



**APPLICATION FORM FOR EMPANELMENT OF VENDORS/SUPPLIERS/DEALERS FOR** supply of various Gift Articles/Mementos/Competition Prizes (including House Hold Articles, Kitchen Ware, Home Appliances, Textiles and Apparels of all kinds, Suiting & Shirting Materials, Sarees and Dresses, Bed Sheets, Blankets, Shawls, Furniture and fancy items, All kinds of Bags, purses, pouches, wallets and accessories, Clocks, Watches and similar items, Stationery Items, Seasonal Products, Festival related Products, Electric and Electronic items, Mobile Phones and accessories, Computers and similar items and accessories, Ceramic Items, all types and kind of Silver and Gold Articles including Coins, Mementos, Decorative or Designer items etc, Trophies, Citations, Medals and Badges of all kinds, Corporate Gift Items, Promotional Items, Publicity Items, Any Other Item like Stationary items that can be considered as Gift), Empanelment of Vendors for Hoardings, Bus Shelters, Mobile Vans for Road Shows, Flex Printing, Auto Tops, Railway Authorized Contractors, Sign Boards, Signage Boards, Outdoor Ads, LED Backlit Boards, Wall Paintings, Advertising Agencies, Flex Banners, Arches and Out of Home (OOH) advertising agencies. Event/Meeting/Convention Management, Hotels & Meeting Hall Arrangements, Package Tours, Travel Services, Event Catering Services, Food & Beverage Service and event management. Printing of Plan pamphlets, booklets, leaflets, badges, dangles, calendar, diaries and identity card.

SL. NO	INFORMATION SOUGHT	INFORMATION PROVIDED
1	Name of the Firm (in BLOCK letters)	
2	Date of Establishment/ Incorporation of the Firm	
3	a) Correspondence Address	
	b) Telephone Nos.	
	c) Mobile No.	
	d) E-mail address	
4	Address of Head Office (if separate) and telephone No., Mobile No. & Email address	

5	Nature/Type of Products Manufactured/sold/dealt with/supplied/distributed/arranged (Full details of all activities & services)	
6	Nature of ownership: Whether Proprietary/ Partnership/ Private Limited Company/ Public Limited Company)	
7	Names of the Proprietors/ Partners/ Directors	

8	Name of Representative (s) with designation who would be calling on us and attending to our office and his/their Mobile Nos.	
9	Details of Bank Account of Firm	
	a) Bank Name	
	b) Bank Branch & Address	
	c) Bank A/c No.	
	d) Type of Account (SB/ Current/ CC etc)	
	e) IFSC Code	
10	PAN (copy to be enclosed)	
11	Whether the firm/business unit is registered under Factory Act/ Shops & Establishment Act/Relevant Statutory Act/Rules (provided details and submit attested copy of statutory certificate and relevant license/s in force )	
12	GST Number/Statutory Regn.No. (Attach Regn. Certificate )	
13	Turn over for last 3 years	
	FY 2022-2023	Rs.
	FY 2021-2022	Rs.
	FY 2020-2021	Rs.
14	Latest Income Tax Assessed Year	FY
15	Amount of Assessed Tax pertaining to FY in sl 14 (copies of IT Returns/Balance Sheet/Revenue A/c for last 3 FY to be submitted )	Rs.
16	Are you agreeable to abide strictly by the Terms and conditions of the Tender for empanelment (Annexure B) and contract/s if awarded from time to time as per LIC rules prevailing. (Submit Annexure 'B' duly signed and sealed along with Application form and other documents and DD )	

17	Are you agreeable to make deliveries to LIC offices/locations designated by LIC, as and when directed by LIC	
18	Whether your firm is already empaneled with any office of LIC of India or any other PSU (Central). (Please enclose list with names, address and Tel./ Mobile Nos. of the persons to be contacted for confirmation).	
19	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 give details.	
20	Name, addresses and telephone Nos. of three of your most valued clients.	
21	Mention any other specialties of your Establishment/firm	
22	Details of Application fee Rs. 100/- remittance Mention DD No./Date/Bank	
	Documents to be submitted with Application form 1. PAN 2. GST/Other Statutory Registration/Licence 3. IT Returns, Balance Sheet, Revenue A/c for last 3 Financial Years 4. Annexure B duly signed and sealed 5. Demand Draft Rs. 100/-	

# Please type the form or fill it legibly in ink. Use separate sheet/annexures if space provided is insufficient.

# All the pages of the application form and all documents must be signed and seal affixed

# Application /processing fee of Rs. 100/- to be submitted with application – by way of Demand Draft for Rs. 100/- favouring LIC of India, payable at Coimbatore.

