**Annexure-A**



**LIFE INSURANCE CORPORATION OF INDIA**

**“ JEEVAN PRAKASH”DIVISIONAL OFFICE, NAGPUR ROAD, MADAN MAHAL JABALPUR**

**YEAR: 2024**

**APPLICATION FORM FOR EMPANELMENT OF FIRM**

**S.No. of category:** **Name of Category:**

**( Separate application is to be submitted for each Category with fee Rs.590.00).**

**CONDITIONS FOR EMPANELMENT**

1. The approved vendors/firms/dealers should be in profession for at least 3 years.

(Copy of registration certificate must be enclosed).

2. The approved vendors/firms/dealers should have registration with state & local authorities for

undertaking the profession ( Copies of proof to be enclosed).

3. The approved vendors/firms/dealers should be in position to comply with the urgent

need without delay.

4. In case of authorized and approved vendors/firms/dealers ,Copy of valid authorized

dealership certificate must be enclosed.

5. The empanelment would be done only on the favourable recommendation of the

committee which may visit and inspect the premises,workshop etc of the applicants.

6. All pages are part of Annexure “A” .All applicants are required to affix the signature

and seal of the Authorised official of the vendors/firms**/**dealers on each page of Annexure “A”.

7. Annual Turnover should be minimum Rs. 2 Lacs in any of 3 financial year

(Attached Balance Sheet/Certificate for 3 years)

8. Declaration must be submitted on Rs. 100/- non judicial stamp paper to this effect that Non

Blacklisted by any Govt. Dept./Public sector Company/LIC

9. Any dispute relating to the enquiry shall be subject to juridicition of the court at Jabalpur only.

10. The Empanelment will be valid for the 24 months(2 years) and the competent

Authority can extend the term of the empanelment one year subject to Circumtances.

11. If firm is Appling for more than one category, duly completed sparate application (Annexure A)

Along with DD/CASH Rs-(590 with GST), receipt must be submitted for each category. All required

and supportive documents should be submitted once only for all categories.

**(1)**

**Annexure-A**



**LIFE INSURANCE CORPORATION OF INDIA**

**“JEEVAN PRAKASH”DIVISIONAL OFFICE, NAGPUR ROAD, MADAN MAHAL JABALPUR**

**APPLICATION FOR** EMPANALMENT OF APPROVED VENDORS/FIRMS/DEALERS

**PART I: GENERAL INFORMATION Name of Category: ----------------------------------------------------------------------------**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **Information Sought** | **Information Provided** |
| 1 | Name of the Firm(In Block Letters) |  |
| 2 | Date of Establishment / Incorporation of the Firm. |  |
| 3 | TIN Number (Enclose copy) |  |
| 4 | Address of Head Office (If Separate) and Telephone No. |  |
| 5 | Correspondence address and Telephone No. |  |
| 6 | Status: Proprietary/ Partnership/Private Limited  Company / Public Limited Company/Firm |  |
| 7 | Names of the Partners /Directors |  |
| 8 | Name of Chief Executive with his present addresses and  Telephone Nos. |  |
| 9 | Name of Representative (s) with Designation who would be  calling on us and attending to our jobs |  |
| 10 | Name of Bankers with addresses & telephone nos. |  |
| 11 | Is the Firm registered under theFactory/Company Act?  If so, state  a) Licence Number:  b) Date of last renewal oflicence(Copy of licence to be enclosed)  c) PAN  d) ESIS No. if any  e) EPF Registration No. if any |  |

