



**LIFE INSURANCE CORPORATION OF INDIA**

**“JEEVAN PRAKASH” DIVISIONAL OFFICE, Buddh Vihar Commercial Centre,  
Tara Mandal Road, Gorakhpur-273017  
E-mail: [sales.gorakhpur@licindia.com](mailto:sales.gorakhpur@licindia.com)**

**Application Form for Empanelment of vendors/Supplier/Distributers/Manufacturers/Firms for Trophy, Medals, Shields, Badge, Memento, Blanket, Briefcase, Kitchenware, Umbrella, Raincoat, Woolen Items, Bed Sheets , House Appliances , Wall Clocks , Bags ,Crockery Items and all kind of Gift items etc..**

**Last date : 17.03.2025**

Category and Nature of Works	
DD / Cash MR No &Date	

**GENERAL TERM & CONDITIONS FOR EMPANELMENT**

1. The vendors/Supplier/Distributers/Manufacturers/Firm should be in business/profession for at least 3 years.(Copy of Registration certificate must be enclosed)
2. The vendors/Supplier/Distributers/Manufacturers/Firm should have valid registration upto empanelment validity date with State/Local authorities for undertaking the business/profession. Firms who are on our Divisional Office panel, should also apply for fresh empanelment.
3. The approved vendors/Supplier/Distributers/Manufacturers/Firm 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, Tara Mandal Road , Deoria By-Pass Gorakhpur and Divisional office area.
4. In case of Authorized and approved vendor/ dealer, Copy of valid authorized dealership certificate must be enclosed.
5. The empanelment would be subject to satisfaction of the Inspection committee, which shall visit the Shop/ Work shop of the Vendor to evaluate the capacity of the applicant to execute the assigned job.
6. Vendors/Supplier/Distributers/Manufacturers/Firm 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.
7. The vendors/Supplier/Distributers/Manufacturers/Firm should necessarily have TIN No./VAT/SAT/GST Registration and also have valid PAN No. issued by Income Tax Departement.
8. Applicant has to deposit a non refundable application fee Rs.100/- +GST@18% in cash at our cash counter of Divisional office, Gorakhpur or in the form of DD favoring LIC OF INDIA, drawn on Gorakhpur
9. Already Empanelled vendors/Supplier/Distributers/Manufacturers/Firm in any category in Gorakhpur Division , a fresh empanelment application for empanelment is required for each category.
10. The Panel shall be valid for 24 month w.e.f. 01.04.2025 & the competent authority can extend the term of the panel by one year after recording the reason for doing so.
- 11 `The prescribed application form Annexure-A is to be sent to “Chairman Purchase Committee, LIC of India, Sales Dept. Divisional Office, TaraMandal Road , Deoria By-Pass Gorakhpur, U.P.-273017”.
- 12 The Application form should be kept in a sealed envelope super scribed as “Application For Empanelment of Category as mentioned above ”.
- 13-Incomplete application will be rejected without assigning any reason, there on.
- 14-If firms already Empanelled in any Division of LIC must send certificate of Empanelment.
- 15- Applications received after the due date and time will not be entertained and therefore deemed to be rejected.

16- Mere selection of firm as empanelled vendors/Supplier/Distributers/Manufacturers/Firm for supply of Trophies/ competition prizes / Gift articles / Mementos does not confirm that the vendors / Supplier / Distributers /Manufacturers/Firm will get the order during these empanelment period of 2 years.

**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. The corporation reserves the right to reject incomplete and conditional applications**

**After empanelment and entry into a contract with the Corporation -**

- Marketing department of Gorakhpur Divisional office will place purchase orders with the selected empanelled vendors/Supplier/Distributers/Manufacturers/Firm as per requirements and specifications
- The supply of articles should be delivered as per the time frame agreed upon while taking the purchase order.
- In case of delay in supply of orders , the concerned empanelled vendors /Supplier / Distributers / Manufacturers /Firm should send a communication to the concerned office at least 7 days before the due date for seeking an additional required time to supply the same for which approval shall be at the discretion of the competent authority
- NO ALTERATIONS IN QUALITY OR QUANTITY of the items indented or in the period of execution and no enhancement in the rate of the article shall be accepted unless previously ratified by the corporation in writing.
- Each and every supply should be accompanied by a delivery challan , clearly bearing the details of the items and titles in supply, their quantity and price.
- Any tender not in compliance with these terms and conditions will be liable for rejection. If the vendors/Supplier/Distributers/Manufacturers/Firm fails to comply with the provisions of clause regarding delivery on or before the date mentioned or within such extended time as may be granted by the corporation or in case it fails to comply with the provision of OTHER CLAUSES, they shall pay to the corporation a sum of money equivalent to 0.25% of amount of undelivered order for each day's delay which shall not in any case exceed 1/10<sup>th</sup> of amount of the gross order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the other for breach of stipulations contained in the said clauses and not as penalty and the corporation shall be at its liberty to deduct cash sums of penalty / losses from any moneys due to the vendors/Supplier/Distributers/Manufacturers/Firm or may otherwise recover the same separately.
- It has been mutually agreed between the corporation and the vendors/Supplier/Distributers/Manufacturers/Firm that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr /Divisional Manager of the corporation of Gorakhpur Divisional Office and his decision shall be final and binding on the vendors/Supplier/Distributers/Manufacturers/Firm. The vendors/Supplier/Distributers/Manufacturers/Firm shall not raise any question of competence of the Sr/ Divisional Manager to act as sole arbitrator.

- The decision of accepting supply of cancelled orders is at the sole discretion of Sr/ Divisional Manager and his decision shall be final in this regard
- If at any time, found that the information provided by the empanelled vendors / Supplier /Distributers / Manufacturers /Firm in any form, service and related matters are incorrect and result in losses in any form to corporation. LIC of India, Gorakhpur Divisional Office shall be at liberty to terminate the empanelment of the vendors/Supplier/Distributers/Manufacturers/Firm without any prior notice and also reserves the right to claim the amount of loss incurred by the corporation based on the available invoices submitted by the empanelled vendors/Supplier/Distributers/Manufacturers/Firm due to breach of any terms of agreement or unsatisfactory / inefficient working on the part of the vendors/Supplier/Distributers/Manufacturers/Firm.

All matters and disputed related to supply are subject to the legal jurisdiction of Hon'ble Courts situated in Gorakhpur.

**Sr. Divisional Manager**

**We hereby agree to all Terms and conditions as mentioned above**

**Signature of vendors/Supplier/Distributers/Manufacturers/Firm**

**Seal**

**Date:**

**Place:**

**(vendors/Supplier/Distributers/Manufacturers/Firm to sign on each page at the bottom with seal)**