



OS Deptt., Eastern Zonal Office,
4, C.R. Avenue,
Kolkata – 700072
e-mail: ez_os@licindia.com,
Tel: (033) 22127618

Notice

Empanelment of Travel Agencies for the purpose of LTC

Applications are invited from reputed Travel Agencies having offices in Kolkata also desirous of empanelment with our Eastern Zonal Office, Kolkata. This is a fresh empanelment for a period of 03 years from 01-07-2022 to 30-06-2025.

The Travel Agencies seeking empanelment with us, fulfilling Terms & Conditions given in Annexure-“A” should apply in the prescribed Application Format as per Annexure-“B” given herewith and submit these at the following address. The existing empanelled Travel Agencies should also apply afresh.

Administrative Officer, (TE/LTC Section)
LIC of India, 4th Floor, Hindusthan Building,
4, C.R. Avenue, Kolkata-700072

The Application Form duly filled in should be kept in a sealed cover superscribed with “Application for Empanelment of Travel Agency for the purpose of LTC” and dropped in the Tender Box kept in (TE/LTC section), 4th Floor within date and time specified as below.

For any query/clarification, please contact Mr. S. S. Kundu, AO, OS Deptt, 4th floor, LIC of India, Eastern Zonal Office, 4, C.R. Avenue, Kolkata-700072, Phone- 033-2212-7302.

Non-refundable Application Fee for empanelment is Rs.500 + GST@18 % (i.e. Rs.590/) has to be deposited either by D/D favouring LIC of India, payable at Kolkata or may be deposited by cash in the cash counter at the Zonal Office of LIC at the above given address.

Last date for submission of Application Form is 04-05-2022 up to 16.00 hours. If the last day is declared as a holiday under NI Act, the last date shall be extended up to 16.00 hours on next working day. Application received after last date and time shall be rejected.

For any dispute regarding empanelment, decision of The Zonal Manager, LIC of India, Eastern Zone shall be final and binding for all.

Date: 13-04-2022

Regional Manager (OS)



OS Deptt., Eastern Zonal Office,
4, C.R. Avenue, Kolkata – 700072
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(Annexure-A)

TERMS & CONDITIONS

1. The Travel Agency should have a presence in Kolkata in the form of a functional Office.
2. The Travel Agency should have valid Trade License and approval from the Competent Authority.
3. Minimum Annual turnover should be Rs. 50.00 Lakh in any three best years out of last five financial years (2016-17, 2017-18, 2018-19, 2019-20, 2020-21). CA certificates regarding Annual Turnover of all five years should be attached.
4. The Travel Agency should be maintaining their own website.
5. Railway/Flight tickets are to be purchased within next available booking date after receipt of booking request from the employees of LIC for the Tour Package. Proper Booking/Contract form should be issued to the employees at the time of taking advance, if any, wherein total tour cost etc. is to be mentioned clearly.
6. The Travel Agency must issue printed money receipts of total expenditure showing separately breakup of amount charged for (a) Journey/travel (b) other charges, if any etc..
7. Photocopy of Train/Flight Tickets which must clearly / legibly show Ticket No. / PNR Number, should be provided to the LIC employee. Tour Certificate need to be provided in a separate letter head of the Travel Agency mentioning (i) Name of persons travelled, their ages (ii) Journeys performed with date and time of arrival & departure 'from-point-to-point' basis with distances (in km) in between, (iii) Mode of transport with Vehicle number, (iv) List of total passengers & fare charged for each journey per person for adult & children separately.
8. No deviation from scheduled tour program as agreed upon between employee and Travel Agency will be allowed without prior approval of the employee.
9. Final Bill with requisite documents (viz. vehicle registration certificate, route permit, list of passengers etc.) should be handed over to the employee immediately on completion of tour.
10. The Travel Agencies should maintain records at their end and should agree to produce the same when called for verification by LIC. The Logbook maintained by Travel Agencies should contain: i) Opening/ Closing milometer reading, ii) Station to Station mileage, iii) Registration No. of vehicle used, iv) Number of persons travelled, v) Driver's name, vi) Make & Model of the cab/bus, vii) Seating capacity of the vehicle, viii) Charges per kilometer.

