



**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
SOUTHERN ZONAL OFFICE,
“LIC BUILDING”,
153, ANNA SALAI,
CHENNAI-600 002
PHONE: 044 – 28616136, 28616134
e-mail: sz_engg@licindia.com**

ENROLMENT FORM (Revised)

Empanelment of the contractors for the nature of Civil/Interior/Repairs & Maintenance /Water proofing/structural repairs/Retro fittings related works AND Empanelment of Electrical Installation/Fire Fighting/Fire Alarm/ Solar works/SITC of Lift/UPS & Repairs and Maintenance works under Tamil Nadu and Pondicherry under Southern Zone

Last date for receipt of Physical form of application &Enrolment Fee is 30.01.2024 @ 15.00 Hours.

CONTRACTOR SHOULD SUBMIT SEPARATE FORM & ENROLMENT FEE FOR EACH CATEGORY AND ENROLMENT WILL BE DONE FOR THE CATEGORY FOR WHICH THE CONTRACTOR APPLIED FOR

**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
SOUTHERN ZONAL OFFICE, CHENNAI
FORM FOR ENROLMENT OF CONTRACTORS(Revised)**

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

CONTRACTOR SHOULD SUBMIT SEPARATE FORM & ENROLMENT FEE FOR EACH CATEGORY AND ENROLMENT WILL BE DONE FOR THE CATEGORY FOR WHICH THE CONTRACTOR APPLIED FOR

S. no	Nature of the works	Category by Value	Region (Tamil Nadu/ Pondicherry)	Please mention the work for which category is applied & also tick the category applying for
1	Civil Works/ Modernisation/ Interior Works			
1a	Category I	Up to Rs.2,00,000/-		
1b	Category II	From Rs.2,00,001/- to Rs.5,00,000/-		
1c	Category III	From Rs.5,00,001/- to Rs.15,00,000/-		
1d	Category IV	From Rs.15,00,001/- to Rs.30,00,000/-		
1e	Category V	From Rs.30,00,001/- to Rs.50,00,000/-		
2	Building Painting works/ Repairs Civil & Maintenance works			
2a	Category I	Up to Rs.2,00,000/-		
2b	Category II	From Rs.2,00,001/- to Rs.5,00,000/-		
2c	Category III	From Rs.5,00,001/- to Rs.15,00,000/-		
2d	Category IV	From Rs.15,00,001/- to Rs.30,00,000/-		
2e	Category V	From Rs.30,00,001/- to Rs.50,00,000/-		

S. no	Nature of the works	Category by Value	Region (Tamil Nadu/ Pondicherry)	Please mention the work for which category is applied & also tick the category applying for
3	Waterproofing, structural repairs & retrofitting works			
3a	Category I	Up to Rs.2,00,000/-		
3b	Category II	From Rs.2,00,001/- to Rs.5,00,000/-		
3c	Category III	From Rs.5,00,001/- to Rs.15,00,000/-		
3d	Category IV	From Rs.15,00,001/- to Rs.30,00,000/-		
3e	Category V	From Rs.30,00,001/- to Rs.50,00,000/-		

ELECTRICAL :

S. no	Nature of the works	Category by Value	Region (Tamil Nadu/ Pondicherry)	Please mention the work for which category is applied & also tick the category applying for
4	Electrical Installations/ Fire Fighting/Fire Alarm/ Electrical Repairs & maintenance works/Solar works			
4a	Category I	Up to Rs.2,00,000/-		
4b	Category II	From Rs.2,00,001/- to Rs.5,00,000/-		
4c	Category III	From Rs.5,00,001/- to Rs.15,00,000/-		
4d	Category IV	From Rs.15,00,001/- to Rs.30,00,000/-		
4e	Category V	From Rs.30,00,001/- to Rs.50,00,000/-		

S. no	Nature of the works	Category by Value	Region (Tamil Nadu/ Pondicherry)	Please mention the work for which category is applied & also tick the category applying for
5	SITC of Lift			
5a	Category I	Up to Rs.50.00 Lakh		
6	UPS			
6a	Category I	Up to Rs.50.00 Lakh		

ANNEXURE – H

ENROLMENT FORM “CHECKLIST”

Si. No.	Description of Enclosure	Refer Item of form	Enclosed YES/NO
1.	Annexure “A”	Performance report of works	
1.	Partnership deed/ Articles of Association/ Affidavit (★) (★) Annexure A-1		
2.	Annexure (A-2) as supplied	(Particulars of Partners)	
3.	Annexure – B (as supplied)	(Particulars of enrolment in LIC and other Organization)	
4.	Proof of Turnover		
5.	Latest I.T.C.C.		
6.	Solvency Certificate		
6A	Net Worth Certificate		
7.	Certificate of Bank Guarantee		
8.	Immovable Property Certificate		
9.	Movable Property reference		
10.	(★) Annexure ‘C’ (as supplied)	(Particulars of shuttering tools/ plant)	
11.	(★) Annexure ‘D’ (as supplied)	(List of major works completed during last 7 years)	
12.	(★) Annexure ‘E’ (as supplied)	(List of work in hand)	
13.	(★) Copies of work orders		
14.	(★) Annexure ‘F’ (as supplied)	(Particulars of permanent technical staff)	
15.	(★) Annexure ‘G’ (1 & 2)	(Particulars for Bidding Capacity)	

I / We give the following details for your consideration.

Sl.no	QUERY		ANSWER
1	Name of the firm		
	Proprietary / Corporate		
2	Address	OFFICE	
		RESIDENTIAL	
3	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.		
	ii) Upload 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 .		
4	PAN No		
	TIN No.		
	GST Registration No.		
5	Registration with EPF and Details		
6	Registration as per Labour Act and Details		
	Name and Designation of the persons who is / are authorized to deal with LIC of India.		
7	Contact Details	Office Phone No.	
		Mobile No.	
		Fax No.	
		e-mail	
8	Month and year in which the firm was established in present name		
9	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 uploaded)		
10	Particulars of sister construction firms, if any:		
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. / Organisation (Undertakings, boards, Corporations, local bodies etc.,)		
13	Annual Turn Over of any three financial years having maximum turnover among last Five Financial years. (upload the self attested Statement of Accounts of any three financial years having maximum turnover among last Five Financial years of duly certified by Chartered Accountant with Registration Number Details of works and ATO are to be filled up in Annexure-G. The Bank Statement for last 12 months shall be uploaded.		YEAR
			Rs. in Lakh
		i	2019-20
		ii	2020-21
		iii	2021-22
		iv	2022-23
		v	2023-24
	ii) What evidence of proof is uploaded to support the amounts of yearly turnover		
	iii) Upload latest income tax clearance Certificate		Certificate of chartered accountant uploaded for Assessment year.....
14	i) Name and complete postal address of bankers and statement of accounts of last 3 consecutive years duly certified by Chartered Accountant with registration number etc.		
	ii) NEFT and Bank Account Details		Name of Bank :
			Account No.
			IFSC Code :
			Cancelled cheque to be uploaded
iii) Upload solvency certificate indicating amount (The certificate should not be older than One year from the last date of submission of application for empanelment).			
iv) Bank Guarantee limit with Various banks		i) Rs. _____ Lac with _____	
		ii) Rs. _____ Lac with _____	
		iii) Rs. _____ Lac with _____	
		TOTAL	
15	i) Upload list of immovable properties		

	with complete postal addresses, full description & reasonable market value of property duly supported by certificate of DM/ Collector/ First Class Magistrate/ approved valuer.		
	ii) Whose supporting certificate is enclosed		Rs. _____ of _____ Date _____
16	i) Particulars of movable properties along with Banker's reference		
	Value of tools & plants		Rs.
	Other Assets		Rs.
	Total		Rs.
	ii) Whose reference is uploaded?		
17	Fill in and upload list of tools & plants as per Annexure-C enclosed.		
18	Fill in & upload Annexure-D giving full particulars about major works completed during past seven years NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given. Work completion certificate for qualified projects must be uploaded with address & contact numbers of issuing authority		
19	Work in Progress:		
	i) Whether full details of major work on hand given in Annexure 'E' Note: The details must be self attested.		
	ii) Are copies of work orders for such large works uploaded		
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		
	ii) Who is the license holder and what 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		

DECLARATION

I/We agree to notify the officer accepting this application for Empanelment of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm.

I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to consider my/our name from Life Insurance Corporation of India list of empanelled contractors 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 pre-qualification bid 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 Enrollment 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 may disqualify my/our name from the Empanelment.

PLACE:
DATE :

SIGNATURE OF CONTRACTOR

ANNEXURE – ‘A’

PERFORMANCE REPORT OF WORKS REFERRED IN EMPANELMENT

1. Name of work/project & location:
2. Agreement no.
3. Estimated cost
- 4a. Tendered cost
- 4b. Actual cost as per final bill
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Period of delay beyond stipulated date of completion, if any
 - (a) Extended period without imposition of Penalty: Days/ Months.
 - (b) Extended period with imposition of Penalty: Days/ Months
8. Performance Report

I)	Contractors Site organisation	:	(a) Well organised, (b) Adequate, (c) Poorly organised
II)	Quality of materials with reference to specifications	:	(a) Good, (b) Satisfactory, (c) Poor
III)	Workmanship and Supervision	:	(a) Good, (b) Satisfactory, (c) Poor
IV)	Labour Relations and facilities	:	(a) Good, (b) Satisfactory, (c) Poor
V)	Attitude towards settlement of disputes and differences	:	(a) Co-operative (b) Non Co-operative.
VI)	Safety Record (a) Were there any accidental / structural collapses at site (b) If answer to (a) is Yes, state whether due to		i) Yes ii) No i) Negligence ii) Improper work. iii) Reasons beyond control

9. Any other Remarks: _____

Dated

Executive Engineer or Equivalent

(**Note:** This format shall be part of Empanelment Form and the Contractor shall obtain Performance Certificate from the Employer in above format and submit along with Enrollment form)

ANNEXURE – A1

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 should be notarized.**

ANNEXURE A2

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

ANNEXURE – B

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION

I.

Name of works for Which enrolled by L.I.C. in the past	1)	
	2)	
	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 enclose d	Year to year	Class or Categor y	Limit (Rs. in Lac)	Is copy of letter enclose d
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

ANNEXURE – C

**LIFE INSURANCE CORPORATION OF INDIA
 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



LIC/SZ/CHENNAI

SZ/ENGG/EMPMT.

**ANNEXURE – D
LIFE INSURANCE CORPORATION OF INDIA**

LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

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	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

**LIFE INSURANCE CORPORATION OF INDIA
 LIST OF WORK IN HAND**

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



LIC/SZ/CHENNAI

SZ/ENGG/EMPANELMENT

Name of contractor:

ANNEXURE- 'G'/1

A.Completed Works of similar nature.

Sl. No	Name of work	Contract value	Actual value	D.O.S	D.O.C.	Period in months	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	Remarks



LIC/SZ/CHENNAI

SZ/ENGG/EMPANELMENT

B. In hand works of similar nature.

ANNEXURE- 'G'/1

S. No	Name of work	Contract value	Actual value	D.O.S	D.O.C.	Period in months	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	Balance work to be completed

Name of contractor:

ANNEXURE- 'G'/2

A. Completed Works of similar nature.

S. No	Name of work	Annual Turn Over							Remarks
		2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	

B. In hand works of similar nature.

S. No	Name of work	Annual Turn Over							Balance work to be completed
		2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	

SIGNATURE OF CONTRACTOR

ANNEXURE I

To

Chief Engineer / Dy. Chief Engineer(I/C),
..... Office,

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.....).

