

LIFE INSURANCE CORPORATION OF INDIA

Divisional Office,
“Jeevan Prakash”
LIC of India,
Divisional Office,
Aligarh-202001 (U.P.)

INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT

The Enrolment [Works up to Rs.5.0 Lacs] form along with the Annexure A1, A2 and B to G shall be completely filled in all respect along with cost of Enrolment Form of Rs.590/- (non-refundable) for each category by way of demand draft/pay-order in favour of Life Insurance Corporation of India payable at Aligarh, Life Insurance Corporation of India, Divisional Office, “Jeevan Prakash, Masoodabad, G. T. Road, Masoodabad, Aligarh along with these instructions for filling and submission of Enrolment Form on or before **05.04.2023 up to 15.00 Hrs.** Please note that no consideration will be given for postal delays.

1. Contractors to note that all particulars required as per the form and Annexure 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 enrolment 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. 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 agencies 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.
5. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Sr. Divisional Manager reserve the right not to issue tender to any/all applicants without assigning any reason whatsoever.

Encl: Enrolment Form with
Annexure A1, A2 and B to G

Sr. Divisional Manager

Signature of Contractor

Note: These instructions for filling and submission of Enrolment Form shall also be signed and submitted along with Enrolment Form with Annexure A1, A2 and B to G.

FORM FOR ENROLMENT OF CONTRACTORS
[Works up to Rs.5.0 Lacs]

I/We _____ am/are desirous of being enrolled on list of contractors for _____ and hereby apply for the same.

SI.NO.	NAME OF WORK	PLEASE MENTIONED THE WORK /CATEGORY FOR WHICH APPLIED
1	Category-I (Electrical, IT & Fire Alarm Maintenance work)	
2	Category-II (Civil, Plumbing, Carpentry, Painting & Horticulture Maintenance work)	
3	Category-III (Air-Conditioning works i.e. Window, Split, Ductable & VRF system-AMC)	
4	Category-IV (Fire-Fighting & Alarm works AMC)	
5	Category-V (On-line UPS & Inverter AMC)	
6	Category-VI (Supply of SMF Batteries for UPS and Battery for Inverter)	

I/We give the following details for your consideration.

SI.NO.	QUERY	ANSWER
1	Name of the firm	
2	Address	
3	PAN No.(Enclose attested copy)	
	TIN No.	
	VAT Registration No.	
	Service Tax registration No.(Enclose attestedcopy)	
4	Contact Details :-	
	Office Phone No.	
	Residence Phone No.	
	Mobile No.	
	Fax No.	
	Email	
5	Trade Licensecertificate &Professional LicenseNo.(Enclose attestedcopy)	
6	Month and year inwhich the firm was established in presentname	
7	Particulars of old firm(if present firm is new) if main partners of the present firm were working as constructioncontractors, in some other name in thepast(The partnership deed of old firm be enclosed).	
8	Particulars of sister construction firms, if any:	
9	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.		
10	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations.		
11	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt./Organization.		
12	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures) Year Rs. In Lakh		Year Rs. in Lakh
		i	2019-20
		ii	2020-21
	iii	2021-22	
ii) What evidence of proof is enclosed to support the amounts of yearly turnover			
iii) Enclose latest income tax clearance Certificate enclosed for Assessment year _____		Certificate enclosed for Assessment year _____	
13	i) Name and complete postal address of bankers		
	ii) Enclose service tax registration certificate indicating amount (The certificate should not be more than 3 months old).		_____ lacs with _____
	iii) Bank Guarantee limit with various banks		i) Rs. _____ lac with _____ ii) Rs. _____ lac with _____ iii) Rs. _____ lac with _____ TOTAL
14	i) Enclose list of immovable properties with complete postal addresses, full description and reasonable market value of property duly supported by certificate of DM/Collector/First Class Magistrate/approved value		
15	i) Particulars of movable properties along with Banker's reference		
	Value of tools & plants		Rs.
	Other Assets		Rs.
	Total		Rs.
	ii) Whose reference is enclosed?		
16	Fill in and enclose list of tools & plants (for energy auditing purpose) as per Annexure-C enclosed.		
17	Fill in & enclose Annexure-D giving full particulars about major works completed during past three years Note: List of only those works which are carried out by firm		

	requesting forenrolment is to be given. Work completion certificate for qualified projects must be notarized with address & contact numbers of issuing authority.		
18	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?		
19	Whether full information regarding permanent technical staff employed given in Annexure 'F'.		
20	i) How do you normally carry out works of water supply, sanitary and plumbing installations		
	ii) Names of the certified Energy auditor from BEE and what his experience of this work is.		
21	Performance Certificate issued by clients during last three years(Enclose attested copy)		
22	Any other information the applicant might like to give		

DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm these annually on 1st January.

I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors in the event of my/our furnishing false particulars in the enrolment form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India authority shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India my remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

PLACE:

DATE:

SIGNATURE OF CONTRACTOR



FOR OFFICE USE ONLY:

ENROLMENT FORM NO. _____ ISSUED TO _____

NOTE: THE FILLED IN ENROLMENT FORM SHOULD REACH IN THE OFFICE ON OR BEFORE
03.12.2014.

SIGNATURE OF ISSUING OFFICER

AFFIDAVIT

(On Non Judicial Stamp paper of Rs. _____ 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 should be notarized.

**LIFE INSURANCE CORPORATION OF INDIA
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	As employee	As contractor	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

**LIFE INSURANCE CORPORATION OF INDIA
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 of Category	Limit (Rs. In Lac)	Is copy of letter enclosed.
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

ANNEXURE-F

Sr.No.	Name	Designation	Age	Academic Qualification	Service with the Firm	Details of Experience year to year
1	2	3	4	5	6	7

Signature of the contractor

ENROLMENT CHECKLIST

CHECKLIST FOR ENROLMENT:

Sr.No.	Description of Enclosure	Refer Item of form
1	Partnership deed/Articles of Association/Affidavit(*), (*) Annexure A-1	9(ii)
2	Annexure (A-2) as supplied	9 (ii) (Particulars of Partners)
3	Annexure-E (as supplied	10 (Particulars of enrolment in (LIC and other Organization)
4	Proof of Turnover	12(ii)
5	Latest I.T.C.C.	12(iii)
6	Service tax registration Certificate	13 (ii)
7	Certificate of Bank Guarantee	13 (iii)
8	Immovable Property Certificate	14 (ii)
9	Movable Property reference	15 (i)
10	(*) Annexure 'C' (as supplied)	16 (Particulars of shuttering tools/plant)
11	(*) Annexure 'D' (assupplied)	17 (List of major works completed during last 4 years)
12	(*) Annexure 'E' (as supplied)	18 (List of work in hand)
13	(*) Copies of work order	18 (ii)
14	(*) Annexure 'F' (as supplied)	19 (Particulars of permanent technical staff)