



Application Form for Empanelment

	Category	VENDOR TYPE- Select Category for which Empanelment is desired
A	TROPHY	
B	MEMENTO	
C	GIFT ITEMS	
D	EVENT MANAGEMENT	

No.	Information Sought	Information Provided
1	Name of the Firm, (in Block letters)	
2	Date of Establishment/Incorporation	
3	Address Telephone No. Mobile No. E-mail address	
4	Address of Local Office (if any) Telephone No. Mobile No. E-mail address	
5	Status : Whether Proprietary/ Partnership/ Private Ltd company/Others	
6	Names of the Proprietors/Partners /Director	
7	Name of Representative(s)with contract details indicating Designation who would be calling on us and attending to our jobs and his/their Mobile Nos.	
8	Details of Bank Account Bank Name Bank Branch & Address Bank A/c No Type of A/c (SB/Current/CC) IFSC Code (Please attach Cancelled Cheque for NEFT Details)	

9	PAN Card No (Copy to be enclosed)	
10	Whether holding certificate under the Shop & Establishment Act? If so, state a) License No b) Date of last Renewal of License (copy of license to be enclosed)	
11	Turn over for last 03 years F.Y. 2020-2021 F.Y. 2021-2022 F.Y. 2022-2023 (Enclose copy of IT Returns, Balance Sheet and Profit & Loss A/c of last 03 years)	
12	Has your firm been blacklisted / removed earlier by LIC or any of the PSUs / Govt/ Semi Govt / Quasi Govt Departments in India. (Yes/No). If yes, please, give details.	
9	GSTIN No. (Copy to be enclosed)	
14	If your firm is already empanelled with any other office of LIC of India, please attach copy of such empanelment letter/s. If your firm is empanelled with any other PSU please attach copy of such empanelment letter/s.	
15	Name , addresses and telephone Nos. of three of your most valued clients (separate list may be attached)	
16	Nature/Type of Products Manufactured/sold/dealt with / supplied /distributed/arranged by your firm. (Please, give full details of all the items, services being provided. Please attach authorization letter if you are having dealership / distributorship of any specific brand). Also mention any other specialties of your Firm/ Establishment.	
17	Are you agreeable to abide by the Terms and conditions of the Empanelment and Contract/s if awarded from time to time as per prevailing LIC ? (Yes/No) (Annexure -A duly signed with seal to be enclosed)	
18	Are you agreeable to make deliveries to LIC Offices within and outside Kolkata whenever so directed?	

I/We _____
request Life Insurance Corporation of India, Eastern Zonal office, Kolkata to consider inclusion of my/our firm/company in the list of their approved Firms / Dealers/Vendors etc and agree to give full satisfaction of LIC of India upon being considered / selected for empanelment.

I/We agree to abide by the rules and instructions of LIC of India given from time to time and render our services to the full satisfaction of the Corporation if considered/selected for empanelment. I/We agree to the Terms and Conditions for empanelment by LIC of India in 'Annexure A' and any revisions thereof.

I/We understand and agree that mere submission of Application Form for empanelment does not confer the right of Empanelment and agree that LIC of India reserves the right to decide / modify / change / alter the empanelment criteria/process and/or accept or reject any application for empanelment or cancel the process of empanelment without assigning any reason thereof for which LIC of India will not be liable in any way whatsoever.

I/We understand that the application for empanelment or selection in empanelled list does not confer on me/us/our firm any right whatsoever in any aspect pertaining to the process of empanelment or initiation of purchase/calling for purchase/selection etc for purchase or any other decision as may be taken by LIC of India or its Officials.

I/We understand that my/our application and declarations and documents submitted will form the basis of any decision of LIC of India regarding empanelment/selection for purchase etc and in case of any doubt/clarification/dispute etc, the decision of LIC of India or its Officials will be binding on me/us/our firm.

Dated at _____ this _____ day of _____ 20_____

Signature with Office Seal of the Firm

Name _____
Designation _____

ENCLOSURES:

- 1) copy of PAN Card
- 2) copy of GST Registration
- 3) copy of certificate under Shop & Establishment Act
- 4) copies of Income Tax Returns last 03 years
- 5) copies of Balance Sheets, P&L Accounts last 03 years
- 6) copy of Empanelment Letters with other office of LIC / PSU
- 7) copy of Authorization Letter of Dealership/Distributorship
- 8) D/D of Rs.118 favoring LIC of India payable at Kolkata
- 9) Cancelled Cheque for NEFT Details
- 10) Any other, please specify _____

- **Please, attach Demand Draft of Rs.118/- in favour of "LIC OF INDIA" payable at KOLKATA being non-refundable fee.**
- **Please type the form or fill it legibly in ink.**
- **Use separate sheet if space provided is insufficient.**
- **Please, attach copies of necessary documents as instructed in the form.**
- **All the pages of application form and documents must be signed with seal.**