

**LIFE INSURANCE CORPORATION OF INDIA**  
DIVISIONAL OFFICE, "JEEVAN PRAKASH", WARANGAL  
BALASAMUDRAM, HANAMKONDA, TELANGANA-506001

### Terms and Conditions Of Empanelment



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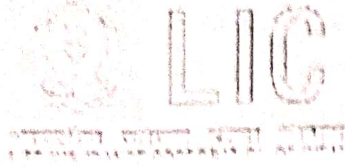
- The envelope containing the filled in forms & enclosures should be superscribed as 'Application for empanelment for supply of Gifts Articles/ Trophies/Medals/Kitchen Ware/Sports equipments/House hold articles/Gold&Silver Coins and Gift articles/Cloth/lenin items like Bedsheets, Towels, Shawls etc., /Any other customized articles
- Last date for submission of filled in forms along with necessary enclosures is 03.00 pm on 23.01.2025
- The Firm/Vendor/Dealer/Suppliers/ Manufacturers/Service Providers should have valid trade license.
- Incomplete applications will be rejected without assigning any reason thereto.
- Affix your Firm/Vendor/Dealer/Suppliers/Manufacturers/Service Providers seal with authorized Signature on every page.
- Firms/Suppliers/Dealers/ Manufactures/Service Providers etc., should necessarily have GST Registration.
- Firms/Suppliers etc., should be in profession for at least 3 years (Copy of Registration Certificate must be enclosed).
- Income tax / Turnover Returns should be submitted for at least three immediately preceding Financial years (2021-22, 2022-23 and 2023-24) along with application.
- The panel shall be valid for 36 Months from the date of empanelment.
- The existing Firms/Suppliers/Vendors/ Manufacturers/Service Providers (empaneled in other Divisions) are also requested to apply for fresh empanelment.
- The submission of Application for empanelment does not confer the right of empanelment. Life Insurance Corporation of India reserves the right to accept or reject any or all offers in full/part without assigning any reason whatsoever

Dt: 30/12/2024



  
Senior Divisional Manager

 R. Mrs. 



**LIFE INSURANCE CORPORATION OF INDIA**  
DIVISIONAL OFFICE, "JEEVAN PRAKASH", WARANGAL  
BALASAMUDRAM, HANAMKONDA, TELANGANA-506001

**APPLICATION FOR EMPANELMENT FOR SUPPLY OF Gifts Articles/ Trophies/Medals/Kitchen Ware/Sports equipments/House hold articles/Gold&Silver Coins and Gift articles/Cloth/IenIn Items like Bedsheets, Towels, Shawls etc.,/Any other customized articles**

SL.N O	INFORMATION SOUGHT	INFORMATION PROVIDED
1	Name of the Firm/Supplier/Vendor/Manufacturer/Service Provider (in Block Letters)	
2	Nature of Ownership	
3	Date of establishment/incorporation of the firm	
4	Telephone Numbers: Office : Mobile Number : E-mail id :	
5	Complete Address of Head office (if separate from above) with Contact Number and mail id	
6	Status-whether Proprietary/ Partnership/ Private Ltd.company	
7	Names of Partners/ Proprietors/ Directors	
8	Name of the chief Executive with his present address and Telephone Number	
9	Name of the Representative with Designation who would be calling on us and attending to our jobs	
10	Name of the Bankers with Telephone number	

11	<p>Is the Firm registered under the Shops &amp; Establishment Act? If So,</p> <p>a. License Number</p> <p>b. Date of latest renewal of license (copy of the renewal of license to be enclosed)</p> <p>c. PAN</p> <p>d. ESIS NO., if any</p> <p>e. EPF Registration No., if any</p>	
12	<p>State the latest Income Tax Assessment Year and the amount of Tax Assessed (copies of last 3 FY years IT returns, Balance Sheet, P&amp;L Account to be Enclosed)</p>	
13	<p>Turnover for last 3 F.Y Years</p> <p>2021-22</p> <p>2022-23</p> <p>2023-24</p>	
14	<p>Is your firm blacklisted/removed earlier by LIC or any of the PSUs/Govt./Quasi Govt. Departments in India? If so, give details</p>	
15	<p>GST NO. (copies of GST Registration to be enclosed)</p>	
16	<p>Are you agreeable to abide by the Terms &amp; Conditions of the Tender and Contracts</p>	
17	<p>Is your Firm already empaneled with any office of LIC of India or any other PSU. If so, please provide the details</p>	
18	<p>Name , Address and telephone Numbers of 3 valued customers</p>	
19	<p>Mention any other specialties of your Establishment</p>	
20	<p>Are you agreeable to deliver items to all the 13 branches under Warangal Division- Located at Warangal &amp; Khammam areas</p>	

Please use separate sheet, if the space provided is insufficient. All the pages of the application form and the documents must be signed with seal.

I/We \_\_\_\_\_, request

**Life Insurance Corporation of India, Warangal Divisional Office for Inclusion of my /our Firm/Company /Vendors /Dealers /Supplier/ Manufacturer, in the list of their approved Firms / Companies /Vendors /Dealers / Suppliers /Manufacturers and hereby assure, to extend full cooperation up to the satisfaction of the Corporation in the event of their doing so.**

**I /We agree to abide by the Rules & Regulations framed by the Corporation from time to time.**

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**Signature with Office Seal.**

**NOTE : Your Application should be accompanied by Demand Draft/Bankers cheque favouring LIC OF INDIA, DIVISIONAL OFFICE payable at Warangal for Rs 118 (Rs 100+ 18% GST) towards registration fee.**