



**LIFE INSURANCE CORPORATION OF INDIA**  
Marketing Department, Central Office, 3<sup>rd</sup> floor,  
"Yogakshema", Jeevan Bima Marg, Mumbai – 400 021.  
Tel: 022-66599356, 022-66598329  
E-mail: [co\\_fpt@licindia.com](mailto:co_fpt@licindia.com) website : [www.licindia.in/tenders](http://www.licindia.in/tenders)

Life Insurance Corporation of India invites APPLICATIONS IN PRESCRIBED FORMAT to be downloaded from <http://www.licindia.com/Tender> & <http://www.tenderwizard.com/LIC> and to be submitted **ONLINE** from qualified Training Institutes (TIs) for imparting Online Pre-recruitment Training to Prospective Agents as per the details given below:

**Request for Proposal for the Empanelment of External Training Institutes (ETIs) for imparting Online Pre-recruitment training to Prospective Agents**

RFP NO.	<b>LIC/CO/Mktg/PRT/2024-25/01</b>
Down loading Period	<b>24.09.2024 ; 10.00 Hrs To 08.10.2024 ; 23.59 Hrs</b>
Last date and time for submission of Pre-Bid queries by email	<b>Date: 27.09.2024- Friday, Time: 17.00 Hrs.</b> <b>Queries must be mailed to <a href="mailto:co_fpt@licindia.com">co_fpt@licindia.com</a> only.</b> <b>Please mention RFP reference in subject line. Queries sent on any other email id and after scheduled date &amp; time shall not be considered.</b>
Last date and time for issuing clarification to queries by email/ website	<b>Date: 01.10.2024- Tuesday, Time: 17.00 Hrs</b> <b>(All clarifications/ results related to this RFP will only be communicated through our website: <a href="http://www.licindia.in/tenders">http://www.licindia.in/tenders</a> &amp; <a href="http://www.tenderwizard.com/LIC">http://www.tenderwizard.com/LIC</a> only.</b>
Date of uploading Forms	The duly filled application form can be uploaded on any day from <b>24.09.2024 till 08.10.2024 up to 23.59 Hours.</b> <b><i>Applications uploaded after last date and time will not be considered.</i></b>
Contact E-mail	<b><a href="mailto:co_fpt@licindia.com">co_fpt@licindia.com</a></b>
Contact persons	Shri Prakash Kumar Sinha, Chief (Marketing) 022-66598562 Smt Sujata Patil, Dy. Secretary (Mktg/FPT) 022-66599428

**Note:** Any addendum/corrigendum/ date extension in respect of above empanelment shall be issued on website: <http://www.licindia.com/Tender> & <http://www.tenderwizard.com/LIC> only and no separate notification shall be issued.

**Training Institutes (TIs)** are therefore requested to regularly visit our website to keep them updated. Detailed application form for downloading is available in this website.

**Dated: 24.09.2024**

**Executive Director (Mktg/PD) & CMO**

(This document is the property of Life Insurance Corporation of India. It should not be copied, distributed or recorded on any medium, electronic or otherwise, without LIC of India's written permission. Use of contents given in this document, even by the authorized personnel/agencies for any purpose other than the purpose specified herein, is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian law.)

**Request for Proposal for the Empanelment of External Training Institutes (ETIs) for imparting Online Pre-recruitment training to Prospective Agents**

**INVITATION FOR PROPOSAL:**

**Request for Proposal Notice**

I. This RFP document invites all the qualified Training Institutes to submit their proposals for **“Empanelment of External Training Institutes for conducting Online Pre-recruitment training to Prospective Agents”** in accordance with the conditions and manner prescribed in this Request for Proposal (RFP) document.

II. Training Institutes are advised to study this RFP document carefully before submitting their proposals in response to the RFP notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

III. This RFP document is not transferable.

**Last date of submission of Application Form:**

Online submission – 08.10.2024 till 23.59 hrs

**Date, time & place of Opening of RFP:**

Date: 09.10.2024, at 11.30 am. At below mentioned address.

Place: LIC OF INDIA, CENTRAL OFFICE, MARKETING DEPTT, 3RD FLR, WEST WING, YOGAKSHEMA, JEEVAN BIMA MARG, NARIMAN POINT, MUMBAI – 400021

## **INSTRUCTIONS TO TRAINING INSTITUTES**

### **Introduction & Issuer:**

The Life Insurance Corporation of India (hereinafter referred to as “**LICI**” or as “**Corporation**”), a statutory Corporation established under the LIC Act 1956, is a leading life insurer of India owned by the Government of India (“**Gol**” or “**Government**”) with 96.5% stake and rest 3.5% with the public, invites the qualified Training Institutes to submit their proposal for “**Empanelment of External Training Institutes for imparting Online Pre-recruitment training to Prospective Agents of LIC of India**” in accordance with the conditions and manner prescribed in this Request for Proposal (RFP) document.

### **Purpose:**

The purpose of this Request for Proposal (RFP) is to seek the services of the qualified Training Institutes for providing online pre-recruitment training on IC-38 syllabus prescribed by Insurance Regulatory Development Authority of India to Prospective Agents. This document provides information to enable the Training Institutes to understand the broad requirements to submit their proposal.

### **Eligibility Criteria:**

1. The Institute must be a registered Company under the Companies Act, 2013 and society & trusts registered under Societies Registration Act of the state. The Institute should submit the relevant documents as proof satisfying the aforesaid criteria.
2. The Institutes should have **experience for more than 3 years** as on date of issue of this RFP in imparting training to prospective Life Insurance Agents as has been mandated by IRDAI and prerequisite to be eligible for Pre-recruitment exam conducted by Insurance Institute of India. The training must be for minimum 25 hours and strictly as per the IC-38 syllabus issued by Insurance Institute of India (III) and amended from time to time. The Institute to submit the relevant documents as proof satisfying these criteria such as Articles of Association or Memorandum of Understanding, etc.
3. The Training Institutes must have valid Company registration certificate / registration certificate from local Government bodies, valid GST registration certificate and PAN number as on date of issue of this RFP. The Institute to provide the necessary documents for the same.
4. Every Institute should have at least one qualified permanent/Full time faculty who is an Associate or Fellow from the Insurance Institute of India / Post graduation qualification in insurance/ MBA in Insurance/ Associate from CII, London/ Diploma from IIRM, Hyderabad to address the queries or clarify/explain topics from the curriculum. Relevant documents to be attached.

5. The Institute must provide separate portal exclusively for on-line training for candidates registered through LIC of India.
6. The Course material as well as mock tests/ revision tests covering all the topics of IC-38 syllabus are to be prepared by Training Institutes in English as well as local language as notified by IRDAI.
7. All the topics have to be covered within 25 hours .There must be some minimum time to be spent on every chapter.
8. A Soft copy of aforesaid course material to be submitted to LIC of India.
9. The training institute shall develop revision test at the end of each chapter and also at the end of completion of training. The time spent on revision test will not be included in 25 hours training.
10. The sponsorship letter issued to the candidates must be available with the training institute.
11. The attendance record of the trainees should be maintained by Training Institute in their system itself. After the training the hard copy of the certificate to be issued to the candidate.
12. The training completion certificate must be issued by the in-charge of the Training Institute under his/her seal and signature.
13. The Training Institute should ensure to have sufficient trainers for providing online training on their payroll as on date of issue of this RFP. Submit the certificate indicating details like name of the employee, designation, current gross salary, PF no/ ESIC no, date of birth, date of joining the organization, total experience in training in years and months, educational qualification, technical qualification and certifications (if any).
14. **The Training Institute should not have been blacklisted at any time by any Insurance Company/ Government / Semi Government / Autonomous bodies in any of the State Union Territory in India. Please submit the self declaration for the same.**

The Training Institutes should also give the details of penalties imposed if any, during the last 5 years by various Legal, Regulatory & Statutory Authorities for violation of or non-compliance with any regulations, statutes, etc of whatsoever description. It is necessary to mention any criminal proceedings that have been initiated or pending during the last five years against Institute or against Incharge of Institutes or faculty members if any. **The certificate has to be furnished even if there are no Penalties imposed.**

The training Institute to hold all the information of the candidates in confidence and will not disclose such information to third party. Further, training institute should ensure that information obtained during training or any other personal information of the prospective

Agents shall not be disclosed by the employees/ concerned personnel of training institutes even after they cease to be employees/personnel of the institutes.

### **Empanelment Response:**

The Training Institutes are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information /documents as specified in the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the risk of Training Institutes and may result in rejection of their proposal. The decision of LIC of India in this regard shall be final and binding on all the Training Institutes.

### **Submission of Empanelment application fee:**

Applicant have to pay Non refundable application fee of Rs. 1000/- (plus GST@18% applicable) towards the processing of empanelment documents which shall be remitted to Bank Account of Life Insurance Corporation of India Central Office through NEFT / RTGS transaction as per details given below or through Demand Draft/Pay Order.

**A scanned copy of the Proof of remittance with transaction number of Empanelment application fees should be uploaded on Portal.**

If the empanelment is cancelled or recalled on any grounds, the Empanelment application fees shall not be refunded to the applicant. Bank account details of LIC of India are given below:

Name of Bank	Union Bank of India (Erstwhile Corporation Bank)
15 Digit Account No.	510101006085031
IFSC Code	UBIN0902217
PAN No. (LIC)	AAACL0582H
Telephone No. of LIC	(022) 66599356 / 66598329

### **Proposal Preparation Costs:**

The Training Institute is responsible for all costs incurred in connection with participation in this process, including, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by LIC of India to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the

empanelment process. LIC of India shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. This RFP does not commit LIC of India to award a contract or to engage in negotiations.

All materials/documents submitted by the Training Institute shall become the property of LIC of India and Training Institute shall maintain confidentiality of such materials/documents/ information.

### **Cost for Training:**

**The cost/fees for the training will be borne by the Candidate attending the training. LIC of India will in no way be responsible for any payment involved in this process.** The empanelled Training Institute must inform prospective candidates as well as to all the relevant parties regarding the fee structure for training through them.

### **Signing of Communication:**

All the communication to LIC of India including this RFP and the empanelment documents shall be signed on each page by the authorized representative of the Training Institute and authority letter should be attached with the Proposal.

### **ETI's Pre-bid queries and LIC of India's responses:**

All pre-bid queries/ enquiries from the Training Institutes, related to this RFP, must be directed through email exclusively to the contact person notified in this RFP document. The preferred mode of delivering such pre-bid queries/enquiries to the above mentioned contact person would be through email to [co\\_fpt@licindia.com](mailto:co_fpt@licindia.com) within the last date and time 27.09.2024; 17.00hrs. In no event, LIC of India will be responsible for ensuring that Training Institutes' pre-bid queries/enquiries have been received/acknowledged by LIC of India.

### **Amendment of RFP Document:**

1. At any time before the deadline for submission of proposals, LIC of India may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Training Institute, modify the RFP document by an amendment. All the amendments made in the document would be posted and displayed on <https://www.licindia.com/Tender> & <https://www.tenderwizard.com/LIC>.
2. The Training Institutes are advised to visit our website on regular basis for checking necessary updates. LIC of India also reserves the rights to amend the dates mentioned in this RFP for proposal process without assigning any reason.
3. In order to accord reasonable time to prospective Training Institutes to take into consideration the amendment/s in preparing their proposal, LIC of India may, at its discretion, extend the last date for the receipt of proposals by a reasonable period.

### **LIC of India's right to terminate the process:**

LIC of India may terminate the RFP process at any time and without assigning any reason. LIC of India makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by LIC of India.

### **Period and Validity of Empanelment:**

The empanelment shall be valid for a period of 2 years from the date of empanelment of the proposal. It may be extended on sole discretion of LIC of India. LIC of India can at any time remove any empanelled Training Institute without giving any reason. The empanelled Training Institute can withdraw from the panel giving 3 months notice.

### **Proposal Ownership:**

The proposal and all supporting documentation submitted by the applicant shall become the property of LIC of India.

### **Minimum requirements to be fulfilled:**

The following conditions are to be fulfilled for the empanelment of the training institute under training center.

- The training institute should be housed in minimum built up space of 600 Sq mts.
- The training institute should have at least 4 computers to provide online training.
- The training institute should have permanent Full time Faculty as stated above
- The training institute should submit the complete documentation on the implementation strategy.

### **Scope of Work:**

To provide 25 hours online pre-recruitment training to candidates for becoming Agent in LIC of India as per the syllabus prescribed by IRDAI and material contained in IC-38 published by Insurance Institute of India. The training must aim to equip the candidate thoroughly to pass the pre-recruitment test.

### **Miscellaneous Terms & Conditions:**

- The Empanelled Training Institute shall be fully responsible for up keep of all the infrastructure of the training institute.
- The empanelled training institute shall offer the courses as per the guidelines and the courses approved by IRDAI from time to time.
- The empanelled training institutes shall be responsible for the entire operational costs during the entire period of empanelment. LIC of India shall not offer any financial assistance to them.

- The empanelled training institute should be operational on all the days from 9 am to 6pm or more except on Sundays and Public holidays.
- The empanelled Training Institute shall award the certification to the successful students who have completed the online pre-recruitment training.
- The empanelled Training Institute shall not share the information of candidates to any third party and maintain confidentiality of data received and acquired by them in this process.
- The empanelled Training Institute should submit the complete documentation on the implementation of training program.
- The team of LIC of India shall inspect the training institute for above points and based on the remarks and comments of the inspection team, LIC of India shall empanel the Training Institute. The decision in this regard shall be final and binding.
- LIC of India may conduct surprise inspection of any of the empanelled Training Institute, at any stage or during empanelled period for the checking the quality and if in case it is observed that any empanelled Training Institute is engaged in fraudulent activities then the same shall be blacklisted for the period as to be decided by LIC of India.
- All the necessary advertisements/publicity for enrolling the candidates has to be undertaken by the Training Institutes at their own cost.

### **Implementation:**

All the operational expenses shall be borne by the empanelled Training Institute till the end of the empanelled period.

### **Technical Support:**

The empanelled training institute shall be responsible for all the technical support and will serve as a single point of contact for all incidents and service requests for the training during the empanelled period.

### **Opening of Proposals:**

- Total transparency will be observed while opening the proposals.
- LIC of India reserves the rights at all times to postpone or cancel a scheduled proposal opening.
- Proposals of the Training Institutes will be opened by the Proposal Evaluation Committee.
- During proposal opening preliminary scrutiny of the proposal documents will be made to determine whether they are complete, the documents have been properly signed, and the proposals are in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.



- To assist on the scrutiny, evaluation & comparison of offers, LIC of India may at its discretion ask some or all the Training Institute for clarification on the offer. The request of such clarification and response shall be necessarily be in writing or through email.
- Any proposal found to be unsatisfactory in terms of methodology may be rejected and will not be considered for further evaluation. The decision of evaluation committee in this matter shall be final and binding.

### **Proposal Evaluation Committee:**

The Proposal Evaluation Committee constituted by the LIC of India shall evaluate the proposal submitted by the Training Institutes. The committee will scrutinize the proposal only on fulfillment of all the requirements as mentioned in this RFP. The Committee constituted by LIC of India shall conduct the site survey of the training institute of only those training institutes who has fulfilled the eligibility criteria and have submitted documentary proof fulfilling the minimum ETI criteria. In case it is observed during the inspection that the information provided by the Training Institute does not match with the criteria, or as per submission of Training Institute, then LIC of India shall reject such proposal. The decision of the proposal Evaluation Committee in the evaluation of the proposal shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

### **Right to accept / reject any or all proposals:**

LIC of India reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to empanelment of ETIs, without assigning any reason.

### **Disqualification Clause:**

In case, the prescribed hours, syllabus and time schedule is not adhered to, the Empanelled Training Institute may be disqualified by LIC of India.

**Executive Director (Mktg/PD) & CMO**

**Encl: Form**

**INFORMATION & INSTRUCTIONS TO APPLICANT FOR USING ONLINE ELECTRONIC  
EMPANELMENT SYSTEM FOR SUBMISSION OF RFP**

1. All the Applicants intending to participate in the RFP processed online, are required to get registered for the Electronic empanelment system on the Portal <https://www.tenderwizard.com/LIC>
2. RFP document can be downloaded as per key dates from website [www.licindia.in/tenders](http://www.licindia.in/tenders) and <https://www.tenderwizard.com/LIC>
3. The Last Date of Submission of RFP is 08.10.2024 up to 23.59 Hours.
4. Obtaining a Digital Signature Certificate:

The RFP submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the applicant for online RFP. Digital signature certificate has two keys i.e. Public Key and Private Key. Public Key is used to encrypt the data and Private Key is used to decrypt the data. Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Signature Certificates are issued by an approved certifying authority, by the controller of Certifying Authorities, Government of India.

