

Annexure “A”.

**APPLICATION FOR EMPANALMENT OF FIRMS/SUPPLIERS/VENDORS/
SERVICE PROVIDERS IN LIC OF INDIA SURAT DIVISION.**

[illegible]

		Telephone No..... Mobile No..... Email.....
4	GST ARN No (Enclose copy)	
5	GSTIN ID No. (Enclose copy)	
	HSN code	
	HSN Code description	
6	Type of business as per GST Registration	
7	PAN No. (Copy to be enclosed)	
8	TIN Number (Enclose copy)	
9	Address of Head Office (If Separate from Postal Address)	 Telephones..... Mobile Nos..... Email:.....
10	Status: Proprietary/ Partnership/Private Limited Company / Public Limited Company/Firm.	

11	Names of the Partners /Directors	
12	Name of Chief Executive and his postal addresses with Mobile and Telephone Nos.	
13	Name of Representative (s) with Designation who would be calling on us and attending to our jobs	
14	Name of Bankers with addresses & Telephone Nos.	
15	Is the Firm registered under the Factory/ Company Act?	
16	If Yes, state License Number: (Copy of license to be enclosed)	License Number
17	ESIS No. if any	
18	EPF Registration No. if any	Yes/No
19	Whether holding certificate under Shops & Establishment Act, (Copy should be enclosed)	Yes/No

20	State the latest Income Tax Assessed year and the amount of Tax assessed (Please enclose the copies of last 3 years IT Returns)	2016-17..... 2015-16..... 2014-15
21	Whether Black Listed by any Govt. Deptt. / Public Sector Company. If YES mention the duration	Yes/No..... If Black listed then mention period of blacklisting from.....to.....
22	Do you agree to quote rates inclusive of all charges ie (transportation, delivery, labour etc charges) except GST?	Yes/No.....
23	Do you agree to abide by our Terms and Conditions?	Yes/No.....
24	If your firm is empanelled with any office of LIC of India or any other PSU(Central) , please give name and address of LIC Office/PSU	Yes/No.....
25	Name, Addresses with Telephone Nos. of some of your most Valued clients. (Separate List may be attached)	
26	Whether you firm registered as MSME/NSIC	Yes/No..... Copy of MSME/NSIC certificate enclosed – Yes/ No Validity of Certificate. From to

27	Turnover last three financial years (Please enclose copies)	2016-17..... 2015-16..... 2014-15
28	Mention any other specialties of your Establishment/Firm.	
29	Detail of Empanelment Fee .	DD/MR No.: Amount Rs.: Date :

TERMS & CONDITIONS FOR EMPANELMENT

1. The Vendors/Firms/Dealers/Service Providers should be in the profession preferably for 3 years. (Copy of registration certificate must be enclosed).
 2. The Vendors/Firms/Dealers/Service Providers should have registration with State & local authorities for undertaking the profession (Copies of the proof to be enclosed).
 3. The Vendors/Firms/Dealers/Service Providers should be in a position to supply articles/provide services as per our Order and comply with our urgent need.
 4. In case of Company/Firm authorized Vendors/Dealers/Service Providers, Copy of valid authorized dealership certificate must be enclosed.
 5. The empanelment would be done only on the favorable recommendation of the committee which may visit and inspect the premises, workshop etc of the applicants.
 6. Applicant is required to affix the signature and seal on all pages of Annexure "A" and also sign all pages relating to terms and conditions. Terms and Conditions.
1. Stationery/ Goods are to be delivered in Stationery Store, OS Dept ground floor Jeevan Prakash Bldg, Muglisaara, Surat 395003. Sometime the goods is to be delivered in any of our Branches located in Surat, Navsari, Valsad, Bilimora, Bardoli, Chikhli, Vyara, & Vapi.",
 2. Servicing relating work is to be provided in any of Branches/offices situated in Surat, Navsari, Valsad, Bilimora, Chikhli, Vyara, & Vapi under jurisdiction of LIC Divisional Office, Surat.
 3. Applicant are advised to ensure that their application are submitted in time so as to reach on or before last date. LIC WILL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY.
 4. Mere submission of Application for Empanelment does not confer the right of Empanelment.
 5. The Vendors who qualify for the empanelment will be informed individually. No communication will be made with non-qualifier.



Life Insurance Corporation Of India, OS Dept, Divisional Office, Opp. SMC

‘Jeevan Prakash Bldg’ Muglisaara, Surat, 395003, GUJARAT.

Email os.surat@licindia.com. Phone 0261- 2802010, 2801011, 2801002, 2418447

6. The Empanelment is valid for 3 years competent authority may extend the period of Empanelment for 1 year.
7. Tenders will be floated to Empanelled vendors as per existing/amended rules of LIC and Tender's Terms and conditions will be binding on successful Tenderer.
8. It will be responsibility of Empanelled Vendors to comply with all the statutory rules and regulation and Tax laws of Central/ State/ Government.
9. *Application of Vendors/ Firms /Dealers/ Service Providers* who have been blacklisted / removed from any office of LIC and the penalty of blacklisting is in- force will be rejected.
10. Applications received after last date and time will not be considered.
11. Any dispute arising out of and relating to Empanelment/Tender will be deemed to have been arisen in SURAT and will be under Jurisdiction of Courts in Surat.
12. Further, changes if any relating to this application will be published on or before last date of Obtaining Application in our Website [www.licindia.in /Tenders](http://www.licindia.in/Tenders) only.
13. Senior Divisional Manager reserves the right to relax any term or condition or reject any application without assigning any reason.
14. For any clarification our office may be contacted.

We confirm that all the information submitted in this application is true. Further we declare that we shall abide by all the terms and conditions of Empanelment.

Signature of Proprietor/ Authorized person of *Firms/Dealers/Vendors/Service Providers* with seal,

Senior Divisional Manager