(Signature of Authorized official)
For the Bank

NOTE

1. Banker's certificate should be on letter head of the Bank, addressed to Tender issuing Authority.
2. In Case of partnership firm, certificate should include names of all partners as recorded with the bank.
3. The enrolment form will not be considered valid if any change to the above format is made.

Annexure II

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, the Net Worth of M/s.....(Name & Registered Address of Individual / Firm / Company) as on 31st March(**previous financial year** from the year in which NIT is published / application invited for Empanelment) is Rs.....(Rupees.....) after considering all liabilities. It is certified that computation of Net Worth based on my / our scrutiny of the Books of Accounts, Records and Documents is true and correct to the best of my / our knowledge.

(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.

LIFE INSURANCE CORPORATION OF INDIA

**ENGINEERING DEPARTMENT
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NOTICE Inviting Empanelment of the contractors for the nature of Civil/Interior/Repairs & Maintenance /Water proofing/structural repairs/Retro fittings related works AND Empanelment of Electrical Installation/Fire Fighting/Fire Alarm/ Solar works/SITC of Lift/UPS & Repairs and Maintenance works under Tamil Nadu and Pondicherry under Southern Zone

Last date for receipt of Physical form of application &Enrolment Fee is 30.01.2024 @ 15.00 Hours.

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TITLE OF THE ADVERTISEMENT DISPLAYED IN E-TENDER WIZARD PORTAL/
CPPP/ LIC-TENDER PAGE WEB SITE :

NOTICE INVITING Empanelment of the contractors for the nature of Civil/Interior/Repairs & Maintenance /Water proofing/structural repairs/Retro fittings related works AND Empanelment of Electrical Installation/Fire Fighting/Fire Alarm/ Solar works/SITC of Lift/UPS & Repairs and Maintenance works under Tamil Nadu and Pondicherry under Southern Zone.

LIFE INSURANCE CORPORATION OF INDIA

**ENGINEERING DEPARTMENT
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PHONE: 044 - 28616121, 28616124, 28616134

e-mail: sz_engg@licindia.com

sz_enggmaint@licindia.com

PRE QUALIFICATION NOTICE

Life Insurance Corporation of India intends to invite enrolment of contractors for Civil/Interior/Repairs & Maintenance /Water proofing/structural repairs/Retro fittings related AND Electrical Installation & Repairs and Maintenance works in various categories as given below:



LIC/SZ/CHENNAI

SZ/ENGG/EMPANELMENT/01

1. Up to Rs.2,00,000/-
2. From Rs.2,00,001/- to Rs.5,00,000/-
3. From Rs.5,00,001/- to Rs.15,00,000/-
4. From Rs.15,00,001/- to Rs.30,00,000/-
5. From Rs.30,00,001/- to Rs.50,00,000/-

ELIGIBILITY CRITERIA

S No.	Category for empanelment cost of work	Minimum solvency or Minimum Net worth	Minimum solvency or Minimum Net worth		Avg. Annual Financial Turn over in Lakhs	Qualifying value of work completed during last 7years
			Solve ncy in lakhs	Net worth in lakhs		
(1)	(2)	(3)	(4)	(5)	(6)	
1	ARC/AMC for all nature of work Estimated amount up to Rs.2.00L	0.80	0.10	2.00	Total value of similar maintenance works done in a year of Rs.2.00L	
2	ARC/AMC and other works Estimated amount up to Rs.5.00L	2.00	0.50	5.00	3 similar works costing not less than 2.00L or 2 similar works costing not less than 2.5L or 1 similar work costing not less than 4.00L	
3	Works with estimated amount up to Rs.15.00L	4.00	1.00	5.00	3 similar works costing not less than 4.00L or 2 similar works costing not less than 5L or 1 similar work costing not less than 8.00L	
4	Works with estimated amount up to Rs.30.00L	9.00	2.25	11.25	3 similar works costing not less than 9.00L or 2 similar works costing not less than 11.25L or 1 similar work costing not less than 18.00L	

