



**Divisional office : NANDED - "Jeevan Prakash" Gandhi Nagar, P.B.No.23, Hingoli Road,
Nanded – 431605**

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Application Form for Empanelment

Annexure - A

Mention Category for which applied for Empanelment:

01	Name of Firm (in Block letters)	
02	Date of Establishment of the firm & Registration no. (Enclose copy)	
03	Type of firm (Individual /Sole Proprietor/ partnership/ pvt. Ltd/ Public Ltd. Etc.	
04	Name of Proprietor	
05	If Firm is in Partnership, Name of the Partners. (Please enclosed attested copy of Partnership deed)	
06	Local Address at Nanded & Email ID	
07	Name of the Contact Person & his contact no. (local)	
08	If the head office is other than in 6 above , give the full address & Contact No.	
09	Is the firm registered under Factory/ company Act ? If so, state: a) License Number b) Date of last renewal of License	

	<p>(enclose copy of License)</p> <p>c) ESIS no. if any</p> <p>d) EPF registration no if any</p>	
10	Whether holding certificate under shops & Establishment Act. & duly renewed. (copy should be enclosed)	
11	No of Employee	<p>a) Permanent :</p> <p>b) Temporary :</p>
12	PAN No. (Enclose Photo Copy)	
13	TAN (Enclose Photo Copy) If any	
14	GST No. (Enclose Photo Copy)	
15	Turnover of the Firm (Last 3 Year's)	<p>F.Y. 2024-25 -</p> <p>F.Y. 2023-24 -</p> <p>F.Y. 2022-23 -</p>
16	State the latest income tax assessed year and the amount of Tax assessed (Copy of Last 3 Years IT Returns, Balance Sheet & P&L Account)	<p>A.Y. 2024-25 –</p> <p>A.Y. 2023-24 –</p> <p>A.Y. 2022-23-</p>
17	Is your firm is empanelled with any office of LIC of India? If Yes, Please give full details and enclose the copy of empanelment letter.	
18	Name, Address and contact No. of some of your most valued clients.	
19	Is your firm is ever Blacklisted by any Govt. Deptt. PSUs or any office of LIC of India?	
20	Details of Previous work experience.	
21	Details of Application Fees (Rs 100+ Gst 18= 118/-)	
22	Bank A/c Details :- (Please enclosed a Cancel Cheque & Copy of Bank Statement)	<p>Name of Bank:</p> <p>Ifsc Code :</p> <p>A/C No. :</p>

		Type of A/c: Bank Branch:
23	Whether agreeable to undertake delivery and installation within 15 days after placing order	
24	Whether agreeable to replace the defective items within 5 days from the date of intimation	
25	Are you agreeable to abide strictly by the terms and conditions of the Tenders and Contracts.	

General Conditions :

1. The Firm/Supplier/ Service provider should be in profession for at least 3 years (copy of registration certificate must be enclosed.)
2. Duly completed application should be submitted in sealed envelope super scribed as “Application for empanelment for supplying of Gift items and Memento” along with receipt of DD of non refundable application fee with Gst. of RS.118/-.
3. The firm/ Supplier/ Service provider should have registration with state and local authorities for undertaking the profession (Copies of registration with state and local authority to be enclosed.)
4. The firm/ Supplier should keep sufficient stock in hand so as to comply with urgent need without delay.
5. The firm must agree to get valid registration under any new Tax regime in future.
6. The firms will be empanelled only after positive recommendation of committee duly constituted to visit and inspect the premises / workshop 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. If the Firm does not participate in any five tenders, the firm may be removed from the panel.

Note : Please type this form or fill it up legibly. If space provided is insufficient, please type of write replies on separate sheet giving appropriate question no Duly authenticating the same with seal and signature and attach it to the form. All required document shall be self attested with seal and signature. All original certificates/ documents should be submitted for verification if required by LIC of India.

I/We Request the LIC of India, Nanded DO to consider our application. I/We agree to abide by all the eligibility criteria & other terms and conditions and scope of service prescribed an addendum and promise to render the services to the best satisfaction of the LIC of India.

Declaration

I/We have read the instructions appended to the Performa and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and corporation, on the basis of the information given by me /us can be treated as invalid by the corporation and I/we will be solely responsible for the consequences.

I/We agree that the decision of the corporation in selection of service providers will be final and binding on me/us.

I/We agree that I/We have no objection of enquiries are made about the work performance with our clients.

Dated :

Signature with seal & Name of the firm