The Applicant may obtain **Class III digital signature certificate** from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital signature certificate from one such certifying authority given below which is:-

1. TATA Consultancy Services Ltd.  
11<sup>th</sup> Floor, Air India Building, Nariman Point,  
Mumbai-400021 website – [www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)
2. Sify Communications Ltd.  
III Floor, Tidel Park, 4 Canal Bank Road, Taramani, Chennai-600113.  
Website – [www.safescrypt.com](http://www.safescrypt.com)
3. MTNL Trustline CA  
O/o DGM (IT-CA), 5515, 5<sup>th</sup> Floor, Core-V Mahanagar  
Doorsanchal Sadan, CGO Complex, MTNL,  
Delhi-110003. Website – [www.mtnltrustline.com](http://www.mtnltrustline.com)
4. iTrust CA (IDRBT)

Castle Hills, Road No.1, Masab Tank, Hyderabad,  
Andhra Pradesh -500057. Website – <http://idrbtca.org.in>

5. (n) Code solutions  
301, GNFC Tower, Bodak Dev, Ahmedabad-380054,  
Gujarat. Website – [www.ncodesolutions.com](http://www.ncodesolutions.com)
6. National Informatics Centre Ministry of Communication  
and Information Technology  
A-Block, CGO Complex, Lodhi Road, New Delhi-110003. Website <http://cca.gov.in>.
7. e-Mudhra CA  
3i Infotech Consumer Services Ltd  
3<sup>rd</sup> Floor, Sai Arcade, Outer Ring Road,  
Devarabeesanahalli, Bangalore560036, Karnataka  
Website – <https://eMudhra.com>

5. Applicant may contact the e-tendering service provider on the following telephone numbers or e-mail address for any kind of support activities (officials of tenderwizard.com) :

Name	e-mail address	Landline Phone No.	Mobile No
Help Desk No.		080-40482100/ 08045811365	
Mr. Senthil Raj	senthil@etenderwizard.com		9731467274
Mr. Lokesh H.R.	Lokesh.hr@etenderwizard.com		9686115304
Mr. Raghuprashanth	raghuprashanth@etenderwizard.com		9686115323

E-Tender Help Desk :

“Honganasu”, #137/3, Bangalore Mysore Road,

Opp. KMS Coach Builders, Kengeri, Bangalore – 560 060.”

**FOR Digital Signature Certificate:**

Mobile No. 9969395522

[rudresh.ks@etenderwizard.com](mailto:rudresh.ks@etenderwizard.com)

6. In case of online RFP, if the Digital Signature Certificate issued to the authorized user of a firm is used for signing and submitting documents, it will be considered equivalent to a no-objection certificate/power of attorney to that user. The firm has to authorize a specific

individual via an authorization certificate signed by all partners to use the Digital Signature Certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to RFP on behalf of firm as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority, in case of change of authorized user and that a fresh digital certificate is procured and issued an 'authorization certificate' for the new user. The procedure for application of a digital certificate will remain the same for the new user.

The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

A scanned copy of the authorization certificate shall be uploaded on e-tender Portal on submission of proposal document.

#### 7. Online Viewing of Scheduled date of Empanelment Programme :

The Applicants can view the Empanelment Programme and the time schedule (Key Dates) for the RFP floated using the electronic tendering system on the website <http://www.tenderwizard.com/LIC> and <http://www.licindia.in> under the heading 'Tenders'

#### 8. Download of RFP Documents

Download of RFP documents: The RFP documents can only be downloaded from the Electronic Tendering System on the Portal <http://www.tenderwizard.com/LIC> or LIC website [www.licindia.in/tenders](http://www.licindia.in/tenders).

#### 9. Submission of Online Proposal:

Applicant need to download the RFP documents including the Application form. The application to be filled without making any changes in the format and shall be uploaded on the e-Tender Portal using DSC within the time and last date specified for submission of application in Key Dates. All pages / documents in the RFP should be attested by Authorised Signatory of Training Institute under seal while uploading.

#### 10. Opening of Proposal:

The proposals shall be opened on the published date. The proposals shall be opened in presence of applicants or their authorized representatives, who shall submit their proposals and choose to attend the event of opening of proposals.

#### 11. Key Dates:

The Applicants are strictly advised to follow dates and time as mentioned. The date and time will be binding on all the applicants. The applicants are required to complete the stage within the stipulated time as per the schedule to continue their participation in the

empanelment process. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined.

The applicant should ensure that the status of a particular stage should be shown as “Submitted” before the expiry date and time of that particular stage and he should possess a copy of receipt of completion of each stage to be performed from his end. It will be the sole responsibility of the applicant if the status of a particular stage is “Pending” till the expiry date and time of that stage and he is not able to proceed further in the empanelment process.

