



GOA DIVISION

Annexure-I

APPLICATION FORM FOR EMPANELMENT OF VENDORS AT LIC – GOA DIVISION (YR. 2024)

Work(s) for which applied for out of 10 Different categories mentioned in Tender Notice. (Mention Area of specialization) .		
Sl.No.	Information Sought	Information Provided
1.	Name of the firm (In Block Letters)	
2.	Date of Establishment / Incorporation of the Firm	
3.	Registration No. (Please enclose Photocopy of Certificate)	
4.	Nature of Ownership: Propriety/Partnership/ /Public Limited Company	
5.	Correspondence address and Telephone Nos, Mobile No & Email ID	
6.	Names of the Proprietors / Partners / Directors If firm is a partnership.	
7.	Name(s) of the representative(s) with Designation who should be calling on us and attending our works and their mobile number(s)	
8.	Nature/Type of Products Manufactured / sold/dealt with/supplied/distributed/arranged (Full details of all activities & services)	
9.	Name of the Banker with address and Telephone No.	
10	Bank Account Details: [Please enclose a cancelled cheque or copy of Bank Statement)	Bank: Branch: IFSC : A/C NO : Type of Account:

11.	PAN No. of Income Tax Department (Please enclose photocopy)		
12.	GST No. (Please enclose photocopy of certificate)		
13.	Latest Income Tax Assessed Year	FY	
14.	Amount of Assessed Tax pertaining to FY in SI No 14 (copies of IT Returns to be enclosed)		
	Turn over for last 3 Years :	Gross Revenue	Net Income
	F.Y. 2021-22		
	F.Y. 2022-23		
	F.Y. 2023-24		
15	Details of empanelment with any office of LIC of India? If yes, please give full details and enclose the copy of the empanelment letter.		
16	Have your firm ever blacklisted/removed by any Govt. Dept/PSUs or any office of LIC of India? If yes, then give details	Yes / No	
17.	Mention any other specialties & services of Your establishment		
18..	Are you agreeable to make free deliveries of material & service to our Divisional Office, Goa and its all Branch Offices / Satellite Offices?	Yes / No	
19.	Details of previous Work Experience as Testimonials. Name and addresses and telephone numbers of Five of your most valued clients.		
20.	Are you agreeable to abide strictly by the Terms and Conditions for Empanelment [Annexure B] and for Contract/s, if awarded, from time to time as per LIC Rules prevailing?	Yes / No	
21	Details of Application Fee of Rs 118/- Mention DD No/ Date/Bank OR LIC Miscellaneous Receipt No / Date		

I/We _____

request Life Insurance Corporation of India, Divisional Office Goa to consider inclusion of my/our firm/company in the list of their approved Firms/ Vendors/ Suppliers/ Dealers/ Service Providers. I/We hereby assure to extend full cooperation to the satisfaction of LIC of India upon being considered / selected for empanelment.

I/We agree to abide by the rules and instructions of LIC of India given from time to time and render our services to the full satisfaction of the Corporation if considered/selected for empanelment.

I / We have read the 'Terms and Conditions for empanelment listed by LIC of India' in 'Annexure-II' and understand that if any false information is detected at a later date, any future contract made between ourselves and Corporation, on the basis of the information given by me/ us, can be treated as invalid by the Corporation and I/We will be solely responsible for the consequences.

I/We understand and agree that mere submission of Application form for empanelment does not confer the right of Empanelment and agree that LIC of India reserves the right to decide / modify/ change / alter the empanelment criteria/process and/or accept or reject any application for empanelment or cancel the process of empanelment without assigning any reason thereof for which LIC of India will not be liable in any way whatsoever.

I/We understand that the application for empanelment or selection in empanelled list does not confer on me/us/our firm any right whatsoever in any aspect pertaining to the process of empanelment or initiation of purchase/calling for purchase/selection for purchase or any other decision as may be taken by LIC of India or its Officials.

I/We agree that the decision of the Corporation in selection of service providers will be final and binding on me/us. I/We agree that I/We have no objection if enquiries are made about the work performance with our clients.

I/We understand that my/our application and declarations and documents submitted will form the basis of any decision of LIC of India regarding empanelment / selection for purchase etc and in case of any doubt/clarification/dispute etc, the decision of LIC of India or its Officials will be binding on me/us/our firm.

Dated at _____ this _____ day of _____ 2024.

Signature with Seal

Name:

Designation

Please type in this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

All the pages of the Application Form and required documents should be self-attested with seal and signature. All original certificates / documents should be submitted for verification, if required by LIC of India.

Refer Annexure B for Terms and Conditions. Submit Annexure B duly signed with seal, along with Application [Annexure A] and other documents and Application Fee of Rs 118 [DD / LIC Miscellaneous Receipt].

GOA DIVISION

Annexure-II

TERMS AND CONDITIONS FOR EMPANELMENT

1. The Printers/ Firms/ Vendors/ Suppliers for:
 - All Types of House hold Articles(Kitchen ware /Plastic ware products)
 - All Types of seasonal products & Festival related Items.
 - Trophies, Medals, Badges & Mementoes.
 - Corporate Gift Items.
 - Electronic Items..
 - Ceramic Items.
 - Silver Articles.
 - Photo Frames.
 - Printing of Albums/Souvenir Books.
 - Misc. Items that can be given as Gift.
 - Photography
 - Travel Service Providers

Should have experience of at least 3 (three) years.
2. The Printers/ Firms/ Vendors/ Suppliers should have a PAN No of Income Tax Department and GST Registration.
3. The Printers/ Firms/ Vendors/ Suppliers should have executed works with reputed Private/ Public Limited Companies and Government Institutions.
4. The duration of the empanelment will be for a period of 3 (three) years from the date of empanelment.
5. Application form (Annexure A) and ' Terms and Conditions for empanelment (Annexure B) and other documents should be submitted in closed envelope scribed as : "Application for Empanelment of Prize Items / Gift Articles, Trophies etc." along with non-refundable application fee of Rs.236/- (Rs.200 Plus 18% GST) in form of DD in favour of LIC of India, payable at Goa. Last date for receipt of application form duly completed is up to 5 p.m. on 11.06.2024. Applications received after the last date and time will not be considered and therefore deemed to be rejected.
6. Mere submission of application for empanelment doesn't confer the right of empanelment.
7. 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.
8. That it has been mutually agreed between the Corporation and the Printers/ Firms/ Vendors/ Suppliers/ Transporters that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Senior Divisional Manager, L.I.C. of India, Divisional Office, Goa of the Corporation and his decision shall be binding on the Printers/ Firms/ Vendors/ Suppliers/ Transporters/Company. The Supplier/ Vendor / Firm / Company /Printer / Transporter shall not raise any question of competence of Senior Divisional Manager to act as sold arbitrator.

9. In case of rates are accepted as annual rate contract, the annual rate contract shall remain valid for a period of one year from the date of acceptance.
10. The Corporation reserves the right to cancel the contract / annual rate Contract without assigning any reasons at any time by giving 30 days notice in advance in case of simple termination of contract / annual rate contract; but in case of breach of the terms of the contract, annual rate contract may be terminated forthwith.
11. The Corporation reserves the right to remove / black list any Supplier / Vendor/ Firm / Company from the list of empanelled agencies for any deviation from the agreed terms and conditions, if any activity is observed which is detrimental to the interest of the Corporation.
12. No advance payment will be made for any work order. Apart from all the above conditions, if a firm does not participate in any five tenders, the name of the firm may be removed from our panel of enlisted agencies.
13. All the above terms and conditions are not exhaustive. It is subject to change according to the circumstances by the Corporation.
14. The Corporation reserves the right to accept/reject any/all applications without assigning any reason whatsoever.
15. Period of Empanelment will be for for two years from 01-08-2024 to 31-07-2026 extendable by One year i.e. till 31-07-2027.

Sr. Divisional Manager

Signature of Tenderer / Authorised :

Official with Seal of the firm :

Name :

Designation :