**Annexure-A**

Application for Empanelment of **VENDORS/SUPPLIERS/CONTRACTORS/ PRINTERS/ SERVICE PROVIDERS** for LIC Of India, Pune DO-II

|  |  |
| --- | --- |
| Sr.No.of Category | NAME OF CATEGORY |
|  |  |

**(Separate Application is to be submitted for each Category)**

|  |  |  |
| --- | --- | --- |
| Sr.No | INFORMATION SOUGHT | INFORMATION PROVIDED |
| 1 | Name of Applicant (IN BLOCK LETTERS) |  |
| 2 | Date of Establishment/Incorporation of the Firm |  |
| 3 | Correspondence Addressa) Telephone No.b) Mobile No.c)E-mail ID |  |
| 4 | Address of Local Office (at Pune)a) Telephone No.b) Mobile No.c) Email ID  |  |
| 5 | Address of Head Office (If separate) Telephone No.FAX No.E-mail ID  |  |
| 6 | Nature of Ownership: Whether Proprietary/ Partnership/Private Limited Company/ Public Limited Company |  |
| 7 | Name of the Partners/DirectorsE-mail ID |  |
| 8 | Name of Chief Executive with his present addressTelephone No/Mobile No.E-mail ID |  |
| 9 | Name of Representative(s) with designation who would be calling on us and attending to our jobs and his.their Mobile Nos/E-mail IDs |  |
| 10 | Name of Bankers with addresses & Telephone Nos.Account No.Type of AccountIFSC Code(Please attach original cancelled Cheque leaf) |  |
| 11 | Registration Details:1. License No.
2. Date of last renewal of License (Copy to be enclosed)
3. PAN No.(Copy to be enclosed)
4. ESIS No.,if any (Copy to be enclosed)
5. EPF Registration No.,if any (Copy to be enclosed)
6. GSTIN No.(Copy to be enclosed)
7. Labour License and Validity (Copy to be enclosed)
 |  |
| 12 | Is the Form owned by SC/ST entrepreneurs, if so please enclose a copy) |  |
| 13 | Whether holding Certifiacte under Shops and Establishment Act duly renewed. (Copy to be enclosed) |  |
| 14 | MSME/NSIC Certificate if any. (Copies to be enclosed) |  |
| 15 | State the latest Income Tax Assessed Year and the amount of Tax Assessed (Copies of last 3 years IT Returns, Balance Sheet/Revenue A/c and/OR CA Certificate to be enclosed) |  |
| 16 | Turn Over for last 5 yearsF.Y.2023-24F.Y.2022-23F.Y.2021-22F.Y.2020-21F.Y.2019-20 |  |
| 17 | Are you agreeable to make deliveries of goods/ítems to our Offices within and out of Pune City. |  |
| 18 | Has your Firm been blacklisted/removed earlier by LIC or any of the PSUs/Govt/ Semi Govt/ Quasi Govt Departments in India.If yes, give details. |  |
| 19 | If your Firm is already empanelled with any Office of LIC Of India OR any other PSU, enclose copy of empanellment letter. |  |
| 20 | Name, addresses and telephone Nos.of three of your most valued clients (Separate list may be attached) |  |
| 21 | Mention any other specilities of your Establishment, if any. |  |
| 22 | Details of DD/Banker’s Cheque/MR for Empanellment Fees of Rs.250/-DD/Banker’s Cheque no. and Date and Name of issuing Bank |  |
| 23 | Are you agreeable to abide strictly by the Terms & Conditions of the Tenderes & Contracts |  |
| 24 | Approximate value of your annual output |  |
| 25 | Mention if registered as MSME with Director of Industries (DI)/District Industries Centre (DIC)Also mention category (Gen/SC/ST) | YES?NOGen/SC/ST |
| 26 | Mention if registered Vendor on GeM portal | YES/NO |

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 it to the form with proper authentication.
2. All the pages of application form and documents must be signed with Company/Form seal.

**DECLARATION**

I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ request Life Insurance Corporation Of India, Divisional Office, Pune-II located at S.No. 688 A+B2, 4th Floor, Mahaveer Park Bldg., Pune Satara Raod, Bibwewadi, Pune – 411 037 to consider inclusión of my/our firm/Company’s name in the list of their approved firms/Vendors/Dealers. We hereby assure to extend full co-operation upto the satisfaction of the Corporation.

I/We have read the instructions of the Notice of Employment, Conditions and General Terms and Conditions and also Annexure A and I/We understand that if any false information is revealed at a later date, any contract made between ourselves and the 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 soley responsible for the consequences.

I/We agree that the decisión of the Corporation in selection of Manufacturers/Printers/Vendors/Service Proviers will be final and binding on me/us.

All the information furnished by me/us hereunder 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 etc.is done by the authorised Officials of the Corporation.

I/We agree that I/We have no objection if any enquiries are made about our work performance with the clients mentioned at Sr.19 of Annexure-A.

I/We agree to abide by all the Rules and Regulations framed by the Corporation from time to time.

Date: Signature with Office Seal

Place: Name:

Signature and Seal of the Authorised Person.

 Annexure B

Authority letter

To,

The Manager(OS)

Life Insurance Corporation Of India,

Pune Divisional Office-II, Pune 411 037

Re:Empanelment of Vendors/Suppliers/Contractors/Manufacturers/Printers/Service Providers

Sir,

We, the undersigned, being partners/owners/Proprietor/Director of the firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby declare that we have authorized following person/s whose name and Specimen signature is given below:

|  |  |
| --- | --- |
| **Name** | **Specimen Signature** |
|  |  |

 To sign all the documents in connection with this Tender relating to LIC Of India, Pune Divisional Office-II for Empanelment Of Vendors/Suppliers/Contractors/Manufacturers/Printers/ Service Providers alongwith Technical Bid, Financial Bid and any other documents resulting from it on our behalf, which is to be required to be submitted by us during the whole process of the Empanelment.We all abide by the Terms and conditions of the Empanelment.

Signature of all the Partners/Owners/Proprietors/Directors of the firm:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.No | Name of Partner/Owner/Proprietor/Director |  Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Signature and Seal of Authorized person

**Annexure C (Technical Information – For Printers only)**

|  |  |  |
| --- | --- | --- |
| Sr.No. | Information sought | Information provided |
| 1 | Particulars of composing facilitiesa) DTP Systems (Make Packages,  Languages other features, if any)b) Other composing facilities such as hand composing |  |
| 2. | Particulars of Scanning machines being used |  |
| 3. | Printing Machines :a) Offset machines (Make, size, colors, speed and other features, if any)b) Letter Press Machines (Make, Size, Speed and other features, if any)c) Screen Printing facilityd) Pre-printed continuous stationery machine (make, Size, colors, speed and other features, if any) |  |
| 4. | Particulars of Positives and Plate making facility |  |
| 5. | Binding and finishinga) Cutting Machines (Make, Size of Blade Hand/Power Driver)b) Particulars of Punching machinec) Particulars of Perforating Mahcined) Particulars of gilding department |  |
| 6. | Have you got photo-type setting machine, if so please furnish full details of type faces |  |
| 7. | If any of the equipments mentioned above is under lease, loan or hire purchase agreement should be furnished |  |
| 8. | Please furnish detailed particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs which may be entrusted to you |  |

Annexure C - PART I – GENERAL INFORMATION

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Press (In block letters) |  |
| 2. | Nature of Ownership |  |
| 3. | Date of Establishment/Incorporation of the Firm/Enterprise |  |
| 4. | Address & Telephone No.:(Pune)Fax No.:Mobile No.:Email ID : |  |
| 5. | Address of Head Office (If separate) and Telephone No., Fax No., Email ID |  |
| 6. | State – Whether Proprietary/Partnership/Private Limited Company/Public Limited Company |  |
| 7. | Names of the Proprietor/Partners/Directors/ |  |
| 8. | Name of Chief Executive with his present address and contact details |  |
| 9. | Name of Representative(s) indicating designation who would be calling on us and attending to our jobs |  |
| 10. | Name of Bankers with addresses & Telephone No.s |  |
| 11. | Whether registered under the Central Sales Tax Registration and Turnover Rules, 1957 (if yes, submit Xerox copy of Certificate of Registraion) |  |
| 12. | Whether registered under :(A) Small Scale Industrial Unit under NSIC single point registration scheme(B) MSME ActIf yes, submit Xerox copy of Certificate of Registration. (Please specify whether belong to Reserved Category – SC/ST) |  |
| 13. | Is the Press registered under the Factories Act (If yes please state)a) License No.b) Date of last renewal of license (Copy of License to be enclosed)c) PAN No.d) ESIC No. (if any)d) EPF Registration no (if any) |  |
| 14. | Whether holding certifícate under Shops & Establishments Act, duly renewed (Copy should be enclosed) |  |
| 15. | State the latest Income Tax Assessment Year and the amount of tax assessed. (Copies of last 3 years Income Tax Returns, Balance Sheets and Revenue Account to be enclosed) |  |
| 16. | Turn over for last 5 yearsF.Y. 2023-2024F.Y. 2022-2023F.Y, 2021-2022F.Y. 2020-21F.Y. 2019-20 |  |
| 17. | Are you agreeable to make deliveries to Corporation Offices within and out of Pune District when so directed  |  |
| 18. | Are you agreeable to abide by the Terms and Conditions of the Tenders and Contracts (specified from time to time with the Tenders/Contracts) |  |
| 19. | Area occupied by the Press |  |
| 20. | Total number of employees – Permanent - Temporary –Skilled - Unskilled - |  |
| 21. | Number of shifts you work normally |  |
| 22. | Timing of shifts |  |
| 23. | Weekly holidays |  |
| 24. | Names of the Offices of the LIC whose printing work you may have done during the last 3 years. Mention only those Offices for whom you have done sizable jobs or have done constant work.(Details of the job done to be given) |  |
| 25. | Name, Addresses and Telephone No.s of some of your most valued clients |  |
| 26. | Approximate value of your output per year in lakhs. |  |
| 27. | Do you carry stocks of papers and any other material. If so, what stocks do you generally hold and approx. average quantity |  |
| 28. | State the nature of printing jobs undertaken by you (full details to be given) |  |
| 29. | Mention any other sepcialities of your establishment |  |
| 30. | GSTIN No (Regular/Composite) |  |
| 31. | Are you agreeable to enter into a Rate Contract/RunningContract/Fixed Quantity Contract with us |  |

