



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE
"JEEVAN PRAKASH", 30, HAZRAT GANJ
LUCKNOW**

ENROLMENT OF CONTRACTORS



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE
"JEEVAN PRAKASH", 30, HAZRAT GANJ
LUCKNOW

PRE - QUALIFICATION OF CONTRACTORS

Life Insurance Corporation of India, Divisional Office Lucknow intends to invite Enrolment of Contractors for various properties under Divisional Office Lucknow for following category ARC/AMC/Tender works which includes Civil (including sanitary & plumbing), Electrical, Air conditioning AMC Works, UPS AMC Works, Fire Alarm & Fire Fighting Works including AMC, Anti Termite Works, Water proofing Works and supply of SMF batteries for UPS. The details are as follows:

S. No.	Category for empanelment on basis of estimated cost of work/Nature of Work	Minimum Solvency or Minimum Net Worth		Average Annual Turnover for last three FY 2020-21, 2021-22 & 2022-23	Qualifying value of works completed during last 7 Years
		Solvency	Net Worth		
1	2	3	4	5	6
1	Category-A (Civil & Plumbing /Sanitary ARC/AMC works up to Rs.2.0 lakh)	0.80 lakh	0.10 Lakh	2.0 lakh	Total value of similar nature maintenance works done in a year of Rs.2.0 Lakh
2	Category-B (Civil & Plumbing /Sanitary ARC/AMC & other works with estimated tender amount up to Rs.5.0 lakh)	2.00 lakh	0.50 Lakh	5.00 Lakh	Three similar works each costing not less than 2.00 lakh OR Two similar works each costing not less than 2.50 lakh OR One similar works each costing not less than 4.00 lakh
3	Category-C (Electrical ARC/AMC works up to Rs.2.0 lakh)	0.80 lakh	0.10 Lakh	2.0 lakh	Total value of similar nature maintenance works done in a year of Rs.2.0 Lakh
4	Category-D (Electrical ARC/AMC and other works with estimated tender amount up to Rs.5.0 lakh)	2.00 lakh	0.50 Lakh	5.00 Lakh	Three similar works each costing not less than 2.00 lakh OR Two similar works each costing not less than 2.50 lakh OR One similar works each costing not less than 4.00 lakh

5	Category-E (Fire fighting & Fire Alarm ARC/AMC and other works with estimated tender amount up to Rs.5.0 lakh)	2.00 lakh	0.50 Lakh	5.00 Lakh	Three similar works each costing not less than 2.00 lakh OR Two similar works each costing not less than 2.50 lakh OR One similar works each costing not less than 4.00 lakh
6	Category-F (Air Conditioning ARC/AMC and other works with estimated tender amount up to Rs.5.0 lakh)	2.00 lakh	0.50 Lakh	5.00 Lakh	Three similar works each costing not less than 2.00 lakh OR Two similar works each costing not less than 2.50 lakh OR One similar works each costing not less than 4.00 lakh
7	Category-G (Water proofing ARC/AMC and other works with estimated tender amount up to Rs.5.0 lakh)	2.00 lakh	0.50 Lakh	5.00 Lakh	Three similar works each costing not less than 2.00 lakh OR Two similar works each costing not less than 2.50 lakh OR One similar works each costing not less than 4.00 lakh
8	Category-H (Anti-termite ARC/AMC and other works with estimated tender amount up to Rs.5.0 lakh)	2.00 lakh	0.50 Lakh	5.00 Lakh	Three similar works each costing not less than 2.00 lakh OR Two similar works each costing not less than 2.50 lakh OR One similar works each costing not less than 4.00 lakh
9	Category- I (UPS ARC/AMC and other works with estimated tender amount up to Rs.5.0 lakh)	2.00 lakh	0.50 Lakh	5.00 Lakh	Three similar works each costing not less than 2.00 lakh OR Two similar works each costing not less than 2.50 lakh OR One similar works each costing not less than 4.00 lakh

