

**Application Form for Empanelment for Purchase of Competition Prizes, Gift Articles/Mementos/Printing & Publicity and Articles & Services**

Please specify the name of category mentioned above for which empanelment is desired.

(Annexure "B")

No.	Information Sought	Information Provided
1)	Name of the Firm, (in Block letters)	
2)	Nature of Ownership	
3)	A) Date of Establishment/ Incorporation of the Firm B) No of Employees in the firm	
4)	Telephone Nos. Office Fax No. Mobile No. E-mail address  a. Telephone nos. b. Telephone nos. c. Telephone nos. d. Date of Establishment of Firm in present Name	
5)	Complete address of Head Office (if separate) and telephone no., Fax no. & E.mail id	
6)	Status : Whether Proprietary/ Partnership/ Private Ltd company/	
7)	Names of the Partners /Directors / Proprietors	
8)	Name of Chief Executive with his present addresses and telephone number	
9)	Name of Representative (s) with designation who would be calling on us and attending to our jobs.	
10)	Name of Bankers with addresses & telephone number	

11)	<p>Is the Firm registered under the Shop Establishment Act? If so, state</p> <p>a) License number</p> <p>b) Date of last renewal of license( copy of license to be enclosed)</p> <p>c) PAN</p> <p>d) ESIS No if any</p> <p>e) EPF registration No.</p>	
12)	<p>a) PAN Card No (copy to be enclosed)</p> <p>b) Labour License no and validity under section of Labour Laws.(enclose photo copy)</p>	
13)	<p>Whether holding certificate under Shops &amp; Establishment Act duly renewed (copy should be enclosed)</p>	
14)	<p>State the latest Income Tax Assessment Year and the amount of tax assessed (copies of last 3 years IT Returns, Balance Sheet and Profit &amp; Loss A/c to be enclosed)</p>	
15)	<p>Turn over for last 3 years</p> <p>F.Y. 2023-2024</p> <p>F.Y. 2022-2023</p> <p>F.Y. 2021-2022</p>	
16)	<p>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</p>	
17)	<p>Name of the Bankers with address &amp; Telephone Nos.</p>	
18)	<p>GST Reg. No /TAN No / PAN No.</p> <p>(copies of GST No. / TAN No/ PAN No. to be submitted)</p>	

19)	Are you agreeable to abide strictly by the Terms and conditions of the Tender and contracts ( copies annexed)	
20)	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.	
21)	Name , addresses and telephone Nos. of three of your most valued clients  (separate list may be attached)	
22)	Mention any other specialties of your Establishment	
23)	Are you agreeable to deliver items to all the 23 Branch offices under Thane Divisions (Some of which are out of Thane City)	

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, Thane Divisional Office, to consider inclusion of my / our firm / company in the list of their approved firms / suppliers / Service Providers for Sales promotional Gift items 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