



LIFE INSURANCE CORPORATION OF INDIA
Marketing Department, Central Office, 3rd floor,
"Yogakshema", Jeevan Bima Marg, Mumbai – 400 021.
Tel: 022-66599357, 022-66598329
E-mail: co_fpt@licindia.com
website : www.licindia.in/web/guest/tenders

Life Insurance Corporation of India invites APPLICATIONS IN PRESCRIBED FORMAT to be downloaded from <https://licindia.in/web/guest/tenders> & <https://www.tenderwizard.com/LIC> and to be submitted **ONLINE** from qualified Training Institutes (TIs) for imparting Online Pre-recruitment Training to Prospective Agents as per the details given below:

Request for Proposal for the Empanelment of Training Institutes (TIs) for imparting Online Pre-recruitment training to Prospective Agents

RFP NO.	LIC/CO/Mktg/PRT/2024-25/02
Down loading Period	18.03.2025; 10.00 Hrs To 01.04.2025 ; 23.59 Hrs
Last date and time for submission of Pre-Bid queries by email	Date: 21.03.2025 - Friday, Time: 17.00 Hrs. Queries must be mailed to co_fpt@licindia.com only. Please mention RFP reference in subject line. Queries sent on any other email id and after scheduled date & time shall not be considered.
Last date and time for issuing clarification to queries by email/ website	Date: 25.03.2025- Tuesday, Time: 17.00 Hrs (All clarifications/ results related to this RFP will only be communicated through our website: https://licindia.in/web/guest/tenders & https://www.tenderwizard.com/LIC only.
Date of uploading Forms	The duly filled application form can be uploaded on any day from 18.03.2025 till 01.04.2025 up to 23.59 Hours. <i>Applications uploaded after last date and time will not be considered.</i>
Contact E-mail	co_fpt@licindia.com
Contact persons	Shri Prakash Kumar Sinha, Chief (Marketing) 022-66599539 Smt Sujata Patil, Dy. Secretary (Mktg/FPT) 022-66599428

Note: Any addendum/corrigendum/ date extension in respect of above empanelment shall be issued on website: <https://licindia.in/web/guest/tenders> & <https://www.tenderwizard.com/LIC> only and no separate notification shall be issued.

Training Institutes (TIs) are therefore requested to regularly visit our website to keep themselves updated. Detailed application form for downloading is available on this website.

Dated: 18.03.2025

Executive Director (Mktg/PD) & CMO

(This document is the property of Life Insurance Corporation of India. It should not be copied, distributed or recorded on any medium, electronic or otherwise, without LIC of India's written permission. Use of contents given in this document, even by the authorized personnel/agencies for any purpose other than the purpose specified herein, is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian law.)

Request for Proposal for the Empanelment of Training Institutes (TIs) for imparting Online Pre-recruitment training to Prospective Agents

INVITATION FOR PROPOSAL:

Request for Proposal Notice

I. This RFP document invites all the qualified Training Institutes to submit their proposals for **“Empanelment of Training Institutes for conducting Online Pre-recruitment training to Prospective Agents”** in accordance with the conditions and manner prescribed in this Request for Proposal (RFP) document.

II. Training Institutes are advised to study this RFP document carefully before submitting their proposals in response to the RFP notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

III. This RFP document is not transferable.

Last date of submission of Application Form:

Online submission – **01.04.2025** till 23.59 hrs

Date, time & place of Opening of RFP:

Date: **02.04.2025**, at 11.30 A.M. at below mentioned address.

Place: LIC OF INDIA, CENTRAL OFFICE, MARKETING DEPT, 3RD FLOOR, WEST WING, YOGAKSHEMA, JEEVAN BIMA MARG, NARIMAN POINT, MUMBAI – 400021

Introduction & Issuer:

The Life Insurance Corporation of India (hereinafter referred to as “LIC” or as “Corporation”), a statutory Corporation established under the LIC Act 1956, is a leading life insurer of India owned by the Government of India (“GoI” or “Government”) with 96.5% stake and rest 3.5% with the public, invites the qualified Training Institutes to submit their proposal for “**Empanelment of Training Institutes for imparting Online Pre-recruitment training to Prospective Agents of LIC of India**” in accordance with the conditions and manner prescribed in this Request for Proposal (RFP) document.

