

ELIGIBILITY CRITERIA & TERMS AND CONDITIONS

1. Separate application is to be submitted for each Category.
2. D.D. For Rs.100/- drawn in favour of "LIC OF INDIA" payable at "KADAPA" is to be enclosed along with each application towards application fee. It is non refundable. Application without application fee will not be considered. The fee is payable by Demand Draft drawn in favour of "LIC OF INDIA" payable at Kadapa.
3. A firm/vendor may apply for different categories/sub categories for empanelment along with application fee. However one DD may be drawn cumulative for all the applications. The details of DD particulars are to be furnished on each application.
4. Application form should be placed in sealed cover superscribing as "Application for Empanelment to _____".
5. Application form should be either typewritten or neatly and legibly handwritten with dot-pen.
6. The applicant must produce relevant documentary evidence along with the application form.
7. Non disclosure of relevant information or furnishing incorrect information/documents will suffer disqualification.
8. The applicant must not be declared as insolvent, convicted for any offense, must not have been prosecuted/penalized for violation of any law nor BLACK LISTED.
9. Firms/Suppliers who have been BLACK LISTED/REMOVED EARLIER by any of the Corporation NEED NOT APPLY. Such applications even applied will not be considered.
10. Applications for empanelment along with Application Fee must reach on or before 01.30 p.m. On 17.12.2016.
11. LIC of India is not responsible in any manner for the Postal delay/loss/non receipt of the application form.
12. The applicant must be a Registered/Authorized Organization/Partnership Firm/Sole Proprietorship.
13. The firm should have been established at least THREE YEARS before. (Enclose copy of registration).
14. The firms should be on the approved panel of at least THREE reputed firms out of which at least one must be from PSU / Government undertakings. (Enclose copy of letter of empanelment duly Self Attested)
15. The firms should have at least 300 sq.foot area of operation for printing, binding etc., activities and sufficient storage space.
16. The Vendor should furnish the specific brand or make in case of authorized dealer. (copy of valid authorized dealership certificate must be enclosed).
17. The firms should have registration with State & Local authorities for undertaking the profession.
18. ESI & EPF Registration is compulsory for Service Providers.

Signature of the Vendor Name & address seal.

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- 19. VAT Registration and TIN Number details are to be furnished in case of Vendors.**
- 20. ISO Certificate and License from the Police Authorities are compulsory in respect of Security Service Providers.**
- 21. Applicants should fulfill all the Statutory Requirements in respect of Business/Services. Such Proof of evidence is to be enclosed duly self attested.**
- 22. The firm/Supplier should keep sufficient stock on hand so as to comply with the urgent need without delay.**
- 23. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.**
- 24. Mere submission of Application for empanelment does not confer any right of empanelment. Life Insurance Corporation of India reserves the right to accept or reject any application or cancel the process of empanelment without assigning any reason thereof. Life Insurance Corporation of India shall neither be held liable nor obligatory on its part to inform the applicant the grounds of any such action. The Corporation reserves the right to raise the minimum eligibility criteria for empanelment depending on the response.**
- 25. The empanelment would be done only on the favourable recommendations of the duly constituted committee that would visit and inspect the premises, workshop, shop, industry etc., of the applicants.**
- 26. The existing vendors must apply afresh for empanelment.**
- 27. All selected vendors will be intimated about empanelment which is valid for three years from 01.04.2016 to 31.03.2019.**
- 28. No correspondence will be entertained in this regard.**
- 29. Any dispute subject to KADAPA jurisdiction.**

Signature of the Vendor Name & address seal.