

TERMS AND CONDITIONS FOR EMPANELMENT

1. 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.
2. The firm should have been in the Business for atleast 3-years.
3. Category of Gift Articles [Gold & Silver articles, Home-Appliances, Travelling goods, Kitchen-ware, Crockery, Wallets, Trophies, Medallions, Photo Frames, Mementos, etc.] should be mentioned clearly in the application. Dealers / Retailers should mention the BRAND they deal with.
4. The duration of empanelment will be for a period of Three (3) Years from the date of empanelment.
5. Application fee of **Rs. 250/-** (Non-refundable) should be remitted by way of DD drawn in favour of LIC of India, payable at Hyderabad and the DD should be submitted with the application for empanelment.
6. The Application form duly completed and all other documents with DD, should be submitted in a sealed envelope super scribed “ Application for Empanelment (Gift Articles)” and sent/submitted to ‘The Sr. Divisional Manager, LIC of India, Secunderabad Divisional Office, Beside NTR stadium, Near Indira Park, Lower Tank Bund, HYDERABAD-500080.
7. Last Date for submission of Application form duly completed with all requirements is 26.03.2018 upto 5.00pm.
8. Applications received after the last date and time mentioned 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 / her signature along with official seal of the firm.
10. Incomplete applications are liable for rejection.
- 11. Mere submission of application for empanelment does not confer the right to empanelment.**
12. 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.
13. If, at any point of time, 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. The Corporation reserves the right to include / exclude any vendor / distributor / supplier / firm for empanelment at its absolute discretion without assigning any reasons thereof.

15. Vendors/ Suppliers who are on our existing panel should also apply for fresh Empanelment.

16. Any dispute / clarification arising out of shall be referred to the Senior Divisional Manager, LIC of India, Secunderabad Division and his / her decision in this regard shall be final & binding.

SENIOR DIVISIONAL MANAGER

Signature of the Authorised Official :

Seal of the firm :

Name :

Designation :

Date :

Place :