

**ANNEXURE-A**

Application form for empanelment of approved Vendors/ Firms/ Dealers for Publicity Related Work in Sales Department LIC of India  
Divisional office Delhi-II.

**PART-1 General Information (to be filled clearly in capital letters)**

1	Name of the Firm (In Block Letters)						
2	Date of Establishment / Incorporation						
3	Status: Proprietary/ Partnership/ Private Limited Co./ Public Ltd. Co.						
4	Name of Proprietor/Partners/Directors with mobile number and e-mail id.						
5	Name of Chief Executive: Address of Head Office Contact No. (Office) Contact No. (Mobile) E-mail						
6	Name of Representative(s) who would be calling on us and attending to our jobs Correspondence Address (if other than Head Office)  Contact No. (Mobile)						
7	PAN Number (copy to be enclosed)						
8	GST Registration Number (copy to be enclosed)						
9	MSME Registration Number (copy to be enclosed)						
10	NSIC Registration Number (copy to be enclosed)						
11	Is the firm registered under the factory / Company Act? If yes, state (i) License No. (ii) Date of last renewal of license (Encl. Copy) (iii) ESIC No, if any (iv) EPF Registration No, if any (v) Labour License No. & validity under section of Labour Laws, if any (Encl. copy)						
12	Bank Account Details (Attach copy of Cancelled Cheque/ Xerox of Passbook)						
13	Details of recent work executed of most valued clients during the last 3 years(enclose satisfactory work performance and professional services certificate)						
Sl. No.	Type of work	Work executed for (Name of the Institution)	Nature of work (In brief)	Location	Value Rs.	Duration of work with date commence completion	If work left incomplete or Terminated (Give Reasons)
1							
2							
3							
14	State the recent income tax assessed year & the amount of tax assessed ( Copies of IT Returns for last 3 years to be attached.)						
15	Turnover of last 3 Financial Years (copy of ITR & certified copies of PL Account to be attached)						
Sl. No.	Year					Turnover ( Rs. In Lacs) (By Sales in PL account sheet)	
1	FY 2021-22						
2	FY 2022-23						

3	FY 2023-24	
16	<b>Business Premises: (Enclose proof of ownership/Rent):</b> (a) Whether owned or rented: (b) Area in sq.ft of • Office: • Press/Factory: • Godown:	
17	(a) If the vendor belongs to the category of Micro, Small enterprises as defined in the "Micro, Small, Medium Enterprises Development Act 2006, specify the category of Micro, Small Enterprises and whether the enterprise is in manufacturing or service industry (b) Whether the MSE is owned by SC/ST entrepreneurs and if so, attested true copies of SC/ST certificate issued by the District Authority to be submitted	
18	<b>Total no. of Employees:</b> <b>Permanent:</b> <b>Temporary:</b> <b>Skilled:</b> <b>Unskilled:</b>	
19	<b>Number of shifts you work normally:</b> <b>Timing of shifts:</b> <b>Weekly holidays:</b> <b>Total number of employees:</b>	
20	<b>Does the vendor keep stocks of papers and any other material?</b> <b>If so, what stocks do you generally hold?</b>	
21	<b>Are you agreeable to enter into a Rate Contract/Running Contract or Fixed Quantity Contract with us? Yes/No</b>	
22	<b>Any other Specialties of your establishment.</b>	
23	<b>Whether black listed by any Govt. Dept. / Pub. Sector Company</b>	
24	<b>Are you agreed to make deliveries to Corporation's office at Delhi Div II and branches under its jurisdiction.</b>	
25	<b>Are you strictly abide by the term and condition of the empanelment (Copies enclosed)</b>	
26	<b>Is your firm empanelled with any offices of LIC of India or any other PSU (Central ),</b> <b>Must Enclose copy of empanelment letter.</b>	

#### DECLARATION

1. I/We have read the instructions appended to the Performa and I/we understand that if any false information is detected at a later date, any future contract made between us and LIC on the basis of information given by me/us can be treated as invalid/cancelled by LIC of India. I/we will be solely responsible for the consequences.
2. I/We agree that the decision of LIC in selection of vendors will be final and binding to me/us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I/We agree that I/we have no objection if enquiries are made about the work listed by me/us in companying sheet or any other enquiry on the information furnished herewith in the accompanying sheets.
5. I/We agree that I/we have not applied in the name of sister concern for subject empanelment process.
6. I/ We have enclosed the Detailed List of Enclosures i.e. copies of the required documents.

**PART-2**

Please tick concerned category of empanelment: (Refer page 1 for details)

1	2	3

Place:

Date:

Signature & Seal of Vendor

**PART-3 Term & Conditions:**

1. The firm should be in business/profession for at least 3 years.(Copy of Registration certificate must be enclosed)
2. The applicant should be on the approved panel of at least 3 reputed firms out of which at least one should be Public sector or Government Undertaking.
3. The firm should have registration with State/Local authorities for undertaking the business/profession( Copies of registration, licenses & other documents are to be enclosed).
4. Firms, who are on our Divisional Office panel, should also apply for fresh empanelment.
5. The approved firm / vendor should be in position to comply with the urgent need without delay and ready to supply the items/works at LIC of India, Divisional Office-II 9th Floor, North Tower, Scope Minar,Laxmi Nagar,Delhi-110092
6. In case of Authorized and approved vendor/ dealer, Copy of valid authorized dealership certificate must be enclosed.
7. The empanelment would be subject to satisfaction of the Stores committee, which shall visit the Shop/ Work shop of the Vendor to evaluate the capacity of the applicant to execute the assigned job.
8. Firms, who have been blacklisted /removed earlier, should not apply. If applied, their applications will not be considered or may be terminated at any time after empanelment without assigning any reason.
9. The Firm should necessarily have TIN No./VAT/SAT/GST Registration.
10. Applicant has to deposit non refundable application fees of Rs.300/- + GST@18% (Rs.354/-) in cash at our cash counter of Divisional office, Delhi Divisional office-II or in the form of DD favoring LIC OF INDIA, Payable at Delhi.
11. Period of empanelment will be for 2 years from date of empanelment.
- 12.The prescribed application form Annexure-A (Consist of Three Parts) is to be sent to Sales Department, LIC of India, Divisional Office-II 9th Floor, North Tower, Scope Minar,Laxmi Nagar,Delhi-110092
13. The Application form should be kept in a sealed envelope super scribed as Application form for Empanelment of Vendors/ Firms/ Dealers for Publicity Related Work in Sales Department, Last date: 17.09.2024 till 05.00 PM.
- 14.Incomplete application will be rejected without assigning any reason, there on.
- 15.If firms already Empanelled in any Division of LIC must enclose certificate of Empanelment.
16. If firms having experience of working in any Division of LIC must enclose certificate of satisfactory work experience.
- 17.The firms should enclose all enclosures mentioned in Application form.

18. That it has been mutually agreed between the Corporation and the supplier / vendor / printer that any dispute arising out of this acceptance shall be Referred to for “Arbitration” to the Sr Divisional Manager, LIC of India, Divisional Office, SCOPE Minar 9<sup>th</sup> Floor ,Laxmi Nagar, Delhi-110092 of the Corporation and his decision shall be binding on the supplier/vendor/printer.

19. The Supplier / Vendor / printers /Service Providers shall not raise any question of competence of the Sr Divisional Manager to act as sole arbitrator.

20. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Delhi and shall be under adjudication a court in Delhi.

21. The Corporation reserves the right to cancel the contract/annual rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/annual rate contract but in case of breach of the terms of the contract/ annual, rate contract may be terminated forthwith.

22. The corporation reserves the right to Remove/ Black list any supplier /vendor/printer

NOTE: Mere submission of Application for Empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof. Life Insurance Corporation of India shall neither be held liable nor obligatory on its part to inform the applicants the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.

Signature & Seal of Vendor

Senior Divisional Manager