(2)

|  |  |  |
| --- | --- | --- |
| 12 | a)    PAN of Income Tax Deptt.(Copy enclosed)  b)    Labour License No. And validity under section of Labour Laws  (Enclose photo copy)  c)    Service Tax Registration No.(Enclose Copy)  d)    EPF Regn. No. ( Enclose Photo Copy).  e)    ESI /ESIC No. ( Enclose photocopy) |  |
| 13 | Whether holding certificate under Shops & Establishment Act, duly  Renewed (Copy should be enclosed) |  |
| 14 | State the latest Income Tax Assessed year and the amount of Tax  assessed (Copies of last 3 years,IT Returns, Balance Sheets  & Revenue A/c to be enclosed) |  |
| 15 | Turn over for last three  Years  F Y 2021-22  F Y 2022-23  F Y 2023-24 |  |
| 16 | Whether Black Listed by any Govt.Deptt. / Public Sector Company. |  |
| 17 | GST  Regn.No./ TAN No. |  |
| 18 | Are you agree to make deliveries to Corporation’s office atJabalpur and  its Branches under its jurisdiction. |  |
| 19 | Are you agree to abide strictly by the Terms and Conditions of the  Tenders and Contracts. (Copies annexed) |  |
| 20 | If your firm is empanelled with any office of L I C Of India or any other  PSU(Central) , please give name and address of LIC Office/PSU |  |
| 21 | Name, Addresses and Telephone Nos. of some of your most Valued clients  (Separate List may be attached) |  |
| 22 | Approximate value of your Turnover per Year. |  |
| 23 | Mention any other specialties of your Establishment. |  |

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

request**Life Insurance Corporation of India Divisional Office,** Jabalpur, Nagpur Road Madan Mahal, Jabalpur

to consider inclusion of my / our name in the list of their approved firms/approved vendors/dealers.

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

PS – Application form fee Rs. 590/-(with GST) paid by cash/dd vide MR No.\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_

**(3)**

**Terms and Conditions of Empanelment**

1. Applicant has to deposit Rs.590/- in cash at the cash counter of Divisional Office, Jabalpur or in the form of DD / Bankers

Cheque payable at Jabalpur favouring LIC OF INDIA  along with form.

2. The firm should have at least 3 years experience in this field.

3. Incomplete application will be rejected without assigning any reason there to.

4. Affix your Firm/Company seal with authorized signature on every page.

5. Form should be typed or filled 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.

6. Approved firms/approved vendors/dealers who  are  on  our  existing  panel  should  also  apply  for  fresh empanelment.

7. Firms/approved vendors/dealers have been blacklisted / removed earlier , should not reply.

8. The Cover should be super scribed as “Application for New Empanelment” .

9. The  Corporation  reserves  the  right  to  include/exclude/cancel  the  name  of  the firm  from   its  approved  lists at their  absolute

discretion   without  assigning anyreason at any time.

10. The Empanelment shall be valid for 24 months from the date of empanelment..The Corporation reserves to right extend the

Empanelment term by one year prior to expiry of 24 months subject to circumtances.

11. Any dispute relating to the enquriy shall be subject to juridiction of the court at Jabalpur only.

12. Application for empanelment are invited under these Seven (7) categories:

(1) ट्रॉफी,मेड्ल्स व शील्ड (Trophy, Medal & Shield)(2) गृह एवम किचन उपयोगी सामग्री (Household & Kitchen uses items)

(3) सोने ,चॉदी व अन्य मूल्यवान वस्तुये (Gold, Silver & other Precious metal) (4) इलेक्ट्रिक व इलेक्ट्रानिक आइटम

(Electric & Electronics) (5) रेडीमेड गारमेंट्स व सूटिंग/शर्टिंग (Readymade Garments & Sutings /Shirting)(6) बेडशीट,कम्बल

शाल(Bed sheet, Blanket. Shawl) तथा (7) ) स्मृति चिन्ह (Memento), उपहार सामग्रियाँ(Gift Articles) और आवश्यकतानुसार

अन्य उपयोगी सामग्री(Other Useful Items)यथा –छाता, रेनकोट. पेंटिंग्स, कालीन, टार्च, सजावट का सामान,प्लास्टिक सामान,

लेदर/रेगजीन के सामान,फोटोफ्रेम,हेंडीक्राफ्ट का सामान, स्टेशनरी का सामान इत्यादि अन्य सामान.

**Dated at………this………day of…………2024** **Signature with Seal**

**(4)**