**Key Dates:**

Sr. No.	Stage	Start Date & Time	Expiry Date & Time
1	Uploading of RFP for Empanelment by LIC	24.09.2024 10.00 Hrs.	
2	Last date and time for submission of Pre-Bid queries by email/ website	27.09.2024 17.00 Hrs	
3	Last date and time for issuing clarification to queries by email / website	01.10.2024 17.00 Hrs	
4	Downloading of RFP for empanelment & application	24.09.2024 10.00 Hrs.	08.10.2024 23.59 Hrs.
5	Opening of proposals	09.10.2024 at 11.30 Hrs	

**12. More Information-**

No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted application, documents due to missing / duplicate pages, indistinct writing or any other error in the proposal documents. If any corrupt document(s)/File(s) are received by LIC on opening application, the applicant will be solely responsible if their proposal become Non-Bonafide due to corrupt file.

The Application shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the proposal documents. If the proposal is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all

partners constituting the firm. The person signing the application on behalf of another partner(s) or on behalf of a firm or Company shall attach with the application a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract. Scanned copy of the Power of Attorney shall be uploaded on the Portal.

The Life Insurance Corporation of India reserves the right to accept any application or to accept application in part or to reject any or all applications without assigning reasons thereof.

Note: - Applicants participating in empanelment process shall check his/her **validity of Digital Signature Certificate** before applying online at the website <https://www.tenderwizard.com/LIC>. Also, the applicant will be held liable solely, in case, while applying in particular stage - Date & Time expired as per the key dates available on the RFP document. Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Marketing Department which will be suitably informed through the above website - <https://www.tenderwizard.com/LIC> and LIC website - [www.licindia.in/tenders](http://www.licindia.in/tenders).

**APPLICANTS ARE ADVISED TO UPLOAD THE  
APPLICATION FORM & RELEVANT DOCUMENTS  
ONLINE AS PER THE KEY DATES**

**APPLICATION FOR EMPANELMENT OF THE TRAINING INSTITUTE FOR  
IMPARTING ONLINE PRE-RECRUITMENT TRAINING TO PROSPECTIVE AGENTS**

RFP NO.	<i>LIC/CO/Mktg/PRT/2024-25/01</i>
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1. Name of the Training Institute:
2. Date of Establishment: (DD-MM-YYYY)
3. The Address of the Institute:
4. Registration Particulars:  

(Give 1 for Trust, 2 for Society, 3 for Company, 4 for others)

Whether the Institute is a Trust, Society or a Company registered under the relevant legislation or some other body (please specify)

(Furnish the true copies of the Memorandum of Association and Article of Association along with Registration Certificate).
5. In-charge of the Institute:  

(Give the name, address, age, qualifications and experience, contact nos. – Office and home, mobile, e-mail address. Etc)

  - a. Name:
  - b. Age as on application date:
  - c. Qualification:
  - d. Experience (in years)
6. Whether the institute was empanelled by LIC previously? If yes give details like  

a) period of empanelment, b) passing % of pre-recruit candidates:
7. Aims and Objectives of the Institute:
8. Details of Infrastructure:-
  - a) Premises – whether leasehold or free-hold or rented & area in sq. ft.
  - b) No. of classrooms and other particulars, if any,
  - c) No. of computers in class room
9. Total number of Faculty Members.

10. Details about the Faculty Members: Name, qualifications, experience and number of years of association with the Training Institute.
11. Whether soft/hard copy of the study material of IC-38 for 25 hrs Pre-Recruitment Training is available for the candidates, as also reading arrangement for trainees. Kindly mention the languages in which the study material is available.
12. Whether Training Completion Certificate issued by the In-charge of the Institute is with seal & signature.
13. Course fee structure.
14. Other activities of the Training Institute.
15. Affiliations (whether the training Institute is affiliated to any other National/International Institute).
16. Whether empanelled with any other Life Insurance company? If yes give details-
17. Whether the Institute was accredited by IRDAI previously? If yes submit certificate.
18. Other information, if any:
19. Whether Training Institute was/is blacklisted at any time by any Insurance company/ Govt/Semi Govt/ Autonomous Body in India. Submit self Declaration for the same.

**Certification:**

We certify that the above information furnished in connection with empanelment of our training Institute for the purpose of Agency pre-recruitment is true.

Signature of the Authorized Signatory

Name\_\_\_\_\_

Place\_\_\_\_\_

Date \_\_\_\_\_

Designation\_\_\_\_\_

**Seal of the Institute**

**Encl: Self Declaration for not blacklisted/ No Criminal proceedings**