

**Application Form for Empanelment for Purchase of  
Competition Prizes, Gift Articles and Mementos**

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

No.	Information Sought	Information Provided
1)	Name of the Firm/Dealer, (in Block letters)	
2)	Nature of Ownership	
3)	Date of Establishment of Firm in the present name/Incorporation of the Firm (Please enclose Registration Certificate)	
4)	Telephone Nos., Office Fax No. Mobile No. E-mail address <ul style="list-style-type: none"> <li>• Telephone nos.</li> <li>• Telephone nos.</li> <li>• Telephone nos.</li> </ul>	
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)	Is the Firm registered under the Shop Establishment Act? If so, state <ul style="list-style-type: none"> <li>• License number</li> <li>• Date of last renewal of license (copy of license to be enclosed)</li> <li>• PAN</li> <li>• ESIS No if any</li> <li>• EPF registration No.</li> </ul>	

12)	a) PAN Card No (copy to be enclosed) b) Labour License no and validity under section of Labour Laws.(enclose photo copy) c) TAN No. d) GST No. e) GST registration: Regular/Composite f) Any other registration no. (Please enclose certificates)		
13)	Whether holding certificate under Shops & Establishment Act duly renewed (copy should be enclosed)		
14)	State the latest Income Tax Assessment Year and the amount		
	of tax assessed (copies of last 3 years IT Returns, Balance Sheet and Profit & Loss A/c to be enclosed)		
15)	Turn over for last 3 years F.Y. 2022-2023 F.Y. 2023-2024 F.Y. 2024-2025	Gross sale	Net income
16)	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		
17)	Name of the Bankers with address & Telephone Nos.		
18)	Are you agreeable to abide strictly by the Terms and conditions of the Tender and contracts (copies annexed)		
19)	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.		
20)	Name , addresses and telephone Nos. of three of your most valued clients (separate list may be attached)		
21)	Mention any other specialties of your Establishment		
22)	Are you agree to deliver items to all the 13 Branch offices under Faizabad Divisions (Some of which are out of Faizabad City)		
23)	MR no./Details of DD for Application fee of Rs. 100/+18/-GST		
24)	<b>GROUPING OF ITEMS FOR WHICH THE EMPANELMENT IS SOUGHT OUT OF THE FOLLOWING CATEGORIES. PLEASE TICK</b>		
A	TROPHIES AND MEMENTOES ETC.		
B	BAG, LEATHER BAG, TROLLY BAG, TRAVELLING BAG ETC.		

C	CROCKERY, KITCHEN WARE& STAINLESS STEEL ITEMS OF REPUTED BRANDS.	
D	SUITING & SHIRTING MATERIAL OF REPUTED BRANDS	
E	BRANDED READYMADE SHIRTS/T SHIRTS ETC.	
F	BRANDED BED SHEETS, BLANKETS, SHAWLS & TOWELS ETC.	
G	ELECTRIC AND ELECTRONIC ITEMS/HOME APPLIANCES OF REPUTED BRANDS.	
H	BRANDED WALL CLOCK AND WRIST/SMARTWATCHES ETC.	
I	CANOPY & STANDEE ETC.	
J	PUBLICITY PRINTED ITEMS SUCH AS CALENDARS ETC	
K	BRANDED GOLD AND SILVER COINS.	
L	CORPORATE GIFT ITEMS	

**PLEASE FILL THE FORM LEGIBLY AND SIGN EACH & EVERY PAGE. USE SEPARATE SHEET, IF SPACE PROVIDED IS INSUFFICIENT.**

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, Faizabad 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 cooperation 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

## TERMS AND CONDITIONS

Life Insurance Corporation of India Faizabad, invites applications for empanelment/ enlistment of Vendors/ Distributors/ Suppliers of Competition Prize Articles / Gift Articles/ Mementos for 02 years from Suppliers/ Vendors having valid registration for supply of the above gift items/ mementos to Faizabad Divisional Office mentioned in Notice for Empanelment on or before **15th July, 2025** upto 5:30 P.M. in a closed envelope super scribing **“Application for Empanelment Competition Prizes/ Gift Articles / Mementos”** addressed to Empanelment Committee, Faizabad Divisional Office, “Jeevan Prakash”, Ayodhya Road, Beniganj, Faizabad - 224001.