Purpose:

The purpose of this Request for Proposal (RFP) is to seek the services of the qualified Training Institutes for providing online pre-recruitment training on IC-38 syllabus prescribed by Insurance Institute of India (III) / Insurance Regulatory Development Authority of India (IRDAI) to Prospective Agents. This document provides information to enable the Training Institutes to understand the broad requirements to submit their proposal.

INSTRUCTIONS TO TRAINING INSTITUTES

Eligibility Criteria:

The following conditions are to be fulfilled for the empanelment of the training institute under training center:

1. The Institute must be a registered Company under the Companies Act, 2013 or Society & Trusts registered under Societies Registration Act of the state. The Training Institutes must have valid Company registration certificate / registration certificate from local Government bodies, valid GST registration certificate, PAN number and Bank Account in the name of Institute as on date of issue of this RFP. The Institute should submit the relevant documents as proof satisfying the aforesaid criteria.
2. The Institutes to have **experience in training field force of life insurance for more than 3 years** as on date of issue of this RFP. The training Institutes must have module/App for imparting training of 25 hours strictly as per the IC-38 syllabus issued by Insurance Institute of India (III) / IRDAI and amended from time to time. The Institute to submit the relevant documents as proof satisfying these criteria such as Articles of Association or Memorandum of Understanding, etc.
3. The training institute should be housed in minimum built up space of 250 Sq.fts.
4. Every Institute should have at least one qualified permanent Full time faculty who is an Associate or Fellow from the Insurance Institute of India / Post graduation qualification in insurance/ MBA in Insurance/ Associate from CII, London/ Diploma from IIRM, Hyderabad to address the queries or clarify/explain topics from the curriculum. Relevant documents to be attached.

5. The Institute must provide separate portal/App exclusively for on-line training for candidates registered through LIC of India. The training institute should have at least 1 computer/ Laptop to provide online training.
6. The Course material as well as mock tests/ revision tests covering all the topics of IC-38 syllabus are to be prepared by Training Institutes in English as well as local language as notified by IRDAI /III.
7. All the topics have to be covered within 25 hours .There must be some minimum time to be spent on every chapter. The training institute should submit the complete documentation on the implementation strategy along with RFP.
8. The training institute shall develop revision test at the end of each chapter and also at the end of completion of training. The time spent on revision test will not be included in 25 hours training.
9. The attendance record of the trainees should be maintained by Training Institute in their system itself. After the training, the hard / Digital copy of the training completion certificate must be issued by the in-charge of the Training Institute under his/her seal and signature.
10. The Training Institute should ensure to have sufficient trainers on their payroll as on date of issue of this RFP for providing online training. Please submit the certificate indicating details like name of the employee, designation, current gross salary, PF no/ ESIC no, date of birth, date of joining the organization, total experience in training in years and months, educational qualification, technical qualification and certifications (if any).
11. **The Training Institute should not have been blacklisted at any time by any Insurance Company/ Government / Semi Government / Autonomous bodies in any of the State Union Territory in India. Please submit the self declaration for the same.**
12. The Training Institutes should also give the details of penalties imposed if any, during the last 5 years by various Legal, Regulatory & Statutory Authorities for violation of or non-compliance with any regulations, statutes, etc of whatsoever description. It is necessary to mention any criminal proceedings that have been initiated or pending during the last five years against Institute or against Incharge of Institutes or faculty members, if any. **The certificate has to be furnished even if there are no Penalties imposed.**
13. The training Institute to hold all the information of the candidates in confidence and will not disclose such information to third party. Further, training institute should ensure that information obtained during training or any other personal information of the prospective agents shall not be disclosed by the employees/ concerned personnel of training institutes even after they cease to be employees/personnel of the institutes. **The empanelled Training Institute shall not share the information of candidates to the third party and maintain confidentiality of data received and acquired by them in this process. Please submit the self declaration for the same.**

Submission of Empanelment application fee:

Applicant have to pay **Non refundable application fee of Rs. 1000/- (plus GST@18% applicable)** towards the processing of empanelment documents which shall be remitted to Bank Account of Life Insurance Corporation of India Central Office through NEFT / RTGS transaction as per details given below or through Demand Draft/Pay Order.

A scanned copy of the Proof of remittance with transaction number of Empanelment application fees should be uploaded on Portal.

