

ELIGIBILITY CRITERIA & TERMS AND CONDITIONS

1. Separate application is to be submitted for each Category.
2. D.D. or a Cash Remittance Receipt 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 of Rs:100/- is payable by Demand Draft drawn in favour of "LIC OF INDIA" payable at Salem or by cash to be paid across the cash counter at DO Salem.
3. A firm/vendor may apply for different categories/sub categories for empanelment along with application fee for each category. However one DD may be drawn cumulative/ or total amount may be remitted by cash for all the applications. The details of DD particulars / Remittance no. are to be furnished on each application.
4. Application form should be placed in sealed cover superscribing as "*Application for Empanelment to _____*".(mention the category/number)
5. Application form will be issued from OS Dept Divisional Office from 10am to 3pm on week days and between 10am to 12.15pm on Saturdays on payment of application fee from 14.02.2018 to 06.03.2018. or it can be downloaded also from our website www.lincindia.in by clicking the link 'Tender'.
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 5 PM on 09.03.2018.
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 have registration with State & Local authorities for undertaking the profession.
15. ESI & EPF Registration is compulsory for Service Providers.

16. **GST No. details are to be furnished in case of Vendors.**
17. **Applicants should fulfil all the Statutory Requirements in respect of Business/Services. Such Proof of evidence is to be enclosed duly self attested.**
18. **The firm/Supplier should keep sufficient stock on hand so as to comply with the urgent need without delay.**
19. **The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.**
20. **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.**
21. **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.**
22. **The existing vendors must apply afresh for empanelment.**
23. **All selected vendors will be intimated about empanelment which is valid for three years from 01.04.2018 to 31.03.2021 .**
24. **No correspondence will be entertained in this regard.**
25. **Any dispute is subject to Salem jurisdiction.**

Signature of the Vendor Name & address seal.