

Application Form for Empanelment

(Annexure "B")

Purchase of Trophy/ Competition Prize / Gift Articles/ Mementos

No.	Information Sought	Information Provided
1	Name of the Firm, (in Block letters) Local Address: H/O Address:	
2	Telephone Nos. Local Office: Head Office: Fax No. Mobile No. E-mail address Telephone nos.	
3	<ul style="list-style-type: none">• Date of Establishment/ Incorporation of the Firm Is the firm registered under Shop and establishment Act ?• Licence Number (copy to be enclosed)• Pan• ESIS no if any• EPF registration No• No of Employees in the firm• Labour License no and validity under section of Labour Laws.(enclose photo copy)	
4	Nature of Ownership Status : Whether Proprietary/ Partnership/ Private Ltd company/	
5	Names of the Partners /Directors / Proprietors (Attach a separate sheet)	

6	Name of Chief Executive with his present Address and telephone number							
7	Name of Representative (s) with designation who would be calling on us and attending to our jobs. His/Her landline no. Mobile No.							
8	Name of Bankers with addresses & telephone number							
9	State the latest Income Tax Assessment Year and the amount of tax assessed (copies of last 3 years IT Returns, Balance Sheet and Profit & Loss A/c to be enclosed)							
10	Turn over for last 3 years <table border="1"> <tr> <td>FY</td> <td>2023-24</td> </tr> <tr> <td>FY</td> <td>2022-23</td> </tr> <tr> <td>FY</td> <td>2021-22</td> </tr> </table>	FY	2023-24	FY	2022-23	FY	2021-22	
FY	2023-24							
FY	2022-23							
FY	2021-22							
11	Has your firm been blacklisted / removed earlier by LIC or any of the PSUs / BFSI / Govt / semi Govt. Quasi govt departments in India. (Yes/No).if yes, then details							
12	GST Reg. No /TAN No / PAN No. (copies of GST No. / TAN No/ PAN No. to be submitted)							
13	If your firm is already empanelled with any office of LIC of India or any other PSU (Central) please give name and address of the office/s. Also submit cert/letter regarding empanelment.							
14	Name , addresses and telephone Nos. of three of your most valued clients (separate list may be attached)							
15	Mention any other specialties of your Establishment							

16	Are you agreeable to deliver items to all the 18 Branch offices under Mumbai Divisional Office located in Fort, Mumbai Municipal Area.	
17	Details of application fees of Rs.118/-	

Please type the form or fill it legibly in ink. Use separate sheet if space provided is insufficient.

All the pages of application form and documents must be signed with seal.

I/We _____ request Life Insurance Corporation of India, Mumbai Divisional Office IV, to consider inclusion of my / our firm / company in the list of their approved Vendor/Suppliers/Contractors / Manufactures for Trophy/ Competition Prize / Gift Articles/ Mementos and hereby assure to extend full co-operation upto the satisfaction of Corporation in the event of their doing so.

I / We agree to abide by all the rules & regulations framed by the Corporation from time to time.

Dated at _____ this _____ day of _____ 2025

Signature with Office Seal

Name

Designation

DECLARATION

1. If any documents submitted by me/us are found to be false/incorrect it would be deemed to be breach of terms and liable for legal action besides termination of empanelment.
2. I/We agree that the decision of LIC of India in selection of contractors /Firms will be final and binding to me/us.
3. All the information furnished by me/us hereunder is correct to the best of my/our 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.
5. I/We agree that I/We have not applied in the name of sister concern for subject empanelment process.
6. I/We agree that I/We have enclosed the details list of enclosures i.e. copies of the required documents.

Place:

Date:

Signature with Seal

Name:

Desgn:

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

1. Copy of PAN/GST registration
2. Audited /Self attested Las three years balance sheet and P& L account.
3. Copy of Registration Certificate under shop & Establishment act.
4. Client list (Enclose work order of leading companies.
5. Partnership deed or Articles of Association and Memorandum of Association in case of company.
6. Attested copy of ITR for the last three years.
7. Address proof.