

**“Application for Empanelment for supply of Competition
Prizes, Gift Articles/Mementos”**

GENERAL INFORMATION

1. Name of the Dealers (in block letter):

2. Date of Establishment/Incorporation:

3. Address and telephone no.:

4. Address of Office (if separate)
and telephone no/Mobile no. :

5. Status: Whether Partnership/Private Limited Company/Public
Limited Company

6. Name of the Proprietor/Partners/Directors:

7. Name of the Representative(s) indicating Designation who would be calling on us and attending to our jobs.

8. Name of chief Executive with his present address and Tel./Mobile No.:

9. Name of Banker with address & Telephone No.:

10. Whether holding certificate under Shops & Establishment act, duly renewed.(Copy should be enclosed.)

License No.--

GST No.--

CST No.--

VAT No.--

TAN No.--

EPF Registration No. if any.--

11. State the latest Income Tax Assessed year and the amount of tax assessed. Copy of last 3 years IT returns Balance sheet & Revenue A/C to be enclosed.

PAN No. (Copy enclosed)

12. Are you agreeable to make free deliveries to our Satara Divisional Office , Satara .

13. Are you agreeable to submit samples whenever calls for?

14. Are you agreeable to enter into a rate contract/running contract/fixed quantity contract ?

15. Are you agreeable to abide strictly by the terms and conditions of the Tenders and contracts as and when laid down by the Corporation?

16. Area occupied by the shop:

17. Name, Address and Tel No. of some of your most valued clients:

18. Name of the LIC Offices whose work you might have done during the last 3 years

19. Mention any other specialties of your establishment:

I/We _____

request LIC of India, Satara Divisional Office to consider inclusion of my/our name in the list of their approved vendors and agree to give full satisfaction to the Corporation in the event of their doing so.

PS: Application form fee Rs.100/ paid by cash/DD vide

MR No. _____ Date _____.

Signature with Seal.

Date :-

Terms and Conditions of Empanelment.

1. Application for Empanelment form can be available in the Sales Department during Office hours.
2. Applicant has to deposit Rs.100/- in cash or in the form of DD / Bankers Cheque payable at SATARA favoring LIC OF INDIA along with form.
3. The firm should have at least 3 years experience in this field.
4. Incomplete application will be rejected without assigning any reason there to.
5. Affix your firm/company seal with authorized signature on every page
6. Form should be typed or filled in legible ink. If space provided is insufficient, please write the replies on a separate paper giving appropriate question number and attach it to the form.
7. Vendors/Suppliers who are on our existing panel should also apply for fresh Empanelment.
8. Vendors/Suppliers have been blacklisted / removed earlier, should not apply.

Contd.....

9. The Cover should be super scribed as “Application for Empanelment for supply of Competition Prizes, Gift Articles/Mementos”

10. The Corporation reserves the right to include/exclude/cancel the name of the firm from its approved lists at their absolute discretion without assigning any reason.

11. The application in questionnaire form along with the enclosures i.e. necessary copies of certificate in evidence for the facts mentioned in the forms, is to be sent at following address so as to reach us on or before 17:30 hours on date 25.07.2018.

**Sr.Div.Manager, LIC of India
“Jeevan Tara” 513, Ganpatdas Devi Path, Sadar Bazzar, Satara – 415 001**

Signature with Seal.