25 SIGNATURE OF THE CONTRACTOR

5	Works with estimated amount up to Rs.50.00L	16.00	4.00	20.00	3 similar works costing not less than 16.00L or 2 similar works costing not less than 20L or 1 similar work costing not less than 32.00L
6	SITC of Lift, UPS of Value less than Rs.50.00 Lakh	2 times the estimated cost put to the tender	50% of the estimated cost put to the tender	10 times the estimated cost put to the tender	3 similar works costing not less than 40% of estimated Cost (or) 2 similar works costing not less than 50% of estimated Cost (or) 2 similar works costing not less than 80% of estimated Cost

Notes:

1. **Solvency Certificates** : The Solvency/Banker Certificate of amount should not be less than as specified above in column (3) and should not be more than one year old from the last date of submission of application for empanelment. Solvency/banker Certificate should have been issued by a scheduled commercial (i.e Indian or Foreign banks included second schedule of Reserve Bank of India Act 1934 excluding Co-Operative Banks or regional Rural Banks) (Sample form for Solvency certificate –**Annexure I** is attached)

or

2. **Net Worth certificate** : Net worth certificate should not be less than as specified in column (4) issued/certified by Chartered Accountant on basis of Final Audited account or Provisional Account Statement in case final audited account statements are not available (Sample form for net worth certificate-**Annexure II** is attached).
3. **Average Annual financial Turn Over:** The Applicant should have Average Annual Financial Turn Over of amount not less than as specified above in column (5) and shall be derived by considering average of any three financial years having maximum turnover among last five financial years ending 31st March of previous Financial Year in which application for empanelment is invited. (Scanned copy of certificate from CA to be uploaded).

Note: in case final audited account statements are not available for the last year, then provisional account statements can be submitted duly certified by Chartered Accountant.

4. Qualifying Value of Work completed during last 7 Years:

- i) 7 years shall be considered from last day of month previous to the one in which applications are invited for empanelment.
- ii) For arriving at current cost of similar works, value of qualifying work executed shall be brought to current costing level by enhancing the actual value of work at a simple rate of 7% per annum calculated from the date of completion to the last date of submission of application of Empanelment.
- iii) Similar nature means the characteristics of the completed works should be Similar to that for which applications are invited for empanelment.
- iv) The applicants need to submit completion certificate for all qualifying works,
Containing the details such as date of commencement & completion, details of similar nature of works, final completion cost duly certified by the authorised officials in case of Govt/ Semi Govt. or Public Sector Undertaking.
- v) In case, qualifying works are from Private sector, the applicants to submit Payment received details duly certified by the Chartered Accountant. If called for documents such as copy of final bill, Form 26AS and Form 16A or other relevant documents, to be submitted for verification.

5. Disqualification:

Even if an applicant meets qualification criteria, he shall be subject to disqualification

if he or any one of the constituent partner/ Director is found to have:

- i) Made misleading or false representation in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements **and / or**
- ii) Records of poor performance during the last five years, as on the date of NIT, such as abandoning the work, rescission of the contract for reason which are attributable to non performance of the contractor, inordinate delay in completion, consistent history of

litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy .

6. **Joint Venture-** Joint Ventures applicants will not be considered.
7. Application for Empanelment, tenders and all communications till award of work shall be signed only by Proprietor of Proprietorship firm/Authorised partner in case of partnership Firm/Authorised person of company, Public, Limited firm etc. For these purposed, power of attorney shall not be considered. Power of Attorney may be considered for specific purpose after award of work such as for site instructions/communications, signing bills and other related matters for billings and payments etc.,
8. Performance Report for qualifying works shall be called from Client as per Proforma-**Annexure A**.
9. In case of change in the name of Firm/Changes in partners, proper authentic documents/memorandum/registration in support of such changes shall be submitted by the applicant before empanelment or afterwards as case may be, for scrutiny and processing.
10. Contractor has to submit the application as under:
 - a) Big Sealed envelope consisting of two separate sealed envelopes as per the following with super scribing the subject of the notice shall be submitted in physical form :
 - (a) Enrolment form Fee (non-refundable) of Rs. 500/- Plus 18% GST i.e Rs.590/- **per Category** in the form of Demand Draft/Pay order in favour of "Life Insurance Corporation of India" payable at Chennai or Cash remitted receipt from ZO Chennai Cash Counter.
 - (b) Filled in application with all supporting documents, The contractor shall fill, signed & stamp in the enrolment form with all supporting documents.

- (c) Address to which the filled-in application with necessary documents and enrolment form Fee of Rs 590/- in a sealed envelope is to be submitted:

**THE CHIEF ENGINEER,
ENGINEERING DEPARTMENT
SOUTHERN ZONAL OFFICE,
“LIC BUILDING”, 9th FLOOR,
153, ANNA SALAI,
CHENNAI-600 002.**

PHONE: 044 - 28616121, 28616124, 28616134

e-mail: sz_engg@licindia.com

sz_enggmaint@licindia.com

Note:

- (a) Any agency applied and fulfilling the selection criteria may not be considered for enlistment if unsatisfactory performance report/s is/are received for the Completed projects from their previous Employer.
- (b) The Chief Engineer reserves the right to not consider of any/ all the Applicants at his sole discretion without assigning any reason whatsoever.
- (c) Only for pre-qualification criteria of minimum value of similar nature of work done 7 years period will be considered.
- (d) The works contract does not falls within the ambit of Public Procurement Policy-2012 and MSME act. Hence the Benefits of MSME act are not extended to the contractors for this work.

CHIEF ENGINEER

**LIFE INSURANCE CORPORATION OF INDIA
INSTRUCTIONS IN REGARD TO SUBMISSION OF
APPLICATIONS**

NOTE: Applicants should note that non-compliance of the following instructions will render the application liable for rejection.

1. **Address to which the filled in application with necessary documents and enrolment form Fee of Rs 590/- (incl GST) PER CATEGORY in a sealed envelope is to be submitted:**

**THE CHIEF ENGINEER,
ENGINEERING DEPARTMENT,
SOUTHERN ZONAL OFFICE,
“LIC BUILDING”, 9th FLOOR,
153, ANNA SALAI,
CHENNAI-600 002
PHONE: 044 - 28616121, 28616124, 28616134
e-mail: sz_engg@licindia.com
sz_enggmaint@licindia.com**

2. **Last date for receipt of application is 30.01.2024 @ 15.00 Hours.**
3. Applicants should ensure that the application is received before the due date and time specified in the Key Dates and time.
4. Applicants should note that application should remain open for consideration for a minimum period of **THREE MONTHS** from the date fixed for the receipt of applications.

5. The Life Insurance Corporation of India reserves the right to accept any application or to accept applications in part; to reject any or all applications without assigning reasons thereof.
6. Applicants are requested to download the application (either excel or PDF) from e-tender Wizard portal (<http://www.tenderwizard.com/LIC>)
(or) CPPP
(or) LIC Website under Tender Sections
(or) can be collected through e-mail mentioned above in SI No:1
(or) can be collected in person from the above mentioned address
in SI No:1
7. e-tender Wizard portal:

Office Address :	Help Desk Contact Details:
<p>Antares Systems Limited “Honganasu”, #137/3, Bangalore Mysore Road, Opp. KMS Coach Builders, Kengeri, Bangalore – 560 060</p>	<p><u>Regarding Registration Contact Nos:</u> Tel: 080-8045982100/121/133/140 Lokesh - 9686115304 Dinesh – 9894191904</p> <p><u>Regarding DSC Contact Nos:</u> Lokesh - 9686115304 Dinesh – 9894191904</p>