# Refer Annexure 'B' for Terms and Conditions. Submit Annexure 'B' duly signed and sealed along with Application form and other documents and DD.

I/We \_\_\_\_\_ request Life Insurance Corporation of India, Divisional Office Coimbatore to consider inclusion of my/our firm/company in the list of their approved Firms/Vendors/Suppliers/Dealers/Service Providers. I/We hereby assure to extend full cooperation to the satisfaction of LIC of India upon being considered/selected for empanelment.

I/We agree to abide by the rules and instructions of LIC of India given from time to time and render our services to the full satisfaction of the Corporation if considered/selected for empanelment. I/We agree to the Terms and Conditions for empanelment listed by LIC of India in 'Annexure B' and any revisions thereof.

I/We understand and agree that mere submission of Application form for empanelment does not confer the right of Empanelment and agree that LIC of India reserves the right to decide / modify / change / alter the empanelment criteria/process and/or accept or reject any application for empanelment or cancel the process of empanelment without assigning any reason thereof for which LIC of India will not be liable in any way whatsoever.

I/We understand that the application for empanelment or selection in empanelled list does not confer on me/us/our firm any right whatsoever in any aspect pertaining to the process of empanelment or initiation of purchase/purchase/calling for purchase/selection for purchase or any other decision as may be taken by LIC of India or its Officials.

I/We understand that my/our application and declarations and documents submitted will form the basis of any decision of LIC of India regarding empanelment/selection for purchase/purchase etc and in case of any doubt/clarification/dispute etc, the decision of LIC of India or its Officials will be binding on me/us/our firm.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2025

Signature with Seal

Name:

Designation :

## TERMS AND CONDITIONS FOR EMPANELMENT

1. The firm/company/business establishment should have a PAN issued by Income Tax Department, Govt. of India.
2. GST Registration/Statutory Registration(s) as applicable should be existing and in force.
3. The firm/company/business establishment should have all statutory permissions as necessary and applicable by relevant laws/rules in this regard to carry out the activity/business it is engaged in.
4. The duration of empanelment will be for a period of Two (2) Years from the date of empanelment.
5. Application/Processing fee of Rs. 100/- ( non-refundable ) should be remitted by way of DD drawn in favour of LIC of India, payable at Coimbatore and the DD should be submitted with the application for empanelment.

The Application form duly completed and all other documents with DD for Rs. 100/- as mentioned in Sl.5 above, should be submitted in a closed/sealed envelope superscribed "APPLICATION FORM FOR EMPANELMENT OF VENDORS/SUPPLIERS/DEALERS FOR PROMOTIONAL CORPORATE GIFT ITEMS, ARTICLES, MEMENTOS, COMPETITION PRIZES, ANY OTHER ITEMS FOR USE AS REWARD/HONOURING/MARK OF APPRECIATION/RECOGNITION ( INCLUDING GOLD & SILVER ITEMS ), TROPHIES, MEDALS, SPORTS ITEMS, PUBLICITY DISPLAY ITEMS, SIGNAGE BOARDS, LED SIGNAGE, ADVERTISING, MOBILE VAN FOR ROAD SHOWS, WALL PAINTING, FLEX PRINTING, HOTELS & MEETING HALLS.

6. and sent/submitted to 'The Manager(Sales), LIC of India, Divisional Office Coimbatore, India Life Building, Trichy Road, Coimbatore 641018'.
7. Last Date for submission of Application form duly completed with all specified requirements is 05.09.2025 up to 05.30 PM.
8. Applications received after the last date and time mentioned in Sl. 7, will not be considered and therefore deemed to be rejected.
9. The Application form and all enclosures and documents submitted should be signed by the authorized person and his/her name and status should be indicated below his/hersignature along with official seal of the firm.
10. Mere submission of application for empanelment does not confer the right to empanelment.
11. Firms who have been black listed / removed from panel by any of Offices of LIC of India, will not be considered for empanelment. Black listing by any of Offices of LIC of India at any subsequent date will attract removal from panel.
12. The applications and relevant documents / enclosures submitted by the firm will be evaluated, scrutinized by the competent authority of LIC of India and short listing will be done after recommendations are made by the competent authority.

13. At any point of time, if it is found that the application form / any document submitted by the vendor / firm / distributor / supplier is false / incorrect, it will be deemed to be breach of terms and conditions of empanelment making the firm concerned liable for legal action besides termination of empanelment.
14. Incomplete and/or conditional applications will be rejected.
15. Divisional Office of LIC of India will call for quotations from selected empaneled vendors / distributors / suppliers / firms and place purchase orders as per its need / requirements / specifications.
16. Empaneled vendors / firms / distributors / suppliers shall display the articles with specifications and cost range to the purchase committee of LIC of India on the appointed day for selection of articles fixed in advance.
17. Acknowledgement for receipt of purchase order, if placed, and acceptance thereof is mandatory and should be communicated to us preferably by e-mail.
18. Time frame and delivery conditions for supply of articles as specified by LIC of India should be adhered to. LIC of India reserves the right to cancel / alter / modify the purchase order in full or part in the event of non-acceptance or non-adherence to terms and conditions specified by LIC of India regarding quality / quantity / price, etc.
19. In the event of delay in supply of ordered items, the concerned empaneled vendor should send a communication to the concerned LIC office at least 7 days before the due date for seeking additional time.
20. If the reason for delay is justified with adequate proof, Senior Divisional Manager, LIC of India, Coimbatore Division may consider extending the time limit for supply as he may deem fit.
21. The delivery of ordered items should be made at locations and as per instructions specified by LIC of India, free of charges, i.e. no carriage / freight / loading / unloading charges will be paid by LIC of India.
22. Every supply / delivery of items should be accompanied by original invoice / delivery challan clearly mentioning the details of items supplied, quantity and price. All Invoices must bear GST number of vendor and LIC of India.
23. If the empaneled vendors / distributors / suppliers / firms to whom the order has been placed, fails to supply the entire order or any part of the order within the stipulated time without sending any written communication to Divisional Office regarding delay or its inability to supply the ordered items and getting approval thereof, LIC of India reserves the right to impose penalty of 1% of the purchase order amount per week of delayed delivery, subject to maximum of 5%.
24. Thereafter, LIC of India reserves the right to cancel the order and place the empaneled vendors / distributors / suppliers / firms in its black list after providing them an opportunity from their side.

25. The decision of accepting supply of cancelled orders is the sole discretion of Senior Divisional Manager, LIC of India, Coimbatore Division and his / her decision shall be final in this regard.
26. A vendor's / distributor's / supplier's / firm's empanelment may be terminated / dropped / black listed from the panel of suppliers at the occurrence of any of the event:

LIC of India shall be at liberty to terminate the empanelment of vendor / distributor / supplier / firm without any prior notice and also reserves the right to claim the amount of loss incurred by LIC of India based on the available invoices submitted by that empaneled vendor / distributor / supplier / firm due to the breach of any terms of agreement or unsatisfactory / inefficient working on the part of the vendor / distributor / supplier / firm.

If at any time it is found that the information provided by the empaneled vendor

/ distributor / supplier / firm in any form, service and related matters are incorrect and / or results in losses in any form to LIC of India.

27. Senior Divisional Manager, LIC of India, Coimbatore Division reserves the right to include / exclude any vendor / distributor / supplier / firm for empanelment without assigning any reasons thereof.
28. Any dispute / clarification arising out of empanelment / subsequent purchase procedure or order shall be referred to the Senior Divisional Manager of LIC of India, Coimbatore Division and his / her decision in this regard shall be binding.

SENIOR DIVISIONAL MANAGER

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Signature of Tenderer / Authorized Official:

Seal of the firm: Name:

Designation: