

Approved



M. D.
C.S.

Divisional Office, Jeevan Prakash, Sanjay Place , M.G. Road , AGRA-282002

Tel : 0562-2521203 e-mail: sales.agra@licindia.com Website: www.licindia.in

APPLICATION FORM FOR EMPANELMENT OF FIRM/SUPPLIER/SERVICE PROVIDER

(Last date for submission of application 06.01.2025 up to 5.30 pm.)

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 preferably be on the approved panel of reputed firms out of which at least one should be Public Sector or Government Undertaking.
- 5) Application form can be downloaded from our website: Sales <http://www.licindia.in> (Tender-link) or the same can be obtained from the Sales 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.118/- in cash or by making payment in the form of demand draft favoring "Life Insurance Corporation of India" payable at Agra. Last date for receipt of application forms duly completed is **06.01.2025 upto 5.30 pm.**
- 6) Application for empanelment duly completed should be submitted at the following address in a closed envelop super scribed as "**Application for empanelment of Suppliers/Vendors/Category "Competition prizes/ Gift Articles/Trophies, Shield/ Memento"**" to "**The Manager (Sales)**", Life Insurance Corporation of India, Divisional Office, Jeevan Prakash"Sanjay Place, MG Road, AGRA-282002
- 7) In case, the application has been download from our website, it needs to be accompanied by Bank DD/Pay order of Rs.118/- in favour of LIC of India payable at **AGRA.**
- 8) 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).

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- 9) The firms/Suppliers who are on our panel are required to apply for fresh empanelment, if interested.
- 10) Firms/Suppliers who have been black listed/removed earlier, should not apply, if applies, their applications will not be considered.
- 11) LIC has right to change the terms and conditions at any point of time.
- 12) Vendors must give their acceptance to the Terms & Conditions.
- 13) The completed Application form "**Annexure A**" and other relevant documents should be submitted in sealed envelope super scribed as "Application for empanelment of Suppliers/Vendors/Category "Competition prizes/ Gift Articles/Trophies, Shield/ Memento" to **Manager (Sales)**, LIC Divisional Office, Agra. (Last date of application is 06.01.2025). For any enquiry/ clarifications you may contact during Office Hours on Tel No.(0562)-2521203
- 14) NEFT/RTGS particulars to be submitted by the applicant for direct payment to beneficiary account against the Bill's raised.

15) **Check list of documents to be submitted:-**

- a. Copy of PAN No/GST 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 MSME, 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. Attested copies of ITRs for the last three years.
- g. Bank pay Order/DD in favour of LIC of India, payable at Agra for Rs.100/-+GST= 118/- towards application fee.

Seen.

M. M.

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

(Annexure "A")

Questionnaire for empanelment for Firm/Supplier/Service Provider

Competition Prizes, Gift Articles & Mementos

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 Factory Act? If so, state a) License number b) Date of last renewal of license (copy of license to be enclosed)	
	c) PAN No. (Enclose Self Attested Copy)	
	d) TAN No. (Copy to be enclosed)	
	e) ESIS No if any	
	f) EPF registration No.	
	g) GST Registration No. (Copy to be attached)	
12)	Whether the firm is registered under MSME. If yes, please enclose Certificate. If the owner is from SC/ST Category enclose Caste Certificate.	
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. 2021-2022 F.Y. 2022-2023 F.Y. 2023-2024	
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 _____ have read all the terms and conditions for empanelment carefully and have understood the contents, and 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 **Gift Items for New Business promotion & motivation** and hereby assure to extend full co-operation upto the satisfaction of Corporation in the event of their doing so. I also agree to make deliveries to Corporation's Divisional Office at Agra.

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

Dated at _____ this _____ day of _____ 2024

Signature with Office Seal

Name (Designation)

TERMS AND CONDITIONS

Life Insurance Corporation of India Agra, invites applications for empanelment/ enlistment of Vendors/ Distributors/ Suppliers of Competition Prize Articles / Gift Articles/ Mementos for three years from Suppliers/Vendors having valid registration for supply of the above gift items/ mementos to Agra Divisional Office mentioned in Notice for Empanelment on or before 06.01.2025 upto 5.30 pm. in a closed envelope super scribing "Application for Empanelment Competition Prizes/ Gift Articles /Trophies,Shields/ Mementos" addressed .Manager Sales, Agra Divisional Office, 'Jeevan Prakash Sanjay Place ,Agra.

- The applications with enclosures should be signed by the authorized person and his/ her name and status should be indicated below with his/ her signature along with official seal/ stamping of the firm.
- The applications received after the due date and time will not be entertained and therefore deemed to be rejected.
- The applications submitted with enclosures will be evaluated/ scrutinized by the competent committee/ authority and short listing will be done after the recommendations made by the said committee/ authority.
- At any point of time, if any of the documents furnished by the Vendors/ Distributors/ Suppliers are found to be false/ incorrect, it would be deemed to be breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
- Incomplete and conditional applications will be rejected.

On empanelment and entry into a contract with the Corporation :

- Empanelled Vendors/ Distributors/ Suppliers shall display the articles with the Agra Divisional Office on the appointed day for selection of articles which should be fixed in advance by the Vendors.
- Marketing Department of Agra Divisional Office will place purchase orders with the selected empanelled Vendors/ Distributors/ Suppliers as per requirements and specifications.
- Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory preferably by email and subsequently supported by hard copy.
- The supply of articles should be delivered as per the time frame agreed upon while taking the purchase order.
- In case of delay in supply of orders, the concerned empanelled vendor should send a communication to the concerned office at least 7 days before the due date for seeking an additional required time to supply the same for which approval shall be at the discretion of the competent authority.

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- NO ALTERATIONS IN QUALITY OR QUANTITY of the items indented or in the period of execution and no enhancement in the rate of the article shall be accepted unless previously ratified by the Corporation in writing.
- Each and every supply should be accompanied by a delivery challan , clearly bearing the details of the items and titles in supply, their quantity and price.
- Price quoted should be Exclusive of GST but inclusive of all other charges including transportation charges. TDS, if any. TDS shall be deducted as per rules.
- Any tender not in compliance with these terms and conditions will be liable for rejection. If the Firm/ Vendor fails to comply with the provisions of clause regarding delivery on or before the date mentioned or within such extended time as may be granted by the Corporation or in case it fails to comply with the provisions of OTHER CLAUSES, they shall pay to the Corporation a sum of money equivalent to 0.25% of amount of undelivered order for each day's delay which shall not in any case exceed 1/10th of amount of the gross order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the other for Breach of stipulations contained in the said Clauses and not as penalty and the Corporation shall be at its liberty to deduct such sums of penalty/ losses from any moneys due to the Firm/ Vendor or may otherwise recover the same separately. The Security Deposit shall be forfeited in addition to the Corporation seeking other relief which may be available as per law.
- That it has been mutually agreed between the Corporation and the Firm/ Vendor that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr Divisional Manager of the Corporation of Agra Divisional Office, Agra and his decision shall be final and binding on the Firm/ Vendor. The Firm/ Vendor shall not raise any question of competence of the Sr Divisional Manager to act as sole arbitrator.
- The decision of accepting supply of cancelled orders is at the sole discretion of Sr. Divisional Manager and the decision of the competent authority shall be final in this regard.
- A vendor's empanelment may be terminated/ dropped/ blacklisted from the panel of Suppliers at the occurrence of any of the following event.

LIC of India, Agra Divisional Office shall be at liberty to terminate the empanelment of the vendor/ supplier/ distributor without any prior notice and also reserves the right to claim the amount of loss incurred by the LIC of India, Agra Divisional Office based on the available invoices submitted by that empanelled Vendors/ Distributors/ Suppliers due to breach of any terms of agreement or unsatisfactory/ inefficient working on the part of the Vendors/ Distributors/ Suppliers.

If at any time, found that the information provided by the empanelled vendor in any form, service and related matters are incorrect and result in losses in any form to LIC of India, Agra Divisional Office.

All matters and disputes related to supply are subject to the legal jurisdiction of Hon'ble Courts situated in Agra.

Signature of Tenderer
Seal of Firm


Sr Divisional Manager

PAN NUMBER with supporting documents

Date:

Place :