



LIFE INSURANCE CORPORATION OF INDIA
THANJAVUR DIVISION

ANNEXURE A

Condition for Empanelment of Vendors/Suppliers
/Dealers/Service providers/ Manufacturers etc

1. The Vendor/firm/Service provider/company/business establishment etc. must be in the field for not less than **Three years** as on date of notification.(Copy of Registration must be enclosed)
2. If the Vendor/firm/Service provider/company/business establishment is already in the **existing empanelment list of Thanjavur Division, they must apply afresh for the new empanelment.**
3. If the Vendor/firm/Service provider/company/business establishment **applying for more than one category, they must submit separate application for each category.**
4. If the Vendor/firm/Service provider/company/business establishment is from outside the jurisdiction of Thanjavur Division they **must be empaneled with any one of the Zone/Division of the LIC of India.(Proof of empanelment must be enclosed with the application)**
5. If the Vendor/firm/Service provider/company/business establishment is within the jurisdiction of Thanjavur Division their **empanelment will be based on inspection of premises.**
6. Vendor/firm/Service provider/company/business establishment blacklisted by any office of the LIC of India are not eligible for empanelment
7. The Vendor must submit last **Three-year IT returns.**
8. The Vendor/firm/Service provider/company/business establishment must submit, their **GST registration Certificate.**
9. **Vendors preferred for local supply/services must have establishment in the preferred places which means establishment in Trichy or Thanjavur or within Thanjavur Division Jurisdiction (i.e Trichy, Thanjavur, Pudukkottai, Nagapattinam, Thiruvavur, Mayiladuthurai, Perambalur, Ariyalur,Karaikal and Karur Districts).**



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10. Empanelment will be done only on favorable recommendation by the committee **based on record verification and or inspection of the premises of the applicant.** Mere submission of application for empanelment does not confer the right to empanelment. The Corporation reserve the right to accept/reject any or all the application or cancel the process of empanelment without assigning any reason thereof.
11. The Corporation **reserves the right to raise or minimize the eligibility criteria based on responses received for empanelment.**
12. Applications incomplete in any aspect will not be entertained and are liable to be rejected.
13. The Corporation reserve rights to include /exclude /cancel the name/s of the Vendor/firm/Service provider/company/business establishment from the approved list at their absolute discretion without assigning any reason.
14. Applications **received without Application fee or MSME certificate will not be treated as a valid application.**
15. **Last Date for submission of Application form duly completed with all specified requirements is up to 17.30 hours on 05.07.2023.** Applications received after the last date and time mentioned, will not be considered, and therefore deemed to be rejected.

Senior Divisional Manager