Date: Signature with Office Seal

Place: Name:

Signature and Seal of the Authorised Person.

 ANNEXTURE C

PART II – TECHNICAL INFORMATION (IN CASE OF PRINTERS)

1) Particulars of composing facilities :

a) DTP Systems

|  |  |  |  |
| --- | --- | --- | --- |
| Make | Packages | Languages | Other Features if any |
|  |  |  |  |
|  |  |  |  |

b) Other composing facilities such as hand composing etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Particulars of Scanning Machines being used : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Printing Machines :

a) Offset Machine

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Make | Size | Color | Speed | Other Features if any |
|  |  |  |  |  |
|  |  |  |  |  |

b) Letter Press Machines

|  |  |  |  |
| --- | --- | --- | --- |
| Make | Size | Speed | Other Features if any |
|  |  |  |  |
|  |  |  |  |

c) Screen Printing facility

d) Pre-printed continuous stationery machine :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Make | Size | Color | Speed | Other Features if any |
|  |  |  |  |  |
|  |  |  |  |  |

4) Particulars of Positives and Plate making facility : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) Binding & finishing : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a) Cutting Machines :

|  |  |  |
| --- | --- | --- |
| Make | Size of Blade | Hand/Power Driven |
|  |  |  |
|  |  |  |

b) Particulars of Punching Machines : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Particulars of Perforating Machines : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) Particulars of Gilding Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) Do you have photo-type setting machine : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If so please furnish full details ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) If any of the equipments mentioned above is under lease/loan/hire purchase, copy of

 agreement should be furnished.

8) Please furnish details of particulars of any other agreements, if any, you may have entered into

 which are subsisting and are connected with the jobs, which may be entrusted to you.

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Life Insurance of India, Pune DO-II to consider inclusión of my/our name in the list of their approved panel of Printers and agree to give our best services to the full satisfaction of the Corporation in the event of their doing so.

Dated :\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature & Seal/Stamp of Vendor

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.

The Corporation reserves the right to cancel the name of the firm/supplier/service providers from its approved lists at absolute discretion without assigning any reason.

All the pages of application form and documents must be sealed and signed.

DECLARATION

1. I/We request Life Insurance Corporation, Pune Division Office II, S.No. 688 A+B2, 4th Floor,

 Mahaveer Park Building, Pune Satara Road, Bibwewadi, Pune – 411 037 to consider inclusión

 of my/our name in the list of their approved Firm/Supplier/Service Providers. I/We agree to

 give full satisfaction to the Corporation in event of their doing so.

2. I/We have read the instructions and I/We understand that if the information furnished now is

 found false at a later date, any contract made between ourselves and the 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.

3. I/We agree that the decisión of the Corporation in selection of Firm/Supplier/Service Providers

 will be final and binding on me/us.

4. All the information furnished by me/us hereunder is correct to the best of my/our knowledge

 and belief.

5. 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.

Dated at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_2024

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal of the Firm :

 Seal and sign of vendor.

**SCOPE OF WORK OF EACH CATEGORY**

|  |  |
| --- | --- |
| Sr.No. | Category |
| 1 | Printing and Supply of blank/preprinted Computer Continuous Stationery  |
|  | Printing of I.T. Continuous Stationery Plane White with LIC’s watermark and logo OR Pre-printed as per requirement under rate/running contract |
| 2 | Supply of Computer Consumables, Computer Media, Printer Ribbons, Printer Head, Cartridges,Tonners etc. (Only Authorized dealers. Please note we may insist for MAF from OEM during tender process) |
|  | Vendors must be Authorised Dealers in different companies to supply I.T. consumables mainly HP/Samsung/Ricoh/Printronix/Canon/Epson/Lipi/TVS/Tally etc. And who can submit quotation with MAF from OEM for particular tender and within validity period |
| 3 | Table Stationery such as Pens, Files, Punching machine, Calculators, Photo-copier papers, Plastic folders, Staplers and Stapler pins, Paper Pins, U-Clips, Erasers etc. |
|  | Stationers for different types of Office and Table stationery who can supply the same at our Stationery Dept. as address mentioned above |
| 4 | Printing and Supply of various Offset Forms/Ledgers (packets/pads), Registers Visiting Cards, Publicity Brouchres, Booklets, Leaflets etc. |
|  | Offset printing job for printing of different forms either pads or packetsDifferent sizes e.g. Legal/A4/1/2Demy size/As per specimenSingle Page ; Only front side or Back to Back printingMultiple pages with pinning/back to back printingPaper : TNPL/Ballarpur/JK Bond/equivalent will be mentioned in every Enquiry for Tender/QuotationGSM : As per specimen e.g. 68 Maplitho/80 Green Ledger/A Grade White paper |
| 5 | Printing and supply of Cloth/Craft envelopes/Ordinary envelopes, Policy Dockets, Policy valets and Proposal/Policy folders with fastener etc. |
|  | To supply Envelopes with size E6/E7/E8/E9/Customized as per specimen in plain/Window with Brown paper/White paper as per requirementPrinting in Single color or multiple color printing as per specimen |
| 6 | Supply/Maintenance/Servicing of Telecommunication equipments such as EPABX Systems, Telephone instruments, Routers, Network Cables & Switches, Modems etc |
|  | Supply and maintenance of EPABX System. Maintenance of Telephone lines. |
| 7 | Supply of Courier Services for local, within Pune and Solapur Distrcit Branches, Mumbai. Hand delivery of local daily Post from Division Office to Branch Offices, Pune DO-I and Vis-a-Virsa etc. |
|  | To collect Tapal from Division Office and distribute to Branch Offices/Satellite Offices/Pune Division Office I/Zonal/Centtral Office at Mumbai as well as collect Tapal from Branch Offices/Satellite Offices to deliver to Division Office |
| 8 | Transportaion Services for transporting Goods/Stationery/Furniture ítems from Division Office to local/Out station Branches and vise a versa. Hamal Contractors for shifting of goods etc. |
|  | Transporter with vehicles like Mahindra Utility/TATA 207/ACE or same tonnage capacity vehicleTATA 407/Allwyn Nissan or same tonnage capacity vehicleLPT 407 EICHER or same tonnage capacityAs per required to supply total stationery from Stationery Godown, Hadapsar to Division Office/various Branch Offices in Pune City/Pune District/Solapur DistrictAs per requirement to collect racks from various Branches under Pune DO-I and Pune DO-II and shift to Godown at Nimbut Chhapri as per requirement to collect furniture ítems from various Offices under Pune DO II and deliver the furniture to Offices under Pune DO II |
| 9 | Suppliers for Cleaning materials such as Phenyl, Detergent Poweder, Soap, Colin, Acid, Room Freshners,Dusters,Brushes,Scrotch brite etc. |
|  | Supply of cleaning material like Soaps, Fresheners, Mops, etc required for housekeeping purpose for office use for Division or various branches under Division and Guest Houses. |
| 10 | IATA Agents for Air Ticket booking, Travel Agents for booking of Railway Tickets, Hiring of Taxi Services etc. |
|  | Travel agents having facility to book online railway ticketsTravel agents having facility to book Air Tickets using Deal Code for LIC of IndiaTravel Agents for hiring of Taxi services for AC/Non AC car (INDIGO/INNOVA or similar) for visits to various offices/places under Pune City/Pune District/Solapur District or as per requirement |
| 11 | Supply/AMC/Servicing of Note Counting machines/Fake Note detector machines etc. |
|  | Supply of Note Counting & Fake Note Detection Machines, servicing of the same at Division Office, various branch offices & satellite offices under Division |
| 12 | Supply/Maintenance/Servicing of Water Coolers, ROs, Water Purifiers etc |
|  | Supply of wáter coolers for corporate use & annual maintenance and servicing of the wáter coolers. Attending break down calls at various offices under the Division  |
| 13 | Hiring/maintenance of Aircoolers |
|  | During Summer season supply of Air Coolers to various Branches and servicing and maintenance of own Air Coolers |
| 14 | Supply/Maintenance/Servicing of Steel Furniture and Fixtures, Fire proof and Water proof Safe, Steel Racks, Cupboards, Tables, Chairs etc. |
|  | Supply of quality furniture, office equipments at various offices under our Division |
| 15 | Supply and Services for House Keeping, Supply of Man Power for office upkeep, office & guest house maintenace |
|  | House keeping services with supply of labour for our various offices. Maintenance of proper record for contract labour & fulfillment of various statutory requirements. |
| 16 | Carpentary Work, Repairs and maintainance of Office furniture |
|  | For immediate services required as and when required for repairs at various offices under our Division |
| 17 | Water Tank Cleaning (overhead & underground) |
|  | For cleaning of overhead as well as underground wáter tanks at various offices having own premises at regular intervals |
| 18 | Supply/Maintenance/Servicing of Fire Extinguishers |
|  | Quality service for supply of Fire Extinguisher & maintenance of various types of Fire Extinguishers |
| 19 | Providing Services for Pest Control and Rodent Treatment etc |
|  | To carry out pest control/rodent treatment for various offices under Division including Division Office/Branch Offices/Satellite Offices/DTC/Stationery Godown at Hadapsar/Nimbut Godown/Guest Houses at Pune/Solapur/Pandharpur |
| 20 | Supply of I-Cards |
|  | Printing & supply of I Cards with I Card Holder as per Corporate guidelines |
| 21 | Book Binding jobs |
|  | For book binding of office Books/Ledgers mainly in size of 10 x 12 x I, 15 x 12 x I on regular basis for offices under Division with services at door step |
| 22 | Scrap dealers (paper/metal like steel etc.) preferably with shredding machine for paper scrap |
|  | To dispose off scrap material at Division/BO/SO/Nimbut Godown |
| 23 | Waste paper/Garbage lifting |
|  | Lifting of waste material/garbage on daily/weekly basisDisposal with reimbursement of cost of the same to office |
| 24 | Advertising Agencies for the purpose of publishing Advertisements in Newspaper |
|  | For publishing various advertisements regarding Tenders/Notices in daily Newspaper as per requirement |
| 25 | CCTV surveillances system supply/installation/anual maintenance services |
|  | For supply/installation/annual maintenance contract of CCTV surveillance system in Division premises and other offices under Division  |
| 26 | Name plates/different sign board printing/office stamps (Rubber/Nylon)/Flex/Banners |
|  | Required for printing of statutory boards, Name plates, oficial rubber stamps, visiting cards etc. |
| 27 | Air Conditioner sypply & Annual maintenance services |
|  | For supply and maintenance of Air Conditions whenever required at various offices under Division |
| 28 | Supply of hired DG set & annual maintenance services |
|  | For supply of hired DG Sets at various offices under Division and maintenance of the supplied DG sets at regular intervals |
| 29 | Supply of Inverter & annual maintenance services |
|  | Supply of Inverter at various offices under Division whenever required and annual maintenance of the Inverters at regular intervals |
| 30 | Services regarding Electrical work (Supply of tube light,LED fan etc) and any type of Electrical work . Supply of Electrical ítems light,Tube light ,wall mounted /table fan etc and new fitting/repairing work related to electrification as and when required. |

Seal and Signature of Vendor.



**Pune Divisional Office–II, S.No, 688 A+B2, 4th Floor, Mahaveer Park Bldg. Pune– Satara Road, Bibvewadi, Pune -37.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ref: OS/PDO-II

 Self attested copies of documents to be submitted by the vendor or Supplier for Empanelment

Along with application for Empanelment . ( Whereever Applicable.)

1. Certificate for establishment /Incorporation of the firm.
2. Copy of Licence(latest,whereever applicable.)
3. Copy of Pan Card
4. ESI certifacte if any
5. Copy of EPF registration Certificate if any
6. Copy of GSTIN Certificate.
7. Copy of Labour Licence (Latest Renewed whereever applicable)
8. Shops and Establishment Certificate whereever applicable.
9. MSME/NSIC certifícate if any
10. Copies of last three years income Tax returns, Balance Sheet/Revenue account/Turnover Certificate from CA for financial years. 2019/20,20-21, 21/22, 22/23, 23/24.
11. Original cheque leaf,cancelled of the bank where you hold the account.
12. Application fees Rs.295/- by Demand Draft favouring L.I.C. of India payable at Pune.In case Application fees is not deposited at our cash counter at the time of submission of the application but it is already paid please attach copy of the receipt.