- Firm must be registered under GST
- Application for Empanelment may be downloaded from internet site of L.I.C – [www.licindia.in](http://www.licindia.in) (under Tenders) or may be obtained from Sales Department, Divisional Office, Faizabad.
- The Firm should have at least 3 years experience in this field.
- Turn over of the firm should be minimum 3 to 5 Lac
- Supplier/Vendor should submit Authorized dealer certificate (if any) from reputed firm
- Incomplete and conditional applications will be rejected without assigning any reason there to.
- The applications with enclosures should be signed by the authorized person and his/ her name and status should be indicated below with his/ her signature along with official seal/ stamping of the firm on each page.
- Affix your firm/company seal with authorized signature on every page.
- The applications received after the due date and time will not be entertained and therefore deemed to be rejected.
- The applications submitted with enclosures will be evaluated/scrutinized by the competent committee/ authority and short listing will be done after the recommendations made by the said committee/ authority.
- At any point of time, if any of the documents furnished by the Vendors/ Distributors/ Suppliers 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 / Black Listing of empanelment.
- Vendors / Suppliers who are on our existing panel should also apply for fresh empanelment.
- Vendors / Suppliers who have been blacklisted / removed earlier need not apply.
- Income Tax will be deducted as per rules.

### **On empanelment and entry into a contract with the Corporation :**

- Empanelled Vendors/ Distributors/ Suppliers shall quote rates of the articles to Faizabad Divisional Office on or before the appointed day on a prescribed format.
- Marketing Department of Faizabad Divisional Office will place purchase orders with the selected empanelled Vendors/Distributors/ Suppliers on L1 basis as per requirements and specifications.
- L1 will be decided on Base Price, excluding GST.
- Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory preferably by email and subsequently supported by hard copy.
- The supply of articles should be delivered as per the time frame agreed upon while taking the purchase order at Faizabad Divisional Office.
- All deliveries must be made either at our Office (store) or as per our instructions FREE OF CHARGES. That means NO CARRIAGE, FREIGHT, COOLIE, LOADING / UNLOADING CHARGES etc will be paid by the Corporation.
- In case of delay in supply of orders, the concerned empanelled vendor 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.
- Price quoted should be inclusive of all Charges (eg.VAT/Entry Tax etc.) if any and excluding GST, and any other charges including transportation charges as items may need to be delivered to our 13 Branch Offices under Faizabad Divisional Office jurisdiction . TDS shall be deducted as per rules. Appropriate Certificate from the concerned Office should be submitted along with the bill/ Invoice if TAX is not required to be deducted at source.
- Any tender not in compliance with these terms and conditions will be liable for rejection. If the Firm/ Vendor 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 provisions of OTHER CLAUSES, Corporation will be at liberty to cancel the order and to purchase the same from any other Supplier/Vendor.
- That it has been mutually agreed between the Corporation and the Firm/ Vendor that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr Divisional Manager of the Corporation of Faizabad Divisional Office, Faizabad. and his decision shall be final and binding on the Firm/ Vendor. The Firm/ Vendor 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 the decision of the competent authority shall be final in this regard.
- A vendor's empanelment may be terminated/ dropped/ blacklisted from the panel of Suppliers at the occurrence of any of the following event.

LIC of India, Faizabad Divisional Office shall be at liberty to terminate the empanelment of the vendor/ supplier/ distributor without any prior notice and also reserves the right to claim the amount of loss incurred by the LIC of India, Faizabad Divisional Office based on the available invoices submitted by that empanelled Vendors/ Distributors/ Suppliers due to breach of any terms of agreement or unsatisfactory/ inefficient working on the part of the Vendors/ Distributors/ Suppliers. If at any time, found that the information provided by the empanelled vendor in any form, service and related matters are incorrect and result in losses in any form to LIC of India, Faizabad Divisional Office.

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

Note : The Sr. Divisional Manager reserves the right to accept the lowest quotation or to reject/Cancel all the tenders without assigning any reason thereof.

Sr Divisional Manager

Signature of Tenderer

Seal of Firm

Date:

Place :

Check List:

1. Enclose copy of last 3 years return, balance sheet & revenue A/c
2. Copy of PAN card
3. Copy of GST registration