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**APPLICATION FOR THE EMPANELMENT
FOR _____**

Sr. No.	DISCRIPTION	FIRM'S REMARK
1	Name of the Firm	
2	Date of Establishment	
3	Registered Address with address proof.	
4	E. mail	
5	Telephone Nos.	
6	Submit Company Incorporation Certificate issued by Registrar of Companies.	
7	Registered address of workshop / manufacturing unit / Servicing unit etc. submit the address proof.	
8	Whether proprietorship / Partnership / Limited Company	
9	Whether the firm is Small Scale Industry [Micro Small & Medium Enterprises (MSME)] & is registered by appropriate government authorities. If yes then enclose copy of valid certificate thereof.	
10	Name & address of Proprietor/ Partners / Directors with ID proofs.	
11	In case of partnership firm submit the Partnership Registration Certificate.	
12	Name, Tel. nos. of authorized representative	
13	ESIS, EPF registration no, if any	
14	Submit the valid Shop & commercial Establishment License certificate	
15	No. of employees on roll.	
16	Availability of technical expertise	

17	Working hours, holidays		
18	Is the firm registered under government's all the relevant acts?		
19	Is Govt.'s minimum wage act observed ?		
20	Experience in the business ?		
21	P A N no. & Holder's name		
22	GSTIN no. of the firm with certificate.		
23	Is the firm owned by SC/ ST entrepreneurs, If so then enclose the copy thereof		
24	Submit the valid dealership / Distributorship certificate of the company which you represent.		
25	Elaborate infrastructure for Supply, service & maintenance		
26	Submit Income Tax returns for last three financial years		
27	Firm has to enter in to the Rate contract / Running contract / Fixed quantity contracts etc. as the case may be		
28	Supply / Installation / Services are to be carried out to the branches situated in Thane, Raigad, Palghar districts.		
29	Average Turn over per year for last three years		
30	The details of Offices of LIC of India to whom you are currently providing the services		
31	Details of empanelment of your firm in PSU, LIC of India, Banks, Govt. bodies / departments		
32	Enclose the copies of current orders		

The information furnished above is true to the best of my knowledge.

We are requesting LIC of India, Thane Divisional Office to consider our request for the empanelment & we agree to abide by all the terms & conditions.

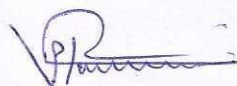
Date :- _____


Place :- _____

Authorized Signatory & Seal

GENERAL TERMS & CONDITIONS

1. An application questionnaire form is to be filled legibly in ink only.
2. All the questions must be answered clearly & specifically. Incomplete questionnaire may be rejected.
3. Application questionnaire preferably for only core [main] business is expected.
4. An application questionnaire duly filled along with the necessary enclosures in a sealed cover super scribed as “ Application for empanelment for _____ ” must reach us on or before 17/05/2024 by hand delivery or by post.
5. The firm / Supplier / Service Provider is required to be in profession for at least 3 years (copy of registration certificate must be enclosed)
6. The empanelment will be for the period of three years from the date of completion of empanelment process which under certain circumstances may be extended for further one year.
7. If the firm is empanelled at any of corporation’s divisional office then attach the copy of empanelment letter.
8. Life Insurance Corporation of India reserves the right to reject, accept any or all applications or cancel the entire empanelment process without assigning any reason what so ever.
9. Our officers will visit to your office, workshop, factory etc. for verification of information submitted by you for which we solicit your full cooperation.
10. It is mandatory to all the empanelled firms to participate in the tender process whenever carried out failing which attract penalty of blacklisting/removal from the panel which shall be conveyed to all the offices of the corporation in the country.
11. The empanelment of firm stands cancelled in case the firm has been blacklisted by any of our offices.
12. You are requested to download the application form from our website www.licindia.in


Manager (OS)/DM


Sr. Divisional Manager.