



**Bhubaneswar Divisional Office, Sales Department,
2nd Floor, Jeevan Prakash Building, Pokhariput, Bhubaneswar - 751 020.**

ANNEXURE "A"

TERMS AND CONDITIONS FOR EMPANELMENT

- (1) The firm should have been established at least three years before (Copy of Registration certificate must be enclosed.)
- (2) The firms should have registration with state & local authorities for undertaking the profession (Copies of state registration & License Issued by local Government Body, VAT / TAN / PAN / CST / GST No. to be enclosed)
- (3) The duration of empanelment will be for a period of 24 months from the date of empanelment.
- (4) The application with enclosures should be signed by the authorized person with official seal/stamp of the firm.
- (5) The existing vendors on our panel are required to apply afresh for empanelment.
- (6) Vendors / Firms should keep sufficient stock in hand, so as to comply with requirements without delay.
- (7) Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of authorize distributorship / dealership must be enclosed)
- (8) Application should reach us on or before 19.06.2025 upto 4 P.M with necessary documents / copy stated in Application form.
- (9) If any documents submitted by vendors are found to be false/incorrect it would be deemed to be breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
- (10) Incomplete and conditional applications will be rejected.
- (11) Corporation reserves the right to cancel your application without giving any reason.
- (12) Any dispute subject to BHUBANESWAR jurisdiction.

**SR. DIVISIONAL MANAGER
BHUBANESWAR DIVISION**

**Application Form for Empanelment for
Sales and Publicity activities.**

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

No.	Information Sought	Information Provided
1)	Name of the Firm, (in Block letters)	
2)	Nature of Ownership	
3)	Date of Establishment/ Incorporation of the Firm	
4)	Telephone Nos. Office Fax No. Mobile No. E-mail address <ul style="list-style-type: none"> • Telephone nos. • Telephone nos. • Telephone nos. • 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/Others	
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)	Is the Firm registered under the Shop Establishment Act? If so, state a) License number b) Date of last renewal of license	

	(copy of license to be enclosed) c) PAN d) ESIS No if any e) EPF registration No.	
11)	a) PAN Card No (copy to be enclosed)	
12)	Turn over for last 3 years F.Y. 2022-2023 F.Y. 2023-2024 F.Y. 2024-2025 (Enclose copy of Balance Sheets and Profit & Loss A/c of last Three years)	
13)	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	
14)	Name of the Bankers with address & Telephone Nos.	
15)	<ul style="list-style-type: none"> • CST NO. • VAT No. • TAN No. • Pan No. • Service Tax Registration No. (Attach copies of all Above)	
16)	Are you agreeable to abide strictly by the Terms and conditions of the Tender and contracts (copies annexed)	
17)	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.	
18)	Name , addresses and telephone Nos. of three of your most valued clients (separate list may be attached)	

19)	Mention products and services you provide. Also mention any other specialties of your Establishment	
20)	Are you agreeable to deliver items to Branches of Bhubaneswar Division (Khordha, Puri & Nayagarh District)?	

I/We _____ request Life Insurance Corporation of India, Bhubaneswar Divisional Office to consider inclusion of my / our firm / company in the list of their approved firms / suppliers / Service Providers of computer consumable and hereby assure to extend full co-operation up-to the satisfaction of Corporation in the event of their doing so.

I / We agree to abide by all the Terms & Condition as per Annexure A and framed by the Corporation from time to time.

Dated at _____ this _____ day of _____ 20_____

Signature with Office Seal

Name _____

Designation _____

- **Please, attach Demand Draft of Rs.354/- in favour of "LIC OF INDIA" payable at BHUBANESWAR being non-refundable fee.**
- **Please type the form or fill it legibly in ink.**
- **Use separate sheet if space provided is insufficient.**
- **Please, attach copies of necessary documents as instructed in the form.**
- **All the pages of application form and documents must be signed with seal.**