If the empanelment is cancelled or recalled on any grounds, the Empanelment application fees shall not be refunded to the applicant. Bank account details of LIC of India are given below:

Name of Bank	Union Bank of India (Erstwhile Corporation Bank)
15 Digit Account No.	510101006085031
IFSC Code	UBIN0902217
PAN No. (LIC)	AAACL0582H
Telephone No. of LIC	(022) 66599357 / 66598329

Proposal Preparation Costs:

The Training Institute is responsible for all costs incurred in connection with participation in this process, including, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by LIC of India to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the empanelment process. LIC of India shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. This RFP does not commit LIC of India to award a contract or to engage in negotiations.

All materials/documents submitted by the Training Institute shall become the property of LIC of India and Training Institute shall maintain confidentiality of such materials/documents/ information.

Cost for Training:

The cost/fees for the training as quoted by Training Institute during RFP Process will be borne by the Candidate attending the training. LIC of India will in no way be responsible for any payment involved in this process. The empanelled Training Institute must inform

prospective candidates as well as to all the relevant parties regarding the fee structure for training through them.

Signing of Communication:

All the communication to LIC of India including this RFP and the empanelment documents shall be signed on each page by the authorized representative of the Training Institute and authority letter should be attached with the Proposal.

TI's Pre-bid queries and LIC of India's responses:

All pre-bid queries/ enquiries from the Training Institutes, related to this RFP, must be directed through email exclusively to the contact person notified in this RFP document. The preferred mode of delivering such pre-bid queries/enquiries to the above mentioned contact person would be through email to co_fpt@licindia.com within the last date and time 21.03.2025; 17.00hrs. In no event, LIC of India will be responsible for ensuring that Training Institutes' pre-bid queries/enquiries have been received /acknowledged by LIC of India.

Amendment of RFP Document:

1. At any time before the deadline for submission of proposals, LIC of India may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Training Institute, modify the RFP document by an amendment. All the amendments made in the document would be posted and displayed on <https://licindia.in/web/guest/tenders> & <https://www.tenderwizard.com/LIC>.

2. LIC of India also reserves the rights to amend the dates mentioned in this RFP for proposal process without assigning any reason. In such case in order to accord reasonable time to prospective Training Institutes to take into consideration the amendment/s in preparing their proposal, LIC of India may, at its discretion, extend the last date for the receipt of proposals by a reasonable period.

LIC of India's right to terminate the process:

LIC of India may terminate the RFP process at any time and without assigning any reason. LIC of India makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by LIC of India.

Period and Validity of Empanelment:

The empanelment shall be valid for a period of 2 years from the date of empanelment of the proposal. It may be extended on sole discretion of LIC of India. LIC of India can at any time remove any empanelled Training Institute without giving any reason. The empanelled Training Institute can withdraw from the empanelment panel giving 3 months notice.

Proposal Ownership:

The proposal and all supporting documentation submitted by the applicant shall become the property of LIC of India.

Scope of Work:

To provide 25 hours online pre-recruitment training to candidates for becoming Agent in LIC of India as per the syllabus prescribed by IRDAI and material contained in IC-38 published by Insurance Institute of India. The training must aim to equip the candidate thoroughly to pass the pre-recruitment test.

Miscellaneous Terms & Conditions:

- The Empanelled Training Institute shall be fully responsible for up keep of all the infrastructure of the training institute.
- The empanelled training institute should be operational on all the days from 9 AM to 6 PM or more except on Sundays and Public holidays.
- The team of LIC of India shall inspect the training institute for above points and based on the remarks and comments of the inspection team, LIC of India shall empanel the Training Institute. The decision in this regard shall be final and binding.
- LIC of India may conduct surprise inspection of any of the empanelled Training Institute, at any stage or during empanelled period for the checking the quality and if in case it is observed that any empanelled Training Institute is engaged in fraudulent activities or not imparting proper training as stipulated in RFP then the same shall be blacklisted for the period as to be decided by LIC of India.
- All the necessary advertisements/publicity for enrolling the candidates has to be undertaken by the Training Institutes at their own cost.
 - The empanelled training institute shall offer the courses as per the guidelines and the courses approved by IRDAI from time to time.
 - The empanelled training institutes shall be responsible for the entire operational costs during the entire period of empanelment. LIC of India shall not offer any financial assistance to them.
 - The empanelled training institute shall award the certification to the successful students who have completed the online pre recruitment training.
 - The empanelled training institute shall not share the information of candidates to any third party and maintain confidentiality of data received and acquired by them in this process.