11. The employees who avails services of the Travel Agencies will be responsible for payment to the Travel Agencies. LIC of India will not be responsible for any payment to the Travel Agency due from the employees. Further, LIC does not guarantee any business to the empanelled vendors.
12. The final empanelment of Travel Agencies will come in to effect only after LIC issues Letter of Empanelment to the Travel Agency.
13. Travel Agencies should keep in mind the above Terms and Conditions while arranging tours for LIC employees on LTC, so that the employees do not face any difficulty in getting their claims settled. In the event of any dispute arising out of LTC bills (both for advance & reimbursement) caused by improper/non performance on the part of the Travel Agencies, LIC may consider black-listing/ debarment of the Travel Agency across all Offices, if the fault is established to be on the part of the Travel Agency.
14. In case of multiple eligible applicants, the Competent Authority may restrict the number of Empanelled Travel Agencies to a maximum of 15 (fifteen only) based on average of their 3 best-years' turnover (out of last five years as mentioned under point-3 above) .
15. The Zonal Manager, LIC, Eastern Zonal Office, Kolkata reserves the right to cancel/reject any application/empanelment at any point of time without assigning any reason whatsoever.
16. For any dispute regarding empanelment, decision of The Zonal Manager, LIC of India, Eastern Zone, shall be final and binding for all.

Consent of the Applicant:

I agree to the Terms & Conditions mentioned above.

(Signature of the Authorized Person of Travel Agency with seal of the Agency)

Date:

(ANNEXURE-B)

Application for Empanelment of Travel Agencies for the purpose of LTC

Details of the Travel Agency

Sl. No.	Particulars	
1	Name of Agency	
2	Date of Establishment/ Incorporation	
3	Full Address:	
	Telephone Number	
	Mobile Number	
4	Office Address (if separate)	
	Telephone Number	
	Mobile Number	
5	Status: Proprietary/ Partnership/ Private Ltd Co/ Public Ltd Co.	
6	Name of the Partners and their Addresses:	
7	Name of the Chief Executive (CEO) with address and Telephone. No./ Mobile Number	
8	Name of the Nodal Person/ Designation and mobile number who would be calling on us and attending the Jobs	
9	Trade License No.	
10	Last Renewal date of Trade License and its validity date	

11	PAN No.		
12	ESIC No, if any:		
13	Bank Details:	Bank Name:	
		Branch Address:	
		Account Number:	
		IFSC Code:	
14	Whether holding Certificate under shop & Establishment Act?	Yes/ No If yes, valid up to:	
15	Attach Income Tax Return, Balance Sheet for Last 03 years:	FY 2018-19 FY 2019-20 FY 2020-21	
16	Turnover (CA Certificates regarding Annual Turnover should be attached.)	Year	Turnover (Rs.)
		2016-17	
		2017-18	
		2018-19	
		2019-20	
		2020-21	
		Average of 3 'best-years' out of above 5	
17	List of five Top existing Clients for LTC: (with address and phone number)	1.	
		2.	
		3.	
		4.	
		5.	

18	Mention other specialties/facilities, if any	
19	Are you agreeable to abide by the Terms & Conditions as per Annexure-A?	

I/We _____ request Life Insurance Corporation of India, Eastern Zonal Office, Kolkata to empanel my/ our Travel Agency in the list of their approved Travel Agencies for the purpose of LTC. We agree to perform works according to their Terms and Conditions, requirements and full satisfaction.

Date _____

Signature

(Office Seal)

CHECK LIST OF ENCLOSURES

(Advised to tick YES or NO)

S. No.	ITEM	PROOF ENCLOSED
1	Status Proprietary/Partnership/Private Limited Company/Public Limited Company	YES/NO
2	Valid Trade License	YES/NO
3	PAN No. (Copy)	YES/NO
4	ESI Registration No, if any (Copy)	YES/NO
5	Certificate under Shops & Establishment Act (Copy)	YES/NO
6	Attested copies of last 3 years, IT Returns, Balance Sheets (FY 2018-19, 2019-20, 2020-21)	YES/NO
7	Annual Turnover for five years [CA certified copies to be enclosed]	YES/NO
8	GST Number and Registration Certificate	YES/NO