



INSTRUCTIONS FOR FILLING AND SUBMISSION OF FORM

The Form along with the Annexure A1, A2 and B to I shall be completely filled in all respect along with these instructions for filling and uploading of Enrolment Form.

1. Contractors to note that all particulars required as per the form and Annexures shall be filled in completely in relevant strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected,
3. The eligible agencies, which will be selected for issue of tenders after scrutiny of forms, shall be informed by a letter. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency Certificate from any Nationalized/Scheduled Bank as per advertisement should be submitted along with Form.
5. The Contractors are advised to follow the instructions given below :
 - (a) Enrolment Form shall be filled up in clean handwriting in capital letters or typed.
 - (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
 - (c) The Tenderer should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D
 - (d) The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
 - (e) Copy of Agreement in case of works carried out for private agencies should be enclosed.
6. All the documents submitted are to be self attested by the authorized signatory.
7. Please note that the submission of enrolment form does not confer any right to claim for selection for any tendering process.
8. Chief Engineer/ Divisional Manager(I/C) reserves the right not to issue/ tender to any / all the applicant without assigning any reason whatsoever.

Note:

Solvency Certificate should not be **more than 12 months old** prior to date of publication of this Notice .**Minimum Bank Solvency should be 2.0 Lakh OR Minimum Net Worth should be 1.0 Lakh.**

Similar Nature of work means the characteristics of the completed works should be similar to that for which applications are invited for Empanelment but not Industrial Buildings like Ware House, Factories, Plants etc. unless otherwise mentioned specifically.

Three similar works each costing not less than **Rs 2.00 lac OR**
Two similar works each costing not less than **Rs 2.50 lac. OR**
One similar works each costing not less than **Rs 4.00 lac.**



LIFE INSURANCE CORPORATION OF INDIA

KHARAGPUR DIVISIONAL OFFICE, O.S. DEPTT

MALANCHA, KHARAGPUR, 721304

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The value of executed work (by bidders in the last 7 years) shall be brought to current costing level by enhancing the actual value of work at simple rate of **7% per annum** , calculated from the date of completion of the work to previous day of last date for submission of bids.

In case, qualifying works are from Private Sector, the applicants/bidders to submit payment received details duly certified by Chartered Accountant. If called for documents such as copy of final bill or other relevant documents, to be submitted for verification.

The amount of annual Turn over as given in Prequalification criteria **shall be only for construction works** duly certified by Chartered Accountant. **The Annual Turnover shall be derived by considering average any three financial years having maximum turnover among the last Three financial years.**

Even though any tenderer may satisfy the above requirements , he would be liable to disqualification if he has made misleading or false representation or deliberately suppressed the information in the forms , statements and enclosures required in the eligibility criteria documents ,etc.

The Bidders as a **Joint Venture is not eligible** for participation in Bidding.

Sr. Divisional Manager

**LIFE INSURANCE CORPORATION OF INDIA**

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FORM

Please note that all documents required to be submitted along with filled in form are to be self attested by the authorized person of the applicant with an undertaking that full responsibility is taken by him/her on behalf the applicant for veracity of submitted documents.

| SI.No | QUERY | | ANSWER |
|-------|---|----------------------------|--------|
| 1 | Name of the firm | : | |
| 2 | Address: | | |
| 3 | Local Address: | | |
| 4 | PAN No | | |
| | Valid EPF Registration No | | |
| | Goods & Service Tax (GST) No. | | |
| 5 | Contact Details | Office Phone No. | |
| | | Residence Phone No. | |
| | | Mobile No. | |
| | | Fax No. | |
| | | Email | |
| 6 | Telegraphic Address, if any | | |
| 7 | Month and year in which the firm was established in present name | | |
| 8 | Particulars of old firm (if present firm is new)if main partners of the present firm were working as construction contractors, in some other name in the past (The partnership deed of old firm be enclosed). | | |
| 9 | Particulars of sister construction firms, if any | | |
| 10 | i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc. | | |
| | ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per Annexure A-1. | | |
| | iii) Fill-in enclosed Annexure A-2. | | |



