

Conditions to be read before applying for  
empanelment as Real Estate Firm:-

1. Empanelment will initially be for a period of 3 years, and renewal for two years thereafter will be based on past performance and any other factor deemed fit by the Zonal Manager.

(a) Only those Real Estate Firms who are registered as Companies under the Companies Act, 1956, should apply.

(b) Firms who have been in this business for at least five years shall be eligible for empanelment.

(c) The empanelled firm must have an Office at Kanpur.

(d) Firm should also possess sufficient infrastructure in the form of manpower, etc. to be able to render the required service.

(e) To be considered for empanelment, the firm must have a good financial standing and turnover for the previous three years.

(f) Names of clients and proofs of activity undertaken earlier should be attached.

(g) Preference will be given to professional consultancy firms who have Corporate Clients like MNCs, Banks and Financial Institutions etc.

2. The empanelled firms will be issued the Letter of Empanelment. Those firms which accept the terms and conditions of empanelment and also give their consent for the same, by returning a signed and stamped copy of the Letter of Empanelment, will be given a list of properties, which may be let out through them.

3. The remuneration to be paid to the Firm shall not be exceed one month's Basic Rent receivable from the allottee. The remuneration shall be made only on accepting the offer and receipt of security deposit of six month's rent from the tenancy applicant. This payment shall be made, subject to TDS, etc. only after



the leave and license Agreement is executed and the first month's rent has been realized. In all cases of allotments, through Real Estate Firms, it shall be necessary for the tenant to keep six months' rent or Bank Guarantee of like amount as a security deposit with the Corporation. Such deposit shall not bear any interest. If the tenant vacates the premises before the expiry of six months, such security deposit shall be forfeited.

4. No commission / remuneration / professional fee shall be payable on renewal of lease.

5. Decision of Zonal Manager, LIC of India, North central Zone, Kanpur will be final in empanelment of Real Estate Firms.

### **Document to be submitted while applying for empanelment**

1. Application in the prescribed format.
2. PAN card of the firm.
3. Address proof of the firm.
4. Previous work experience (5 years).
5. Turnover of past 3 years.
6. Names of clients and proofs of activity undertaken earlier.