10	Category- J (Supply of SMF batteries for UPS ARC/AMC and other works with estimated tender amount up to Rs.5.0 lakh)	2.00 lakh	0.50 Lakh	5.00 Lakh	Three similar works each costing not less than 2.00 lakh OR Two similar works each costing not less than 2.50 lakh OR One similar works each costing not less than 4.00 lakh
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Only contractors who have carried out similar nature of work and fulfilling above criteria shall apply to the * **“Senior Divisional Manager”, Life Insurance Corporation of India,(Divisional Office: “Jeevan Prakash” 30, Hazratganj, Lucknow, Pin -226001)** for enrolment form. Enrolment forms will be available on payment of **Rs. 590** (including GST)(**Rupees Five Hundred Ninety Only** non refundable for above at cash counter during cash hours or in form of demand draft/ Banker Cheque in favour of **“Life Insurance Corporation of India”** payable at **Lucknow** from **05.02.2024 to 19.02.2024 up to 13.00 hrs** on working days during office hours. The Enrolment form can also be downloaded from our website: www.licindia.in/tenders. In case of the downloaded enrolment form the same shall be submitted duly filled - up along with the relevant documents and the demand draft/ banker cheque drawn in favour of **Life Insurance Corporation of India** payable at Lucknow. The complete set of filled in Enrolment form shall be submitted to **“Senior Divisional Manager”, Life Insurance Corporation of India,(Divisional Office: “Jeevan Prakash” 30, Hazratganj, Lucknow -226001 on or before 19.02.2024 up to 15.00 hrs.**

Notes:

1. **Solvency certificate:-** Solvency/ Banker certificate (not more than six months older than the last date of submission of application for empanelment) to be obtained from a Scheduled Commercial (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative Banks or Regional Rural banks)
2. **Net Worth Certificate:-** Net worth certificate by Certified chartered Accountant (Sample Form for Net worth Certificates-Annexure-II is attached)
3. **Average Annual Financial turn Over:-** - The applicant should have Average Annual Financial Turn Over for last three years ending 31st March of previous financial year in which application for empanelment is invited. (Certificate from CA to be submitted).
4. **Qualifying value of work completed during last 7 years:-**
 - i. 7 years shall be considered from the last day of month previous to 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 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 work 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, details of similar nature of works, final completion cost duly certified by authorized official in case of Govt./Semi Govt. or Public Sector undertaking.
 - v. In case of qualifying works are from Private Sector, the applicants/bidders to submit payment received details duly certified by Chartered Accountant. Id called for documents such as copy of final bill or other relevant documents, to be submitted for verification.
5. **Disqualification:-** Even if an applicant meets the qualifying criteria, he shall be subject to disqualification if he or anyone of the constituent Partner/Director is found to have:
- i) Made misleading or false representations in the forms, statements, affidavits and attachment 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 reasons which is attributable to non performance of the contractor, financial failure due to bankruptcy.
6. The bidder as a joint venture is not eligible for participation in bidding.

Senior Divisional Manager reserves the right to reject/issue of tender to any contractor at his sole discretion without assigning any reason whatsoever.

Date:-04.02.2024

Senior Divisional Manager

ENROLMENT FORM



**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE
"JEEVAN PRAKASH", 30, HAZRAT GANJ
LUCKNOW**

INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM

The Enrolment 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.590.00** (including GST) (non-refundable) by way of cash at cash counter during office hours / demand draft /banker cheque in favour of **"Life Insurance Corporation of India"** payable at **Lucknow**, addressed to the **Senior Divisional Manager, Life Insurance Corporation of India, Divisional Office: "Jeevan Prakash" 30, Hazratganj, Lucknow -226001**) along with these instructions for filling and submission of Enrolment Form on or before **19.02.2024 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 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 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. Latest Solvency Certificate from any Nationalised / Scheduled Bank as per advertisement should be submitted along with Enrolment 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 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.

