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Eastern Zonal Office, Marketing Department, 4 C.R. Avenue, Kolkata - 700072  
Tel. No. 033-2212-9285,033-2212-6482,033-2212-4956 Fax No. 033-2212-4914,

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#### **ANNEXURE "A"**

##### **TERMS AND CONDITIONS FOR EMPANELMENT**

- (1) **The Firms/ Dealers/ Vendors etc should have been established at least three years (03 years) before (Copy of Registration certificate must be enclosed.)**
- (2) **The Firms/ Dealers/ Vendors etc should have registration with State & Local Authorities for undertaking the profession (Copies of State registration/Municipality/Municipal Corporation License. (License Issued by local Government Body, TAN / PAN / GST No. to be enclosed)**
- (3) **If the Firms/ Dealers/ Vendors etc are 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 application with enclosures should be signed by the authorized person with official seal/stamp of the firm.**
- (5) **The existing vendors on our panel are also required to apply afresh for empanelment.**
- (6) **This is a fresh empanelment and the panel shall be valid for 2(Two) years from the date of empanelment.**
- (7) **Application should reach us on or before 20/12/2023 upto 3:30 P.M with necessary documents / copy stated in Application form in a closed envelope marked with "Application for Empanelment of Firms/Dealers/Vendors/ Event Managers"**
- (8) **If any documents submitted 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.**
- (9) **Incomplete and conditional applications will be rejected.**
- (10) **Corporation reserves the right to cancel your application without giving any reason.**
- (11) **The applications received after the due date and time will not be entertained and therefore deemed to be rejected.**
- (12) **Mere submission of application for empanelment doesn't confer the right to empanelment.**

- (13) The applications submitted with enclosures will be evaluated/scrutinized by the Competent Authority/ Committee and short listing will be done after the recommendations made by the said committee/authority.
- (14) Firms/Dealers/Vendors etc have been blacklisted/removed , should not apply. If, applied their application will not be considered.
- (15) If the empanelled Firms/Dealers/Vendors etc 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 Zonal Office reserves the right to impose penalty for the delay, to cancel the order and black list the empanelled Firms/Dealers/Vendors etc.
- (16) Any dispute subject to KOLKATA jurisdiction.

**REGIONAL MANAGER(MARKETING)**

**Agreed to above terms and conditions for empanelment.**

**Signature with Office Seal of the Firm**

**Name** \_\_\_\_\_  
**Designation** \_\_\_\_\_