



## Life Insurance Corporation of India

Satara Divisional Office, 'Jeevan Tara' 513, Ganpatdas Devi Path, Opp. Collector Office,  
Sadar Bazar, Powai Naka, **Satara-415001**  
02162 – 224727 / 728 / 729 / 730

ANNEXURE– A

### APPLICATION FORM FOR EMPANELMENT OF FIRM/SUPPLIER/SERVICE PROVIDER

SERIAL NUMBER OF CATEGORY	NAME OF THE CATEGORY

( Separate sealed application is to be filled up for each category )

#### TERMS & CONDITIONS FOR EMPANELMENT

- 1) The firm/supplier/service Provider should be in profession for at least 3 years. (Copy of registration certificate must be enclosed)
- 2) The firm/supplier/service provider should be on the approved panel of at least 3 reputed firms from Satara, Sangli, Pune & Kolhapur, out of which at least one should be Public Sector or Government undertaking. *Applicant must submit Satisfactory Service or experience Certificate from their reputed client company/firm/organization/ Corporation.*
- 3) The Firm/Supplier/Printers/Service Provider should have registration with state and local authority for undertaking the possession (copies of state registration – Shops establishment Act, GST registration Certificate,  
I. Tax clearance certificate, , PAN card, MSME/NSIC or equivalent registration Certificate is to be enclosed).
- 4) The firm/ supplier should keep sufficient stock in hand so as to comply with urgent need without delay.
- 5) Vendor should furnish the specific brand or make. In case of authorized dealer ( copy of valid authorized dealership certificate must be enclosed).
- 6) The Firms will be empanelled only after positive recommendation of committee duly Constituted to visit and inspect the Office premises, workshop/ Printing press etc. of the Applicants.
- 7) All applicants are required to affix the signature and seal of the Authorized official of the company/ Firm on each page of Annexure " A" in acceptance of terms and conditions therein.
- 8) For any enquiry/Clarifications you may contact to Manager OS, Satara DO
- 9) **Sealed envelope with non refundable Application fee of Rs. 200 plus 18%GST ( for each category should reach us on or before 28.8.2025 till 3.00 p.m. at address - The Manager OS Dept., LIC OF INDIA, Satara DO.**
- 10) NEFT/ RTGS Particulars is to be submitted by the applicant for direct payment to Beneficiary Account against the Bill Payment



## Life Insurance Corporation of India

Satara Divisional Office, 'Jeevan Tara' 513, Ganpatdas Devi Path, Opp. Collector Office,  
Sadar Bazar, Powai Naka, **Satara-415001**  
02162 – 224727 / 728 / 729 / 730

### APPLICATION FOR EMPANELLMENT of Firm/Supplier/ Service Provider

SL	Information Sought	Information Provided
1.	Name of the Firm (In Block Letters)	
2	Date of Establishment/ Incorporation	
3	Correspondence address and Telephone No/ Contact No with email address	
4	Address of Head Office ( If Separate) and Telephone No / Mobile No	
5	Address of local office ( at Satara) with Telephone & Mobile No.	
6	Status : Proprietary/ Partnership/Private Limited Company/ Public Limited Company	
7	Names of the Partners/ Directors & their Contact/ Mobile No.	
8	Name of Chief Executive with his present addresses and Telephone Nos/ Mobile No	
9	Name of Representative ( S) with Designation who would be calling on us and attending to our job	
10	Name of Bankers with addresses & telephone Nos	
11	Is the Firm is registered under the Factory 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. if any	
12	Whether holding certificate under Shops & Establishment Act, duly Renewed ( Copy should be enclosed)	
13	State the latest Income Tax Assessed year and the amount of Tax assessed ( Copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to be enclosed)	
14	Turn over for last three Financial Years F.Y.2021-22, F.Y.2022-23 and F.Y.2023-24	FY 2021-22 _____ FY 2022-23 _____ FY 2023-24 _____
15	Are you agreeable to make Deliveries to Corporation's Offices Within and out of Satara when so directed?	



16	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts? ( Copies annexed)	
17	If your firm is empanelled with any office of LIC of India or any other PSU ( Central), please give name and address and attach Letter	
18	Name, Addresses and Telephone Nos of some of your most valued clients ( Separate List may be attached with recommendation )	
19	Approximate value of your output per year	
20	Mention if any other specialties of your Establishment	
21	Mention if registered as MSME with Director of Industries (DI)/ District Industries Centre ( DIC) Also mention category [ Gen/ SC/ST]	
22	Mention if registered Vendor on GeM portal	

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 attaché it to the form with proper authentication.

All the pages of application form and documents must be signed with seal.

I/We \_\_\_\_\_ Address \_\_\_\_\_

Mobile no. \_\_\_\_\_ Request Life Insurance Corporation of India, Satara Divisional Office, 513, Ganpatdas Devi Path, Opp. Collector Office, Sadar Bazar, Powai Naka, Satara-415001 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 in the event of their doing so.

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

Signature

Name:

Designation

#### Seal of the firm/company

Note –

1. Firms/Suppliers/ Service Provider who are on Divisional Office existing panel should also apply for fresh empanelment.
2. If applicant is on panel of any office of Corporation ( LIC of India), must submit Satisfactory Service / experience certificate from that office along with empanelment letter.
3. Firms/Suppliers/ Service Provider who have been blacklisted/ removed earlier, from any of the office of the Corporation should not apply. If applied, their application will not be considered.
4. Separate Application is to be filled- up for each category.
5. If there is any query please get clarification from office before submission of Application form.

Note : Eligibility criteria for availing benefits under the Public Procurement Policy :

6. " Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Medium Enterprises ( MSME ), Order 2012", It is necessary for the enterprise to be registered with the Director of Industries acknowledgement of Entrepreneurs memorandum ( Part- II) Or are registered with National Small Industries Corporation ( NSIC) under Single point vendor registration scheme. The relevant copy of the Certificate must be enclosed.

7. Apart from the benefit given to MSMEs such as issue of Tender Sets free of cost and exemption for payment of EMD, the Vendors who are registered with NSIC under Single point registration Scheme will additionally be exempted from submitting the Security Deposit up to the monetary limit for which the unit is registered. Please submit sealed envelopes super scribed as

8. " APPLICATION FOR CATOGERY SL.NO ..... NAME OF CATEGORY .....

With name/ address/mobile no of the vendor.