

Divisional Office : “JeevanPrakash”Prabhat Nagar ,P.B.No.69,Meerut -250001

**LIFE INSURANCE CORPORATIN OF INDIA**

DIVISIONAL OFFICE, P.B. NO. 69, PRABHAT NAGAR, MEERUT-250001

TEL (OFF) 0121-2671032, 2672147, MOB-9411059442, 9412409283

[MAIL-sales.meerut@licindia.com](mailto:sales.meerut@licindia.com)

**ELIGIBILITY CRITERIA & OTHER CONDITIONS**

1. The firm/company should have at least three years standing.
2. The firm/company must have a PAN and GST Registration. Please give the details of PAN/TIN/GST Registration details on enclosed format and enclose all photocopies with the Application form.
3. The duration of the empanelment will be for a period of 2 years from the date of empanelment that may be discontinued at any time without giving any reason by the Corporation.
4. The period of empanelment may be extended for further one year with same terms & conditions after taking the approval of the competent authority if the services of the vendor found satisfactory.
5. The eligibility conditions and application form (Annexure A) can be obtained from Manager (Sales), LIC of India, Divisional Office, Meerut (U.P.) or can be downloaded from our website [www.licindia.in](http://www.licindia.in) (link tenders).
6. Completed application form and other documents should be submitted in a sealed envelope mentioning “Registration for empanelment to purchase Competition Prizes/Gift items” to Manager (Sales), Sales Department, Divisional Office, Prabhat Nagar, Meerut. Last date of submission the application form duly completed is **24.01.2025 up to 5.30 p.m.** Application received after last date and time, will not be considered and therefore deemed to be rejected.
7. Application/Processing fee of Rs 100.00 (nonrefundable)+ GST @ 18% should be remitted by way of depositing CASH at Cash counter of Divisional Office during the office hours in any working day. OR the application fee Rs 118/- may be submitted by way of Demand Draft drawn in favor of LIC of India payable at Meerut with Application form.
8. **Each page of application form with all enclosures should be signed by the authorized person and his /her name and status should be indicated below his/her signature along with official seal of the firm.**
9. Incomplete and/or conditional applications will be rejected.
10. Mere submission of application for empanelment doesn't confer the right of empanelment. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of empanelment without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.

11. The Corporation reserves the right to cancel the empanelment without assigning any reason at any time by giving 30 days' notice in advance in case of simple termination of empanelment but in case of breach of the terms it may be terminated on immediate basis.
12. The Corporation reserves the right to remove/ black list any supplier/vendor/firm/company from the list of empaneled agencies for any deviation from the agreed terms and conditions, if any activity is observed which is detrimental to the interest of the Corporation.
13. The firm should be ready to deliver all items at LIC of India, Divisional Office, Prabhat Nagar, Meerut.
14. Empaneled firms may be invited for display the articles with specifications and cost range to the purchase committee of LIC of India on the appointed day fixed in advance for selection of articles.
15. If the empaneled firm fails to supply/delay the entire order or any part of the order within the stipulated time, LIC of India reserves the right to impose financial penalty which will be decided by the competent authority.
16. If the empaneled firm fails to supply/delay the entire order or any part of the order within the stipulated time, LIC of India reserves the right to cancel the order and place the empaneled firms in its black list.
17. No advance payment will be made for any order.
18. It has been mutually agreed between the Corporation and the supplier/vendor/firm/company that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Sr. Divisional Manager, LIC of India, Divisional Office, Meerut, of the Corporation and his decision shall be binding on the supplier/vendor/firm/company. The supplier/vendor/firm/company shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
19. Apart from all the above conditions, if a firm does not participate in three tenders continuously, the name of the firm may be removed from our panel of enlisted agencies.
20. All the above terms and conditions are not exhaustive. It is subject to change according to the circumstances by the Corporation.

Sr. Divisional Manager

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**Declaration/ Acceptance**

I/We have read and examined the Terms and Conditions for empanelment and accept the terms and conditions in full conformity.

Signature of Authorized Official:

Name :

Designation:

Date:

Seal of the firm: