


मंडल कार्यालय, विक्रय विभाग, जीवन प्रकाश, प्रथम तल, टागोर मार्ग, राजकोट - 360001
Divisional Office, Sales Department, Jeevan Prakash, 1st Floor, Tagore Marg, Rajkot -360001

ANNEXURE "A"

TERMS AND CONDITIONS FOR EMPANELMENT

- (1) The firm should have establishment of at least three years. (Copy of Registration certificate must be enclosed.)
- (2) The firms should have registration with state & local authorities for undertaking the profession (Copies of state registration & License Issued by local Government Body, Copy of PAN/ GST No. to be enclosed)
- (3) The Duration of empanelment will be for a period of 24 Month from the date of empanelment.
- (4) The application with enclosure should be signed by the authorized person with official seal / Stamp of the firm.
- (5) The existing vendor on our panel is also required to apply for a fresh empanelment.
- (6) Vendor / Firms should keep sufficient stock in hand, so as to comply with requirement without delay. The minimum turnover should not be less than 5 Lakh per financial year.
- (7) Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of Authorize distributorship / Dealership must be enclosed)
- (8) Firm/Vendor can apply for one or more Category.
- (9) The prescribed application form along with the enclosures in sealed envelope are to be sent at the above mentioned address so as to reach us on or before 30.06.2026 (03:00 PM).
- (10) If any documents submitted by vendor 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 of empanelment.
- (11) Vendors / Suppliers, who have been blacklisted /removed earlier by any office of Life Insurance Corporation of India, should not apply. If applied, their applications will not be considered.
- (12) Incomplete and conditional application will be rejected.
- (13) Corporation reserves the right to accept/cancel any application without giving any reason.
- (14) Any dispute, subject to RAJKOT jurisdiction.

Date: 03.06.2026


Sr. Divisional Manager
RAJKOT DIVISION