

**Annexure-A1**

**APPLICATION FOR EMPANELMENT OF FIRMS**  
**(Separate Application is to be filled-up for each category)**

Category	Jurisdiction	Name of Category

**Term and Condition for Empanelment of Vendors/Supplier/Printer/Service provider/Manufacture/firm/contractors**

1. A non-refundable application fee of Rs 118/- (one hundred eighteen only) include GST to be deposited by demand draft in favour of Life Insurance Corporation of India Payable at Jodhpur or by depositing cash at our cash counter during working days from 10.00 am to 4.15 pm up to 30.06.2025.
2. The application for empanelment is to be sent to "Manager (Sales), LIC of India, Divisional office Jodhpur, 1, West Patel Nagar, Circuit House road, Jodhpur-342011.
3. The application for empanelment should be kept in a sealed envelope super scribed "Application for Empanelment of Category .....".
4. If space provided in application form is insufficient, please write the reply on a separate sheet giving appropriate question number and attached it to the form.
5. The Vendor/suppliers/Contractors/Manufactures/Printers/Service Providers should apply as per the jurisdiction (area of operation i.e. Office/shop/factory) and categories.
6. The Vendor/suppliers/Contractors/Manufactures/Printers/Service Providers should be in profession for minimum periods of 3 years.
7. Those Vendor/suppliers/Contractors/Manufactures/Printers/Service Providers are on our Panel are also required to apply a fresh if interested.
8. The Firms blacklisted either by any office of the Corporation /any Govt. Institution/body or by the company itself in which the vendor/Supplier deal in, need not to apply.
9. The minimum turnover of the vendor/firm/supplier/manufactures/printer/Service provider should not be less than 5 Lac per financial year.
10. The Vendor/suppliers/Contractors/Manufactures/Printers/Service Providers should be GST compliance and must submit GST Certificates along with application.
11. The Vendor/suppliers/Contractors/Manufactures/Printers/Service Providers should have valid Pan Card issued by the Income Tax Department (enclose a copy).
12. A Pan Card holder can submit only one application under each category.
13. The Separate Forms (Annexure –A) are to be filled up for each category.
14. The application incomplete in any respect will not be entertained and are liable to be rejected.
15. Mere submission of application for empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserve its right to reject, accept any or all application or cancel the process of empanelment without assigning any reason thereof. Life Insurance Corporation of India shall neither be held nor is obligatory on its part to inform the applicant the ground of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response
16. The Vendor/suppliers/Contractors/Manufactures/Printers/Service Providers should necessarily have TIN number/VAT/CST/GST registration.
17. The approved Vendor/suppliers/Contractors/Manufactures/Printers/Service Providers should be in position to comply with the urgent need without any delay and ready to supply the items at LIC of India Divisional office Jodhpur and to its branches under its jurisdiction area.
18. In case of authorized and approved vendor/dealer, copy of valid authorized dealership certificate must be enclosed.
19. The empanelment would be subject to satisfaction of the inspection committee which may visit the shop/workshop/office/factory and may take interview of the dealing person.
20. The period of empanelment shall remain valid for Two years (can be extended for 01 more year).

**GENERAL INFORMATION ABOUT THE  
FIRMS/SUPPLIERS/VENDORS/DEALERS/PRINTERS/SERVICE  
PROVIDERS/CONTRACTORS**

<b>S No</b>	<b>Information Sought</b>	<b>Information Provided</b>
<b>1</b>	<b>Name of the Firm (in block capital letter)</b>	
<b>2</b>	<b>Date of Establishment / Incorporation</b>	
<b>3</b>	<b>Correspondence address</b>  <b>Telephone No</b> <b>Email ID</b>	
<b>4</b>	<b>Address of Head Office (If Separate) and</b>  <b>Telephone No</b>	
<b>5</b>	<b>Status:</b> <b>Proprietary/Partnership/Private Limited Company / Public Limited Company</b> <b>(enclose copy Partnership deed or Articles of Association and Memorandum of Association in case of company)</b>	
<b>6</b>	<b>Names of the Partners /Directors</b>	
<b>7</b>	<b>Name of Chief Executive</b>  <b>with his present addresses</b>  <b>&amp; Telephone Nos</b>	
<b>8</b>	<b>Name of Representative (s) with Designation who would be calling on us and attending to our jobs</b>	
<b>9</b>	<b>Name of Bankers with A/C no, IFSC code , addresses &amp; telephone nos</b>	
<b>10</b>	<b>Is the Firm is registered under the Factory Act? If so, state</b>  <b>(a) License Number:</b> <b>(b) Date of last renewal of license(Copy of license to be enclosed</b> <b>(c) ESIS No. if any</b>	

	<p>(d) EPF Registration No. if any (enclosed copy) (e) Labour License No (f) Service Tax Registration no</p>	
11	<p>Registration with tax authority</p> <p>GST NO</p> <p>PAN No (copy of certificate to be enclosed) CST no/VAT no / TAN no</p>	
12	<p>Whether holding certificate under Shops &amp; Establishment Act duly Renewed (Copy should be enclosed)</p> <p>License no TAN No EPF Registration (if any, enclose copy)</p>	
13	<p>State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years, IT Returns, Balance Sheets &amp; Revenue A/c to be enclosed)</p>	
14	<p>Turn over for last three Fin. Years</p> <p>F Y 2024-2025</p> <p>F Y 2023-2024</p> <p>F Y 2022-2023</p>	
15	<p>Whether Black listed by any Govt. Deptt/body/PSU</p>	
16	<p>Do you agree to make deliveries to LIC office at Jodhpur and under its jurisdiction ?</p>	
17	<p>Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts. (copies annexed)</p>	
18	<p>Are you agreeable to submit samples whenever called for</p>	

19	Are you agreeable to enter into a rate contract/running contract/fixed quantity contract	
20	If your firm is empanelled with any office of L I C Of India or any other PSU (Central) , please give name and address	
21	Name, Addresses and Telephone no of some of your most valued clients (Separate list may be enclosed)	
22	Mentioned any other Specialties of your establishment	

**Note:** Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

I/We \_\_\_\_\_ request Life Insurance Corporation of India, Divisional Office Jodhpur, 1 West Patel Nagar, Jodhpur to consider inclusion of my/our name in the list of their approved firms/suppliers/Service Providers. We agree to give full satisfaction to the Corporation.

Dated at.....-.....this.....day of.....2025

**Signature with Seal**

**Name:**

**Designation:**

### **DECLARATION**

1. I/We have read the instruction appended to performa and I/We understand that if any false information is detected at a later date, any future contract made between us and LIC on the basis of information given by me /us can be treated as valid by LIC. I/We will be solely responsible for the consequences.
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 enquires 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:

Signature with Seal

Date:

Name:

Designation:

**Check List of documents to be submitted**

- 1) Copy of PAN NO/GST NO.
- 2) Audited/self attested last 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 a company.
- 6) Attested copy of ITR for the last three years.
- 7) Address proof.