6. **Separate application must be submitted for different category of works along with non refundable amount of Rs 590/- (including GST) each towards processing fee in the form of cash at cash counter /Demand Draft / Banker Cheque drawn in favour of LIFE INSURANCE CORPORATION OF INDIA, payable at Lucknow. This is applicable when an applicant submits application for more than one category of works.**
7. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Senior Divisional Manager reserves the right not to issue tender to any / all applicants without assigning any reason whatsoever.

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.

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

Signature of Contractor

Senior Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
 DIVISIONAL OFFICE
 "JEEVAN PRAKASH", 30, HAZRAT GANJ
 LUCKNOW

FORM FOR ENROLMENT OF CONTRACTORS

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

Sl. No.	Name of Work	Please mention the Category/work for which applied.
1		

I / We give the following details for your consideration.

S. No	QUERY		ANSWER
1	Name of the firm	:	
2	Address		
3	PAN No		
	TIN No.		
	VAT Registration No.		
	Service Tax Registration No.		
	GST Registration No		
4	Contact Details	Office Phone No.	
		Residence Phone No.	

		Mobile No.		
		Fax No.		
		Email		
5	Telegraphic Address, if any			
6	Month and year in which the firm was established in present name			
7	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).			
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		YEAR	Rs. in Lakh
		i	2020-21	

	figures)	ii	2021-22	
		iii	2022-23	
	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 _____	
13	i) Name and complete postal address of bankers			
	ii) Enclose solvency certificate indicating amount (The certificate should not be more than 3 months old).			
	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 & reasonable market value of property duly supported by certificate of D.M./Collector/First Class Magistrate/ approved valuer.			
	ii) Whose supporting certificate is enclosed		Rs. _____	
			of _____	
			Date _____	
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 as per Annexure-C			

	enclosed.		
17	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. 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' Note: The details must be notarized .		
	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) Who is the license holder and what his experience of this work is.		
21	i) How do you normally get work of electrical installations carried out		
	ii) Who is the license holder & what is his experience (Electrical Contractor's License Number and date of expiry of License. (Enclose copy))		
22	Any other information the applicant might like to give		

Note: Attached duly self attested Photocopy of Income Tax, Pan No, vat registration, authorized dealership certificate , service Tax/GST Registration Number, copy of electrical license etc. (Enclosed with enrolment form)

Signature of Contractor
(with seal & date)

Office: Life Insurance Corporation of India , Divisional Office: "Jeevan Prakash" 30,
Hazratganj, Lucknow

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 may 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 19.02.2024 up to 15.00 hrs**

SIGNATURE OF ISSUING OFFICER

Office: Life Insurance Corporation of India , Divisional Office: "Jeevan Prakash" 30, Hazratganj, Lucknow

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 notarize**

Office: Life Insurance Corporation of India , Divisional Office: “Jeevan Prakash” 30,
Hazratganj, Lucknow

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	As Employe	As contract	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

ANNEXURE – B

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 or Category	Limit (Rs. in Lac)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF CONTRACTOR

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

LIFE INSURANCE CORPORATION OF INDIA

LIST OF MAJOR SIMILAR 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)

NOTE: To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax Numbers / E-mail Address etc. are furnished under Column Nos.2, 3 & 4 above

SIGNATURE OF CONTRACTOR

Office: Life Insurance Corporation of India , Divisional Office: “Jeevan Prakash” 30, Hazratganj, Lucknow

ANNEXURE – E

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

Office: Life Insurance Corporation of India , Divisional Office: “Jeevan Prakash” 30, Hazratganj, Lucknow

ANNEXURE – F

LIFE INSURANCE CORPORATION OF INDIA

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)

SIGNATURE OF THE CONTRACTOR

Office: Life Insurance Corporation of India , Divisional Office: “Jeevan Prakash” 30,
Hazratganj, Lucknow

ANNEXURE – G**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.	Solvency 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’ (as supplied)	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)

NOTE: Suitable modification to the above shall be made for different kind of Works.

SIGNATURE OF CONTRACTOR

Office: Life Insurance Corporation of India , Divisional Office: “Jeevan Prakash” 30,
Hazratganj, Lucknow

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.