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|--|--|--|--|
| | | | |
| 11 | Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations. | | |
| 12 | Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization(undertakings, boards, corporations, local bodies etc) | | |
| 13 | i) Annual Turn Over for last Three years (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no.) | | YEAR |
| | | i | 2021-2022 |
| | | ii | 2022-2023 |
| | iii | 2023-2024 | Rs. in Lakh |
| | ii) What evidence of proof is enclosed to support the amounts of yearly turnover | | |
| iii) Enclose latest income tax clearance Certificate | | Certificate enclosed for Assessment year _____ | |
| iv) Enclose statement of Accounts of last 3 years as mentioned above duly certified by the Chartered Accountant (i.e.2021-22,2022-23 & 2023-24). | | | |
| 14 | i) Name and complete postal address of bankers | | |
| | ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be attach): | | Name of Bank: Account No: IFSC Code: |
| | iii) Enclose solvency certificate indicating amount. (The certificate should not be more than 12 months old) . Please provide following details about solvency certificate a) Complete address if the Bank who has issued solvency certificate: b)Telephone No. of the Bank connecting Branch Head: c)E-mail ID of the Bank: OR Enclosed Net Worth certificate as per | | |



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| | | | |
|----|---|---|--|
| | Pre-qualification criteria which is certified by Chartered Accountant (Sample Form for Net Worth Certificate – Annexure –II is attached) | | |
| | iv) Bank Guarantee limit with Various banks. | i) Rs.....Lac with..... ii) Rs.....Lac with..... iii) Rs.....Lac with | |
| 15 | i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly Self attested/ Certified. | | |
| | ii) Whose supporting certificate is enclosed | Rs. _____ of _____ Date _____ | |
| 16 | i) Particulars of movable properties duly self attested /certified along with Banker's reference | | |
| | Value of tools & plants | Rs. | |
| | Other Assets | Rs. | |
| | Total | Rs. | |
| | ii) Whose reference is enclosed? | | |
| 17 | Fill in and enclose list of tools as per Annexure-C enclosed. | | |
| 18 | Fill in & enclose Annexure-D giving full particulars about major works completed during past Four years NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given (As per Annexure-III). | | |
| 19 | Work in Progress: | | |
| | i) Whether full details of major work on hand given in Annexure-‘E’ | | |
| | ii) Are copies of work orders for such large works enclosed | | |
| 20 | Whether full information regarding permanent technical staff employed given in Annexure ‘F’ | | |
| 21 | i) How do you normally carry out works of water supply, sanitary and plumbing installations | | |



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| | | | |
|----|--|--|--|
| | ii) Who is the license holder and what is his experience of this work is. | | |
| 22 | i) How do you normally get work of Electrical installations carried out | | |
| | ii) Who is the license holder & what is his experience | | |
| 23 | Any other information the applicant might like to give | | |



A F F I D A V I T

(On Non Judicial Stamp paper of **Rs. 100/-** in case the individual who is the sole proprietor of the firm)

I s/o
..... age years, occupation business r/o
..... do hereby state on oath as under:

That I am residing in locality of District
..... since last years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having it’s office at
District dealing in business of Government, civil contracts and
ancillary works attached therefore.

Hence this affidavit.

Deponent _____

Note: **This Affidavit shall be notarized.**



ANNEXURE A2

CONSTITUTION OF FIRM –
SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER

DETAILS OF CONSTITUTENTS

| Sr. No | Name of sole partner or Director / other High Officials | Age | Share | Technical Experience | | | Whether power of attorney Holder |
|--------|---|-----|-------|----------------------|-------------|---------------|----------------------------------|
| | | | | Year to Year to | As Employee | As contractor | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

SIGNATURE OF CONTRACTOR



ANNEXURE – B

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION

- I. ENROLMENT WITH LIC :
- Name of works for 1)
Which enrolled by 2)
L.I.C. in the past 3)
4)
- Sr. Nos. for which tenders were submitted :
- Sr. Nos. for which work-order was received:

II. ENROLMENT WITH OTHER ORGANISATIONS:

| Sr. No. | Name & Address of Authority with whom you are enrolled | FIRST TIME ENROLMENT | | LAST RENEWAL OR ENROLMENT | | | |
|---------|--|----------------------|----------------------------|---------------------------|-------------------|--------------------|----------------------------|
| | | Year to year | Is copy of letter enclosed | Year to year | Class or Category | Limit (Rs. in Lac) | Is copy of letter enclosed |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | | | | | | | |

SIGNATURE OF CONTRACTOR



PARTICULARS OF SHUTTERING TOOLS AND PLANT

| Sr No. | Item | Specification | Quantity | Estimated Value | Remarks |
|--------|--|---------------|----------|-----------------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1. | a) Shuttering plates b) Shuttering wooden planks c) Wooden props d) Steel props | | | | |
| 2. | Concrete Mixers | | | | |
| 3. | Concrete Vibrators i) Petrol Driven ii) Electric Driven | | | | |
| 4. | Tower Hoist | | | | |
| 5. | Trucks | | | | |
| 6. | Welding Equipments | | | | |
| 7. | Pump-Sets | | | | |
| 8. | Floor-Polishing Machine | | | | |
| 9. | Cranes | | | | |
| 10. | Others | | | | |

SIGNATURE OF CONTRACTOR



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ANNEXURE – D

LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

| Sr. No. | Name and Complete Postal Address of | | | Order | | | Value of work as per final bill (Rs. in Lac) | Commencement of work, month Year | Completion of work, month Year | Penalty levied for delay of completion, if any |
|---------|-------------------------------------|-------|---|-----------------|------------------------------|------------------|--|----------------------------------|--------------------------------|--|
| | Site of Work & Nature of Work | Owner | Authority under whom work was carried out | Ref. No. & Date | Contract Amount (Rs. in Lac) | Is copy enclosed | | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| | | | | | | | | | | |

SIGNATURE OF CONTRACTOR



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ANNEXURE – E

LIST OF WORK IN HAND

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

| Sr. No. | Name and Complete Postal Address of | | | Order | | | Date of commencement of work | Scheduled date of completion of work | Progress made and expected date of completion and reasons for delay, if any |
|---------|-------------------------------------|-------|---|-----------------|---------------------|------------------|------------------------------|--------------------------------------|---|
| | Site of Work & Nature of Work | Owner | Authority under whom work was carried out | Ref. No. & Date | Amount (Rs. in Lac) | Is copy enclosed | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| | | | | | | | | | |

SIGNATURE OF CONTRACTOR



ANNEXURE – F

PARTICULARS OF PERMANENT TECHNICAL STAFF

| Sr. No. | Name | Designation | Age | Academic Qualification | Service with the Firm | Details of Experience Year to Year |
|---------|------|-------------|-----|------------------------|-----------------------|------------------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
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SIGNATURE OF CONTRACTOR



GST REGISTRATION DETAILS FORMAT

ANNEXURE – G

| SR. No. | Requirement | Submissions |
|----------------|---|--------------------|
| 1. | Name of Construction Associate as per GST Registration Certificate | |
| 2. | Address as per GST Registration Certificate | |
| 3. | City | |
| 4. | Police Station | |
| 5. | Postal Code | |
| 6. | Region / State (to provide complete State name) | |
| 7. | Permanent Account Number | |
| 8. | GST IN ID / PROVISIONAL ID Number (copy of acknowledgement is required) | |
| 9. | Business nature as per Registration with GST | |
| 10. | Service Accounting Code / HSN Code | |
| 11. | Contact Person | |
| 12. | Phone Number / Mobile Number | |
| 13. | E-mail ID | |
| 14. | Compliance Rating if updated by GST IN | |

NB: The specific details should also be asked for all new contracts and it should be an integral part of the Contract Document.

"All the Participating Bidders must have valid GST Registration at the time of submission of the Bid".



ANNEXURE- "H"

To,
Sr. Divisional Manager.
LIC of India
Kharagpur Divisional Office
Malancha, Kharagpur-721304

BANKERS CERTIFICATE FROM A BANK

This is to certify that to the best of our knowledge and information that M/s / Shri..... having marginally noted address as a customer of our Bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....)

This certificate is issued without any guarantee or responsibility on the Bank or any of the Officers.

Date:
Place:

(Signature of Authorized Officials)
For the Bank.

NOTE:

1. Banker's Certificate should be on letterhead of the Bank, addressed to Tender Issuing Authority..
1. In case Partnership firm, certificate should include names of all partners as recorded with the Bank.
2. The Bid will not be considered valid if any change to the above format is made.



FORM FOR CERTIFICATE OF NETWORTH FROM CHARTERED ACCOUNTANT

It is to certify that as per the audited Balance Sheet and Profit & Loss Account during the Financial Year 2023-2024 the Net Worth of M/s..... (Name & Registered Address of Individual/Firm/Company) as on 31st. March 2024 is Rs..... (Rupees.....) after considering all liabilities. It is certified that computation of Net Worth based on my/our scrutiny of the Book of Accounts. Records and Documents are true and correct to the best of my/our knowledge.

It is further certified that the Net Worth of the Company has not eroded by more than 30% in the last three years ending 31st March, 2024.

(Signature of Chartered Accountant)
Name of Chartered Accountant:
Membership No. of ICAI:
Date:
Seal

NOTE:

1. The Net Worth certificate should be on letter head of the Chartered Accountant.
2. In case of Bidder is Partnership firm, Certificate should include names of all partners as recorded with the Chartered Accountants.