

Divisional Office, Jeevan Prakash, Sector 17B, Chandigarh 160017, Ph.No – 0172-2704125

APPLICATION FORM FOR EMPANELMENT OF AIR / TRAIN TRAVEL AGENCY

Name of category: Air / Train Travel Agency

Conditions for empanelment:

1. The Firm/Service Provider should be in profession for at least 3 years (copy of registration certificate must be enclosed).
2. The Firm/Service Provider should be on the approved panel of at least 3 reputed firms out of which at least one should be Public Sector or Govt. undertaking.
3. The Firm/Service Provider should have registration with state and local authorities for undertaking the profession (Copies of State Registration and GST Registration certificate to be enclosed)
4. The Firms will be Empanelled only after positive recommendation of committee duly constituted to visit and inspect the premises etc. of the applicants.
5. All applicants are required to affix the signature and seal of the Authorised official of the Company/Firm on each page of Annexure “A” & “B” in acceptance of terms and conditions therein.
6. The firm should be IATA approved for air travel and for train travel the agent should be registered with Railway Authorities.
7. It will be necessary for the empanelled agency to use LIC (Corporate) deal code while booking of Air Tickets by entering the correct corporate code in the tour code / corporate code box, LIC deal code will not be misused under any circumstances. If any such activity is observed travel agency will be black listed.
8. It will be necessary for the empanelled agency to book tickets only from those airlines which offer corporate discounts/value add-ons to LIC employees. Presently following benefits are allowed by various airlines:

- a) NIL cancellation charges upto one hour prior to departure for all airlines except Air India. In respect of Air India, NIL cancellation charge is allowed upto 24 hours prior to departure. Needless to add that in case of cancellation, processing / RAF charges are levied by the airlines.
 - b) NIL rescheduling charges but fare difference is payable.
 - c) Complementary meal.
9. Applicants will have to submit attested copies of IATA No. , Pseudo City code & GDS Access Code.
10. The empanelment will be valid for three financial year including the year in which agency is empanelled.
11. Applicants must have their local office in Chandigarh (Chandigarh, Mohali).
12. For any query / Clarifications you may contact on 0172-2704125.

Sr. Divisional Manager

Annexure A

APPLICATION FOR FIRM/SERVICE PROVIDER

PART I :: GENERAL INFORMATION

SL.NO.	INFORMATION SOUGHT	INFORMATION PROVIDED
1.	Name of the Firm/Agency (IN BLOCK LETTERS)	
2.	Date of Establishment /Incorporation of the Firm/Agency	
3.	e mail address	
4	Address of head office and Tele. no. /Mob. No.	
5	Address of local office (at Chandigarh/ Mohali) with Tele. No. Mob. No.	
6	Email address of local office	
7	Details of Airlines services available/ provided by you. You can enclose separate sheet/letter head for giving details)	
8	STATUS: Whether Partnership/Private Ltd. Company/Public limited company/Proprietorship	
9	Name of the Partners/Directors and their Contact / Mobile Nos.	
10	Name of the Chief Executive with his present address and telephone/mobile nos.	
11	Name of Representative(s) indicating Designation who would be calling on us and attending to our jobs (with Telephone and Mobile Nos.)	
12	Name of Banker with address and Telephone Nos. Submit your NEFT details along with a cancelled cheque.	
13	Is the Firm/Agency registered under the Shop and Establishment Act? (a) License No. Date of last renewal of license (Copy of license to be Enclosed) (b) PAN NO (Enclose photo copy)	
14	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last three years, IT Returns, Balance Sheets and Revenue A/c to enclosed)	

Signature & Seal of the company /Firm with date

15	Turn over for last Three Years(Enclose copies) F Y 2017-18 FY 2016-17 FY 2015-16	
16	GST No(enclose self attested copies)	
17	Whether Black listed by any Govt. Deptt./ Public Sector Company?	
18	Do you agree to make deliveries to the Corporation's offices at various locations at Chandigarh and Punjab?	
19	Do you agree to abide strictly by the Terms and Conditions? (Copy annexed)	
20	Names of offices of the LIC of India with whom you have worked during the last three years. Mention only those offices for whom you have done sizeable jobs or constant work . (Details of jobs done to be given)	
21	Name, Addresses and Telephone Nos. some of your most valued clients (separate list may be enclosed)	
22	Mention any other specialties of your Firm/Establishment	

All the pages of application form and documents must be signed with seal.

DECLARATION

1. I/We request **Life Insurance Corporation of India, Divisional Office, and Chandigarh, to consider inclusion of my / our name** in the list of their approved **Firm/Suppliers/Service Providers**. I / We agree to give full satisfaction to the Corporation in event of their doing so.
2. I / We have read the instructions and I / We understand that the information furnished now is found false at a later date, any contract made between ourselves and the LIC, on the basis of the information given by me / us can be treated as invalid at the sole discretion of the LIC and I/We will be solely responsible for the consequences.
3. I /We agree that the decision of the LIC in selection of **Firm/Suppliers/Service Providers** will be final and binding on me / us.
4. All the information furnished by me hereunder is correct to the best of my / our knowledge and belief.
5. I/ We agree that I/We have no objection if inspection of my / our premises / workshop / shop etc. is done by the Officials of the LIC.

Dated at _____ this _____ day of _____ 2018.

Signature

Name :

Designation :

Seal of the Firm: