



**Satara Divisional Office,
Ganpatdas Devi Path, Sadar Bazar,
Satara – 415001
Phone 02162-238384.
sales.satara@licindia.com.**

Ref: Sales/Empanelment

Date: 15.02.2024

Terms and Conditions of Empanelment

1. Application for Empanelment form can be available in the Sales Department during Office hours from 15.02.2024 to 29.02.2024
2. Applicant has to deposit Rs. 100/- +18 GST total amount 118/- (Non Refundable) in cash or in the form of DD/Bankers Cheque payable at SATARA favoring LIC OF INDIA along with form.
3. The firm should have at least 3 years experience in this field.
4. Incomplete application will be rejected without assigning any reason there to.
5. Affix your firm/company seal with authorized signature on every page
6. Form should be typed or filled in legible ink. If space provided is insufficient, please write the replies on a separate paper giving appropriate question number and attach it to the form.
7. Vendors/Suppliers who are on our existing panel should also apply for fresh Empanelment.
8. Vendors/Suppliers have been blacklisted/removed earlier, should not apply.
9. The Cover should be super scribed as "**Application for Empanelment applied For-----**
10. The Corporation reserves the right to include/exclude/cancel the name of the firm from its approved lists at their absolute discretion without assigning any reason.
11. The application in questionnaire form along with the enclosures i.e. necessary copies of certificate in evidence for the facts mentioned in the forms, is to be sent at following address so as to reach us on or before 4.30 pm hours on date 29.02.2024

DATE–15.02.2024

**Sd/xxx
Sr. Divisional Manager**

