



Divisional Office, Jeevan Prakash, SANJAY PLACE, M.G. ROAD, AGRA-282002
Tel : 0562-2527265, 2522054, 2526069 e-mail: os.agra@licindia.com Website: www.licindia.in

APPLICATION FORM FOR EMPANELMENT OF FIRM/SUPPLIER/SERVICE PROVIDER

(Last date for submission of application **08.06.2016 upto 5:00 pm.**)

(Separate application is to be filled up for each category or specific item in the category)

Serial No. of Category	Name of Category

Conditions for empanelment:

- 1) The Firm/supplier should be in profession for at least 3 years.
- 2) The Firm/supplier should have registration with State & Local authorities for undertaking the profession(copies of proof to be enclosed)
- 3) The firm/supplier should keep sufficient stock in hand so as to comply with the urgent needs without delay.
- 4) The firm/supplier/service provider should be on the approved panel of at least 3 reputed firms from out of which at least one should be Public Sector or Government Undertaking.
- 5) The firms/supplier/service provider should have registration in compliance with the law of land(copies of proof to be enclosed)
- 6) Application form can be downloaded from our website:<http://www.licindia.in> (Tender-link) or the same can be obtained from the Office Services Department, L.I.C. of India, Divisional Office, “Jeevan Prakash”, Sanjay Place, M.G.Road, Agra – 282 002 on payment of application fee of Rs.100/- in cash or by making payment in the form of demand draft favouring “Life Insurance Corporation of India” payable at Agra. Last date for receipt of application forms duly completed is **08.06.2015 upto 5:00 pm.**

- 7) Application for empanelment duly completed should be submitted at the following address in a closed envelop superscribed as “Application for empanelment of Suppliers/Vendors/Category Sl.No..... * Name of category/item.....

“The Chairman (Store-Committee)”

Life Insurance Corporation of India,

Divisional Office, Jeevan Prakash”

Sanjay Place, MG Road,

AGRA – 282 002

- 8) In case, the application has been downloaded from our website, it needs to be accompanied by Bank DD/Pay order of Rs.100/- in favour of LIC of India payable at **AGRA** for each category.
- 9) Mere submission of Application for empanelment does not confer the right of Empanelment. Life Insurance Corporation of India reserves the right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor it will be obligatory to inform the applicant the ground of any such action. (The information furnished in the application would be scrutinized/checked by our officials).
- 10) The firms/Suppliers who are on our panel are required to apply for fresh empanelment, if interested.
- 11) Firms/Suppliers who have been black listed/removed earlier, should not apply, if applies, their applications will not be considered.
- 12) Check list of documents to be submitted:-
- a. Copy of PAN No/CST No/VAT No/Service Tax Reg.No./TAN No.
 - b. Last three years audited balance sheet and P& L account.
 - c. Copy of registration certificate under shop & establishment act.
 - d. Client list(Enclose work order of leading companies)
 - e. Partnership deed or articles of association and memorandum of Association in case of company.
 - f. Copy of certificate issued by Railway/IRCTC/Airlines/Tourism Department for travel agency.
 - g. Attested copies of ITRs for the last three years.
 - h. Bank pay Order/DD in favour of LIC of India, payable at Agra for Rs.100/- towards application fee.

LIFE INSURANCE CORPORATION OF INDIA, DIVISIONAL OFFICE,
SANJAY PLACE, AGRA

(Annexure "B")

Questionnaire for empanelment for Firm/Supplier/Service Provider

1.	2.	3.	4.	5.
Competition Prizes, Gift Articles & Mementos	Hiring of Cars(Taxi)	Water Coolers with AMC	Aqua Guards/ RO System with AMC	Ceiling Fans/Wall Fans
6.	7.			
Photo Copier/Scanner	Fire Extinguishers with AMC			

<u>Category applied for</u> (Please specify the name of category mentioned above for which empanelment is desired.)	
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No.	Information Sought	Information provided
1)	Name of the Firm, (in Block letters)	
2)	Nature of Ownership	
3)	Date of Establishment/ Incorporation of the Firm	
4)	Telephone Nos. Office Fax No. Mobile No. E-mail address a. Telephone nos. b. Telephone nos. c. Telephone nos. d. Date of Establishment of Firm in present Name	
5)	Complete address of Head Office (if separate) and telephone no., Fax no. & E.mail id	
6)	Status : Whether Proprietary/ Partnership/ Private Ltd company/	
7)	Names of the Partners /Directors /	

	Proprietors	
8)	Name of Chief Executive with his present addresses and telephone number	
9)	Name of Representative (s) with designation that would be calling on us and attending to our jobs.	
10)	Name of Bankers with addresses & telephone number	
11)	Is the Firm registered under the Shop Establishment Act? If so, state a) License number b) Date of last renewal of license(copy of license to be enclosed)	
	c) PAN No.(Copy to be enclosed)	
	d) TAN No. (Copy to be enclosed)	
	e) ESIS No if any	
	f) EPF registration No.	
	g) Service Tax Registration No.(Copy to be attached)	
12)	Labour License No and validity under section of Labour Laws. (enclose photo copy)	
13)	Whether holding certificate under Shops & Establishment Act duly renewed (copy should be enclosed)	
14)	State the latest Income Tax Assessment Year and the amount of tax assessed (copies of last 3 years IT Returns, Balance Sheet and Profit & Loss A/c to be enclosed)	
15)	Turn over for last 3 years F.Y. 2014-2015 F.Y. 2013-2014 F.Y. 2012-2013	
16)	Whether holding any certificate of registration of Tourism Department (Local/State/Central Govt. authorities.) Applicable for Agency for hiring of Cars (Taxi) only.	
17)	Has your firm been blacklisted / removed earlier by LIC or any of the PSUs / BFSI / Govt / semi Govt.	

	Quasi govt departments in India. (Yes/No).if yes, then details	
18)	Name of the Bankers with address & Telephone Nos.	
19)	CST No / VAT No/ Service Tax Regs. No /TAN No (copies of VAT No. / TIN No/ / PAN No., Service Tax No. to be submitted)	
20)	Are you agreeable to abide strictly by the Terms and conditions of the Tender and contracts (copies annexed)	
21)	If your firm is already empanelled with any office of LIC of India or any other PSU (Central) please give name and address of the office/s.	
22)	Name , addresses and telephone Nos. of three of your most valued clients	
(separate list may be attached)		
23)	Mention any other specialties of your Establishment	

Please type the form or fill it legibly in ink. Use separate sheet if space provided is insufficient.

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

I/We_____ request Life Insurance Corporation of India, Agra Divisional Office, to consider inclusion of my / our firm / company in the list of their approved firms / suppliers / Service Providers of computer consumable and hereby assure to extend full co-operation upto the satisfaction of Corporation in the event of their doing so.

I / We agree to abide by all the rules & regulations framed by the Corporation from time to time.

Dated at _____ this _____ day of _____ 2015

Signature with Office Seal

Name (Designation)