Implementation:

All the operational expenses shall be borne by the empanelled Training Institute till the end of the empanelled period.

Technical Support:

The empanelled training institute shall be responsible for all the technical support and will serve as a single point of contact for all incidents and service requests for the training during the empanelled period.

Opening of Proposals:

- Total transparency will be observed while opening the proposals.
- LIC of India reserves the rights at all times to postpone or cancel a scheduled proposal opening.
- Proposals of the Training Institutes will be opened by the Proposal opening Committee.
- During proposal opening preliminary scrutiny of the proposal documents will be made to determine whether they are complete, the documents have been properly signed, and the proposals are in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.
- To assist on the scrutiny, evaluation & comparison of offers, LIC of India may at its discretion ask some or all the Training Institute for clarification on the offer. The request of such clarification and response shall be necessarily be in writing or through email.
- Any proposal found to be unsatisfactory in terms of methodology may be rejected and will not be considered for further evaluation. The decision of the committee in this matter shall be final and binding.

Proposal Evaluation Committee:

The Proposal Evaluation Committee constituted by the LIC of India shall evaluate the proposal submitted by the Training Institutes. LIC of India may conduct the site survey of the training institutes. In case it is observed during the inspection that the information provided by the Training Institute does not match with the criteria, or as per submission of Training Institute, then LIC of India shall reject such proposal. The committee will scrutinize the proposal only on fulfillment of all the requirements as mentioned in this RFP. The decision of the proposal Evaluation Committee in the evaluation of the proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

Right to accept / reject any or all proposals:

LIC of India reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to empanelment of TIs, without assigning any reason.

Disqualification Clause:

In case, the prescribed hours, syllabus and time schedule is not adhered to, the Empanelled Training Institute may be disqualified by LIC of India.

Executive Director (Mktg/PD) & CMO

Encl: 1. Application Form

2. Self Declaration

**INFORMATION & INSTRUCTIONS TO APPLICANT FOR USING ONLINE ELECTRONIC
EMPANELMENT SYSTEM FOR SUBMISSION OF RFP**

1. All the Applicants intending to participate in the RFP processed online are required to get registered for the Electronic empanelment system on the Portal <https://www.tenderwizard.com/LIC> . **Registration fees may apply.**
2. RFP document can be downloaded as per key dates from website <https://licindia.in/web/guest/tenders> and <https://www.tenderwizard.com/LIC>
3. The Last Date of Submission of RFP is 01.04.2025 up to 23.59 Hours.
4. Obtaining a Digital Signature Certificate:

The RFP submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the applicant for online RFP. Digital signature certificate has two keys i.e. Public Key and Private Key. Public Key is used to encrypt the data and Private Key is used to decrypt the data. Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Signature Certificates are issued by an approved certifying authority, by the controller of Certifying Authorities, Government of India.

The Applicant may obtain **Class III digital signature certificate** from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital signature certificate from one such certifying authority given below which is:-

1. TATA Consultancy Services Ltd.
11th Floor, Air India Building, Nariman Point,
Mumbai-400021 website – www.tcs-ca.tcs.co.in
2. Sify Communications Ltd.
III Floor, Tidel Park, 4 Canal Bank Road, Taramani, Chennai-600113.
Website – www.safescrypt.com
- 3 MTNL Trustline CA
O/o DGM (IT-CA), 5515, 5th Floor, Core-V Mahanagar
Doorsanchal Sadan, CGO Complex, MTNL,
Delhi-110003. Website – www.mtnltrustline.com

4. iTrust CA (IDRBT)
Castle Hills, Road No.1, Masab Tank, Hyderabad,
Andhra Pradesh -500057. Website – <http://idrbtca.org.in>
 5. (n) Code solutions
301, GNFC Tower, Bodak Dev, Ahmedabad-380054,
Gujarat. Website – www.ncodesolutions.com
 6. National Informatics Centre Ministry of Communication
and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi-110003. Website <http://cca.gov.in>.
 7. e-Mudhra CA
3i Infotech Consumer Services Ltd
3rd Floor, Sai Arcade, Outer Ring Road,
Devarabeesanahalli, Bangalore560036, Karnataka
Website – <https://eMudhra.com>
5. Applicant may contact the e-tendering service provider on the following telephone numbers or e-mail address for any kind of support activities (officials of tenderwizard.com) :

E-Tender Help Desk:

“Honganasu”, #137/3, Bangalore Mysore Road,
Opp. KMS Coach Builders, Kengeri, Bangalore – 560 060.”

Help Desk Contact Details:

Name	e-mail address	Landline Phone No.	Mobile No
Help Desk No.		080-45811365, 080-40482100	
Mr. Senthil Raj	senthil@antaressystems.com		9731467274
Ms. Hithaishi	lokesh.hr@antaressystems.com		9731737722
Mr. Raghuprashanth	raghuprashanth@antaressystems.com		9686115323
Mr. Rudresh K S (For DSC Queries)	rudresh.ks@etenderwizard.com		9969395522

6. In case of online RFP, if the Digital Signature Certificate issued to the authorized user of a firm is used for signing and submitting documents, it will be considered equivalent to a no-objection certificate/power of attorney to that user. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Signature Certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to RFP on behalf of firm as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority, in case of change of authorized user and that a fresh digital certificate is procured and issued an 'authorization certificate' for the new user. The procedure for application of a digital certificate will remain the same for the new user.

The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

A scanned copy of the authorization certificate shall be uploaded on e-tender Portal on submission of proposal document.

7. Online Viewing of Scheduled date of Empanelment Programme :

The Applicants can view the Empanelment Programme and the time schedule (Key Dates) for the RFP floated using the electronic tendering system on the website <https://www.tenderwizard.com/LIC> and <https://www.licindia.in> under the heading 'Tenders'

8. Download of RFP Documents:

Download of RFP documents: The RFP documents can only be downloaded from the Electronic Tendering System on the Portal <https://www.tenderwizard.com/LIC> or LIC website <https://licindia.in/web/guest/tenders>.

9. Submission of Online Proposal:

Applicant need to download the RFP documents including the Application form. The application to be filled without making any changes in the format and shall be uploaded on the e-Tender Portal using DSC within the time and last date specified for submission of application in Key Dates. All pages / documents in the RFP should be attested by Authorised Signatory of Training Institute under seal while uploading.

10. Opening of Proposal:

The proposals shall be opened on the published date. The proposals shall be opened in presence of applicants or their authorized representatives, who shall submit their proposals and choose to attend the event of opening of proposals.

11. Key Dates:

The Applicants are strictly advised to follow dates and time as mentioned. The date and time will be binding on all the applicants. The applicants are required to complete the stage within the stipulated time as per the schedule to continue their participation in the empanelment process. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined.

The applicant should ensure that the status of a particular stage should be shown as "Submitted" before the expiry date and time of that particular stage and he should possess a copy of receipt of completion of each stage to be performed from his end. It will be the sole responsibility of the applicant if the status of a particular stage is "Pending" till the expiry date and time of that stage and he is not able to proceed further in the empanelment process.

Key Dates:

Sr. No.	Stage	Start Date & Time	Expiry Date & Time
1	Uploading of RFP for Empanelment by LIC	18.03.2025 10.00 Hrs.	01.04.2025 23.59Hrs
2	Last date and time for submission of Pre-Bid queries by email/ website	21.03.2025 17.00 Hrs	
3	Last date and time for issuing clarification to queries by email / website	25.03.2025 17.00 Hrs	
4	Downloading of RFP for empanelment & application	18.03.2025 10.00 Hrs.	01.04.2025 23.59 Hrs.
5	Opening of proposals	02.04.2025 at 11.30 Hrs	

12. More Information-

No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted application, documents due to missing / duplicate pages, indistinct writing or any other error in the proposal documents. If any corrupt document(s)/File(s) are received by

LICI on opening application, the applicant will be solely responsible if their proposal become Non-Bonafide due to corrupt file.

The Application shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the proposal documents. If the proposal is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the application on behalf of another partner(s) or on behalf of a firm or Company shall attach with the application a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract. Scanned copy of the Power of Attorney shall be uploaded on the Portal.

The Life Insurance Corporation of India reserves the right to accept any application or to accept application in part or to reject any or all applications without assigning reasons thereof.

Note: - Applicants participating in empanelment process shall check his/her **validity of Digital Signature Certificate** before applying online at the website <https://www.tenderwizard.com/LIC>. Also, the applicant will be held liable solely, in case, while applying in particular stage - Date & Time expired as per the key dates available on the RFP document. Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Marketing Department which will be suitably informed through the above website - <https://www.tenderwizard.com/LIC> and LIC website - <https://licindia.in/web/guest/tenders>.

**APPLICANTS ARE ADVISED TO UPLOAD THE
APPLICATION FORM & RELEVANT DOCUMENTS
ONLINE AS PER THE KEY DATES**

**APPLICATION FOR EMPANELMENT OF THE TRAINING INSTITUTES FOR
IMPARTING ONLINE PRE-RECRUITMENT TRAINING TO PROSPECTIVE AGENTS**

RFP NO.	<i>LIC/CO/Mktg/PRT/2024-25/02</i>
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1. Name of the Training Institute:
2. Date of Establishment: (DD-MM-YYYY)
3. The Address of the Institute:
4. Registration Particulars:
(Give 1 for Trust, 2 for Society, 3 for Company, 4 for others)
Whether the Institute is a Trust, Society or a Company registered under the relevant legislation or some other body (please specify)
(Furnish the true copies of the Memorandum of Association and Article of Association along with Registration Certificate).
5. In-charge of the Institute:
(Give the name, address, age, qualifications and experience, contact nos. – Office and home, mobile, e-mail address. Etc)
 - a. Name:
 - b. Age as on application date:
 - c. Qualification:
 - d. Experience (in years)
6. Whether the institute was empanelled by LIC previously? If yes give details like
a) period of empanelment, b) Purpose of empanelment.
7. Aims and Objectives of the Institute:
8. Details of Infrastructure:-
 - a) Premises – whether leasehold or free-hold or rented & area in sq. ft.
 - b) No. of classrooms and other particulars, if any,
 - c) No. of computers in class room
9. Total number of Faculty Members.
10. Details about the Faculty Members: Name, qualifications, experience and number of years of association with the Training Institute. Whether on roll or on contract?
11. Whether soft/hard copy of the study material of IC-38 for 25 hrs Pre-Recruitment Training is available for the candidates, as also reading arrangement for trainees. Kindly mention the languages in which the study material is available.

12. Whether Training Completion Certificate issued by the In-charge of the Institute is with seal & signature.
13. Course fee structure.
14. Other activities of the Training Institute.
15. Affiliations (whether the training Institute is affiliated to any other National/International Institute).
16. Whether empanelled with any other Life Insurance company? If yes give details-
17. Whether the Institute was accredited by IRDAI previously? If yes give details /submit certificate-
18. Other information, if any:
19. Whether Training Institute was/is blacklisted at any time by any Insurance company/ Govt/Semi Govt/ Autonomous Body in India. Whether any criminal proceedings that have been initiated or pending during the last five years against Institute or against In charge of Institutes or faculty members, if any. **Please submit self Declaration for the same.**
20. The empanelled Training Institute / concerned personnel of training institutes shall not share the information of candidates to any other third party and shall maintain confidentiality of data received and acquired by them in this process. **Please submit the self declaration for the same.**

Certification:

We certify that the above information furnished in connection with empanelment of our training Institute for the purpose of Agency pre-recruitment is true.

Signature of the Authorized Signatory

Name _____

Place _____

Date _____

Designation _____

Seal of the Institute

Encl: 1.Self Declaration

Self-Declaration

We /I hereby declare that, (Name of Institute) _____

1. Training Institute was/is not blacklisted at any time by any Insurance company/ Govt/Semi Govt/ Autonomous Body in India.
2. No criminal proceedings that have been initiated or pending during the last five years against Institute or against in charge of Institutes or faculty members, if any.
3. We ensure to hold all the information of the candidates in confidence and will not share such information to third party. Further, we ensure that information obtained during training or any other personal information of the prospective agents shall not be disclosed by the employees/ concerned personnel of training institutes even after they cease to be employees/personnel of the institutes.

Authorised Signatory/Seal

Name of the Institute:-

Place:-

Date:-