

 **LIFE INSURANCE CORPORATION OF INDIA**

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

 TERM CONDITION FOR EMPANELMENT OF FIRMS FOR THREE YEARS

……………………………………………………………………………………………………………………………………

 (Separate application is to be submitted for each Category)

 TERM **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)

1. Annual Turnover should be :-

|  |  |  |
| --- | --- | --- |
| **REQ. TURNOVER** | **AGENCY FOR SUPLLY** |  **AGENCY FOR AMC/CAMC/ REPAIRING SERVICE** |
| UP TO 3 Lacs | Rubber Stamps | Book Binding, Water Tank Cleaning, Old record destruction service, Furniture & Fitting Service, Photo copy work |
| Minimum 3 Lacs | Supply of Towel, Curtains, Uniform Cloth Bed sheet etc  |  Courier Service, News paper Advertising service  |
| Minimum 5 Lacs | Supply of Table sty. & office sty, Envelope & Docket, Printed forms, Water Purifier, Water Cooler/Dispenser, Electric equipment(Air cooler, Ceiling Fan, Wall Fan ,water Geyser, etc), CCTV | Transport Service Goods, Rail Ticket/air ticket reservation, CCTV AMC/CMC |
| Minimum 10 Lacs | Supply of Pre Printed Policy Bond & Computer cont. Stationery, Computer consumables (Ribbon & Cartridge, Ink , Printer Head, etc.) ,Note Counting Machine & fake note detector, Furniture & Fitting, Fire Extinguisher, Air Conditioners Water Cooler/Dispenser, Neon Sign board, L.E.D. Signage, Glow sign board, Wall painting, Oil painting ,Banners, Flex, Hoarding, Kiosk |  |

1. The approved vendors/firms/dealers should have registration with state & local authorities for undertaking the profession (Copies of proof to be enclosed)
2. The approved vendors/firms/dealers should be in position to comply with the urgent need without delay.
3. In case of authorized and approved vendors/firms/dealers, copy of valid authorized dealership certificate must be enclosed.
4. 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.
5. 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/B.
6. Applicant has to deposit Rs 590/-(Including GST) 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.
7. Incomplete application will be rejected without assigning any reason there to.
8. . Form should be typed or filled legible in ink. If space provided is insufficient , please type or write the replies on a separate sheet giving appropriate quest number and attach it to the form.
9. Approved firms/approved vendors/dealers who are on our existing panel should also apply for fresh empanelment
10. Firms/Approved vendors/dealers have been blacklisted/removed earlier, should not reply.
11. The cover should be super scribed as “Application for Empanelment for supply of ---------
12. The Corporation reserves the right to include/exclude/cancel the name of the firm from its approved lists at their absolute discretion with assigning any reason at any time.
13. Only local Jabalpur city firm can be apply in category of Rubber Stamps, Supply of Towel, Curtains, Uniform Cloth Bed sheet etc, Book Binding, Water Tank Cleaning & Photo copy work

 Sr. Divisional Manager