration with Registrar of Companies/ Firms in India.
2. Contract copies or proof of empanelment for similar categories executed in the last 3 years.(w.e.f. 01.04.2020 onwards)
3. License certificate for business being carried out (if applicable)
4. Certificate issued under Shops & Establishment Act, 1953.
5. DGS & D/ NSIC/ MSME certificates, if applicable.
6. Audited Balance Sheet and Profit & Loss statement for the last 3 financial years: 2020-2021, 2021- 2022 & 2022-2023
7. Income Tax Returns (with statement of Computation of Income for the last 3 financial years 2020-2021, 2021- 2022 & 2022-2023
8. Certificate issued by CA for the turnover of the firm for the last 3 financial years: 2020-2021, 2021- 2022 & 2022-2023
9. Copy of PAN of the Company/ Firm.
10. ESI & EPF registration certificates, if applicable.
11. GST registration certificate.
12. Cancelled Cheque for NEFT details.
13. General Terms & Conditions & Eligibility Conditions signed by the Tenderer /Vendor
14. Annexure- A,

NOTE: All applicants are required to affix the signature and seal of the Authorized official of the company on each page of the tender document submitted in acceptance of terms & conditions therein. All the supporting documents, like certificates, proofs, samples, etc., which are being submitted along with the tender forms, should necessarily be attested by the authorized signatories of the firm. Without proper attestation, the document shall not be considered.

Signature of the Tenderer /Vendor

Sr. Divisional Manager