



**Bhavnagar Divisional Office, Sales Department,
2nd Floor, Jeevan Prakash Building, Neelam Baug Circle, Bhavnagar – 364 001.**

ANNEXURE “A”

TERMS AND CONDITIONS FOR EMPANELMENT

- (1) **The firm should have been established at least three years (03 years) before (Copy of Registration certificate must be enclosed.)**
- (2) **The firms should have registration with state & local authorities for undertaking the profession (Copies of state registration & License Issued by local Government Body, VAT / TAN / PAN / CST / GST No. to be enclosed)**
- (3) **If the vendor is already empanelled with other Divisional/Zonal Office/s of LIC of India, copy of such empanelment letter is to be attached with the application.**
- (4) **The empanelment will be valid for the period from 01.01.2024 to 31.12.2025.**
- (5) **The application with enclosures should be signed by the authorized person with official seal/stamp of the firm.**
- (6) **The existing vendors on our panel are also required to apply afresh for empanelment.**
- (7) **Vendors / Firms should keep sufficient stock in hand, so as to comply with requirements without delay.**
- (8) **Vendor should furnish the specific brand or make, in case of authorized dealer (Copy of authorize distributorship / dealership must be enclosed)**
- (9) **Application should reach us on or before 30.11.2023 at 05:00 pm with necessary documents / copy stated in Application form in a closed envelope marked with “APPLICATION FOR EMPANELMENT”.**
- (10) **If any documents submitted by vendors are found to be false/incorrect it would be deemed to be breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.**
- (11) **Incomplete and conditional applications will be rejected.**
- (12) **Corporation reserves the right to cancel your application without giving any reason.**
- (13) **The applications received after the due date and time will not be entertained and therefore deemed to be rejected.**
- (14) **Mere submission of application for empanelment doesn't confer the right to empanelment.**

- (15) The applications submitted with enclosures will be evaluated/scrutinized by the competent committee / authority and short listing will be done after the recommendations made by the said committee/authority.
- (16) If the empanelled Vendors/Distributors/Suppliers to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the concerned office regarding delay or its inability to supply the ordered items, the concerned Divisional Office reserves the right to impose penalty for the delay, to cancel the order and black list the empanelled Vendors/Distributors/Suppliers.
- (17) A Vendor's empanelment may be Terminated/Dropped/Blacklisted from the panel of suppliers at the occurrence of any of the following event:
- i. LIC of India shall be at liberty to terminate the empanelment of the vendor/supplier without any prior notice and also reserves the right to claim the amount of loss incurred by the LIC of India, based on the available invoices submitted by that empanelled Vendors/Distributors/ Suppliers due to breach of any terms of agreement or unsatisfactory/ inefficient working on the part of the Vendors/Distributors/Suppliers.
 - ii. If at any time, it is found that the information provided by the empanelled vendor in any form is incorrect, service and related matters are deficient and result in losses in any form to LIC of India.
- (18) Any dispute subject to BHAVNAGAR jurisdiction.

**SR. DIVISIONAL MANAGER
BHAVNAGAR DIVISION**

Agreed to above terms and conditions for empanelment.

Signature with Office Seal of the Firm

Name _____
Designation _____