

Empanelment Form

Category for Which Applied for: Category A : Trophy/ Memento/ Gift Items Category B : Event Management/ Others	
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- If others please specify.

S NO	Information Sought	Information Provided
1)	Name of Firm (In Block letters)	
2)	Date of Establishment/ Incorporation	
3)	Address at Kolkata Contact No Email Id	
4)	Address of the Head Office (if the Head Office is other than in 3 above Contact No Email Id	
5)	Status of Firm (Proprietary/ Partnership/ Pvt Ltd, Public Ltd, etc.) (Attach relevant documentary evidence)	
6)	Name of the Proprietor/ Directors/ Partners/ CEO	
7)	Name of Representative (s) with designation and contact details, who would be the contact at the local office as mentioned in 3 above	
8)	Is the firm registered under Factory/ Company Act? If so, state: a) License Number b) Date of last renewal (Enclose Copy) c) ESIS number (if any) d) EPF registration No (if any)	
9)	Whether holding certificate under the Shop & Establishment Act? If so, state a) License Number e) Date of last renewal (Enclose Copy)	
10)	Turn over for the last 3 years a) FY 2025-2026 b) FY 2024-2025 c) FY 2023-2024 (Enclose copy of IT returns, Balance Sheet and Profit & Loss Statements of respective years)	



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

11)	PAN No : (Enclose Copy)	
12)	TAN No: (Enclose Copy)	
13)	GSTIN No: (Enclose Copy)	
14)	Has your firm been blacklisted / removed earlier by LIC or any of the PSUs / Govt/Semi Govt / Quasi Govt Departments in India. (Yes/No). If yes, please, give details.	
15)	If your firm is already empanelled with any other office of LIC of India, please attach copy of such empanelment letter/s. If your firm is empanelled with any other PSU please attach copy of such empanelment letter/s.	
16)	Name , addresses and telephone Nos. of three of your most valued clients (separate list may be attached)	
17)	Nature/Type of Products Manufactured/ sold/ dealt with / supplied/ distributed/arranged by your firm. (Please, give full details of all the items, services being provided. Please attach authorization letter if you are having dealership / distributorship of any specific brand). Also mention any other specialties of your Firm/ Establishment.	
18)	Are you agreeable to abide by the Terms and conditions of the Empanelment and Contract/s if awarded from time to time as per prevailing LIC ? (Yes/No) (Annexure –A duly signed with seal to be enclosed)	
19)	Are you agreeable to make deliveries to LIC Offices within and outside Kolkata whenever so directed ?	
20)	Details of Bank Account : Bank Name : Bank Branch & Address : Bank A/c No : Type of A/C (SB/Current/CC) : IFSC Code : (Please attach Cancelled Cheque for NEFT Details)	

21)	Details of Empanelment Fees of Rs 118/-	
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I/We _____ request Life Insurance Corporation of India, Eastern Zonal office, Kolkata to consider inclusion of my/our firm/company in the list of their approved Firms / Dealers/Vendors etc and agree to give full 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 by LIC of India in 'Annexure A' 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/calling for purchase/selection etc for purchase or any other decision as may be taken by LIC of India or its Officials.

I/We hereby declare and undertake that, if awarded any contract in which we participate, we shall abide by and comply with all the applicable provisions of the **General Conditions of Contract (GCC)** of LIC of India, as amended from time to time.

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 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.

I/We hereby declare that all the information furnished herein is true and correct to the best of my/our knowledge and belief.

I/We have no objection to the inspection of my/our premises, workshop, shop, or any other relevant place by the authorized officials of the Life Insurance Corporation of India (LIC of India).

Dated at this day of 2026.

Signature

Name : _____

Designation : _____

Seal of the firm : _____

ENCLOSURES:

- 1) Copy of PAN Card
- 2) Copy of GST Registration
- 3) Copy of certificate under Shop & Establishment Act
- 4) Copies of Income Tax Returns last 03 years
- 5) Copies of Balance Sheets, P&L Accounts last 03 years
- 6) Copy of Empanelment Letters with other office of LIC / PSU
- 7) Copy of Authorization Letter of Dealership/Distributorship
- 8) D/D of Rs.118 favoring LIC of India payable at Kolkata
- 9) Cancelled Cheque for NEFT Details
- 10) Any other, please specify

General Conditions:

- 01) *The Firm/Supplier/Service Provider should be in profession for at least 3 years (copy of registration certificate must be enclosed).*
- 02) *Duly completed application should be submitted in sealed envelope super scribed as “**Application for empanelment for supply of Gift Items/ Mementoes, etc**” along with receipt or **DD of non refundable application fee of Rs. 118/-**.*
- 03) *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).*
- 04) *The firm/supplier should keep sufficient stock in hand so as to comply with urgent need without delay.*
- 05) *The Firm must agree to get valid registration under any new Tax regime in future.*
- 06) *The Firms will be empanelled only after positive recommendation of committee duly constituted to visit and inspect the premises / workshop etc. of the applicants.*
- 07) *All pages of application form and other documents submitted must be signed by the authorized official of the Company/Firm in acceptance of terms and conditions therein with office seal/Stamp*

Note: Please type this form or fill it up legibly. If space provided is insufficient, please type or write replies on separate sheet giving appropriate question number, 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.