



LIFE INSURANCE CORPORATION OF INDIA
Engineering Department, 1st floor, West Wing,
Western Zonal Office,
“Yogakshema”, Jeevan Bima Marg,
Mumbai – 400 021
Tel.: 022-66598250, 66598253
E-mail: wz_engg@licindia.com

NOTICE INVITING EMPANELMENT OF AGENCIES

for

TRADE	Chairman Delegate Audio Conference system & Similar Nature Work
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LIFE INSURANCE CORPORATION OF INDIA
Engineering Department., Western Zonal Office, 1st floor,
"Yogakshema", Jeevan Bima Marg, Mumbai – 400 021.

Tel.: Tel.: 022-66598250, 66598253

E-mail: wz_engg@licindia.com

website : [www.licindia.in /tenders](http://www.licindia.in/tenders)

Empanelment of Agencies for Trade :- Empanelment of the agency for the work of Chairman Delegate Conference system, PA System, Audio System, Projector, LED Walls & Similar Nature Works etc

Life Insurance Corporation of India invites APPLICATIONS IN PRESCRIBED FORMAT to be downloaded from <http://www.licindia.com/Tender> & <http://www.tenderwizard.com/LIC> and to be submitted **ONLINE & PHYSICAL** from eligible agencies for the following works as per the details given below:

Empanelment of agencies for works for different values (costing up to 30 Lakh) under WZO Mumbai under various category (0-15 lakh, 15-30 lakh)	
Trade	Conference Audio System & Similar Nature Works.
Line No	LICI/WZO/ENGG/EMP/2024-25/39
Down loading Period	27.09.2024 by 17.01 Hrs to 10.10.2024 by 23.59 Hrs
Date of submission of Forms and Location	Online submission: The duly filled enrolment forms can be uploaded along with all relevant papers on any day till 23.59 Hours upto 10.10.2024 Physical submission: The duly filled enrolment forms can be submitted in physical form along with all relevant papers on any day from 27.10.2024 till 12.00 Hours upto 11.10.2024 at Engineering Department WZO, 1 st floor, "Yogakshema", Jeevan Bima Marg, Mumbai – 400 021. Applications uploaded on http://www.tenderwizard.com/LIC site and received in our office after last date and time will not be considered.
Contact E-mail	wz_engg@licindia.com
Contact persons	Superintending Engineer (Elect) , Engineering Department, WZO, Mumbai. Contact Number : 022 66598274

Note: Any addendum/corrigendum/sale date extension in respect of above empanelment shall be issued on website: <http://www.licindia.com/Tender> & <http://www.tenderwizard.com/LIC> only and no separate notification shall be issued in the press.

Agencies are therefore requested to regularly visit our website to keep them updated. Detailed Enrolment forms for downloading are also available in this website.

Dated: **27.09.2024**

CHIEF ENGINEER



LIFE INSURANCE CORPORATION OF INDIA
Engineering Dept., 1st floor, West Wing, Western Zonal Office,
"Yogakshema", Jeevan Bima Marg, Mumbai – 400 021
Tel...: 022-66598250, 66598253
E-mail: wz_engg@licindia.com

Tender No: LIC/WZO/ENGG/EMP/2024-25/39

Date: 27.09.2024

NOTICE INVITING for Empanelment of Agencies

Life Insurance Corporation of India invites applications from experienced and eligible agencies for Chairman Delegate Audio Conference System, Audio System, Public Address System, Projector & Similar Nature Work.

1	Name of the Trade	Chairman Delegate Conference System, Audio System, Public Address System, Projector & Similar Nature Work	
	Category for Empanelment	<u>Category -A</u> Works with estimated tender amount up to Rs 15 Lakh	<u>Category -B</u> Works with estimated tender amount from Rs 15 to Rs 30 Lakh

AGENCIES ARE REQUESTED TO TICK THE CATEGORY THEY WISH TO APPLY – (✓)					
Type of tender	Region	Group A - Western Zone Mumbai– All Properties			
		Category-I Rs 0 -15 Lakh	Category- II Rs 15 - 30 Lakh	Remarks	
				Tender Fee Submitted *	
				Yes	No
Limited Tenders Enquiry	Western Zone Mumbai				

Note: *- For Group A the Enrolment Form Fee is Rs 590/- for all category

1	Enrolment fee Details	<p>Rs 590 (Rupees Five hundred ninety per group including GST) which is Non refundable.</p> <p>“ If an Agency desire to apply for all Groups under all category, Separate Enrolment fee needs to be submitted as below;</p> <p>1) Group A - Rs 590/-</p> <p>For each Group, the Agencies has to remit Enrolment Fee Separately in the form of Demand Draft in the favour of “Life Insurance Corporation of India” payable at Mumbai</p>
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The Enrolment form can be downloaded from website www.licindia.com/tenders & <http://www.tenderwizard.com/LIC> and uploaded on <http://www.tenderwizard.com/LIC> . (Hard Copy of uploaded form and relevant documents are to be submitted physically).

Corrigendum(s)/Amendment(s), if any, would appear only on the websites and will not be published in any other media.

Prequalification Norms

Sl No	Category for Empanelment on the basis of Estimated cost of Work and Nature of work	Minimum solvency or Minimum Net Worth		Average Annual Financial Turn over for Three years as on 31st March 2024 (Rs. In lakh)	Qualifying value of work completed during last 7 years
		Solvency	Net Worth		
1	Works with estimated Tender amount up to Rs 15 Lakh	4.00 lakh	1.00 Lakh	5.00 Lakh	Three similar works each costing not less than 4.00 Lakh Or Two similar works each costing not less than 5.00 Lakh Or One similar work each costing not less than 8.00 Lakh.
2	Works with estimated Tender amount Upto Rs 30 Lakh	9.00 Lakh	2.25 Lakh	11.25 Lakh	Three similar works each costing not less than 9.00 Lakh Or Two similar works each costing not less than 11.25 Lakh Or One similar work each costing not less than 18.00 Lakh.

Notes :

1. Solvency/ Banker Certificate (any one to be submitted):

Solvency/ Banker Certificate submitted as per applicable amount as mentioned in the Table above and should not be older than **SIX MONTHS** from the last date of submission of Bid. Solvency/ Banker Certificate should have been issued by 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). (Sample Form for Solvency Certificate – Annexure-I is attached)

Or

2. Net worth Certificate

Net worth Certificate as per applicable amount as mentioned in the Table above issued / certified by Chartered Accountant (Sample Form for Net worth Certificate – Annexure-H is attached)

3. Average Annual Financial Turn Over:

The Applicant should have Average Annual Financial Turn Over as mentioned in the table above for similar nature of works during **last Three years** ending 31st March 2024. (Scanned copy of certificate from Chartered Accountant to be submitted with his Seal/ signatures and registration number.)

4. Qualifying value of work completed during last 7 years (up to 31st July 2024)

I) 7 years shall be considered from **last day of month previous** to the one in which applications are invited.

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 of the trade mentioned in the table above.

Hence, similar nature of work means Audio Conferencing system, Digital Conferencing system, Audio Automation System including Microphones, Speakers, Digital Signal processing unit etc .

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 Authorized official in case of Govt / Semi Govt or Public Sector Undertaking.

V) 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

5 Disqualification:

Even if an applicant meets the Qualification 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 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 delays in completion, consistent

history of litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy and so on and / or.

iii) On account of currency of debarment by any Government Agency

IV) The agency is not having Valid GST registration/ PAN NO.

6) 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 purposes, 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 I.**

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. Agencies already enrolled with LIC also have to apply afresh. Agencies have to specifically mention the category and estimated amount of work where they are interested to work. LIC will decide Agency's category of trade depending upon their credentials.

11. Agencies has to submit the application through Online in Tender wizard web site <http://www.tenderwizard.com/LIC> and physical submission as under:

a) Big Sealed envelope consisting of two separate sealed envelopes as per the following with super scribing the subject of the notice (Enrolment Group Name) shall be submitted in physical form :

(b) Enrolment form Fee (non-refundable) of Rs. 500/- Plus 18% GST i.e Rs.590/- in the form of Demand Draft/Pay order in favour of "Life Insurance Corporation of India" payable at Mumbai for (Separate for each Group) to be submitted in one envelope.

(c) Hard Copy of uploaded enrolment form on <http://www.tenderwizard.com/LIC> with all supporting documents, to be submitted in another envelope

- (d) Address to which the filled-in enrolment form uploaded with necessary documents and enrolment form Fee of Rs 590/- (as applicable for each group) in sealed envelopes superscribing the Group name in one big Envelope mentioning the Group and Trade applied for is to be submitted :

THE CHIEF ENGINEER,
LIFE INSURANCE CORPORATION OF INDIA
Engineering Department, Western Zonal Office,
1st floor, "Yogakshema", Jeevan Bima Marg,
Mumbai – 400 021.

PHONE: ..: 022-22820295, 66598252,66598056

e-mail: wz_engg@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 qualifying 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

INFORMATION & INSTRUCTIONS TO THE BIDDERS
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India (LIC), Western Zone, Mumbai as given in the subsequent pages will supersede the conditions stated in the tender documents, wherever relevant and applicable.

- **Registration of the Agencies:** Agencies desiring to apply for empanelment through online using Electronic Tendering System (ETS) are required to get registered on the eTender Portal (website) <http://www.tenderwizard.com/LIC>

After successful Registration on above mentioned portal **Agency will** get a User ID and Password to access the website.

- **Viewing of Online Tenders:** The contractors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through portal (website) at <http://www.tenderwizard.com/LIC>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through they need to login on to the above portal and can download the tender documents of an e-Tender.

- **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

- The contractors may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic Tendering System (ETS):

- **Office Address:-E-Tender helpdesk**, “Honganasu”, #137/3, Bangalore Mysore Road, Opp. KMS Coach Builders, Kengeri, Bangalore – 560 060.”

- **Help Desk Contact Details:-**

Vendor Support Desk Numbers: 08045982100, 08045811365

Mr. Senthil (E-mail : senthil@antaressystems.com Ph: 9731467274	Mr. Lokesh,(E-mail : lokesh.hr@antaressystems.com) Ph:09686115304	Mr. Raghu Prashant, (E-mail : raghuprashanth@antaressystems.com) Ph: 09686115323
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- The Filled in Enrolment form has to be submitted using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
 - The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
 - Agencies participating in empanelment shall check his/her validity of Digital Signature Certificate before applying in the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.
- **Submission of Enrolment Form Fee:**

Agencies have to deposit Non-refundable Enrolment form fee in the form as stated in of DD in a sealed envelope on and before of required amount as mentioned in the respective e-Tender in the form of "CROSSED DEMAND DRAFT " of any of the Nationalized Banks drawn in the favour of the "Life Insurance Corporation of India" payable at "Mumbai" only, and not in the favour of any other Authority or Location .

- The Enrolment fee is Non-refundable.
 - A scanned copy of DD against Enrolment Fee should be uploaded mandatory while filling stage (as per the Key Dates) and **original D.D. payment details should be submitted to Chief Engineer, LIFE INSURANCE CORPORATION OF INDIA, Engineering Department, 1st floor, West Wing, Western Zonal Office, "Yogakshema", Jeevan Bima Marg, Mumbai – 400 021 in the separate sealed envelope on or before the due date mentioned in Key Dates , otherwise filled in enrolment form will not be opened.**
 - **NOTE: Please note that MSME/NSIC Certificates will not be considered for waiver of Enrolment form fee. If any agency fails to submit the Enrolment form fee along with the Enrolment form, it shall be treated as Non- Bonafide and not considered for Empanelment.**
- **Enrolment form Download:**
- The Agencies can download the Enrolment form online from above e-Tendering Portal <http://www.tenderwizard.com/LIC> as per the Key dates.
- **Submission of Enrolment form through online :**

The Agencies are required to prepare their Filled in Enrolment form in e-Tendering Portal as mentioned above. During filling / preparation the agencies have to send their Public Key of DSC hence they are advised to procure DSCs at earliest to participate in the e-Tender portal. They are required to upload the scan copies of Demand Draft / Proof of NEFT or RTGS payment details for enrolment form Fees. Also agencies are required scan and upload any other documents related to their credentials and submit wherever asked online. ~~The bidders have to prepare their commercial~~

~~bid online during in this stage only and seal (Encrypt) and digital sign the online bid with their Digital Signature Certificates. The Agencies should take note of any corrigendum being issued on the web portal on a regular basis. They should view and note down or take a printout the Bid Hash submitted and ensure that it matches during "Re-Encryption of Bids" stage. The Agencies will not be able to change their technical details and offer (rates) after expiry of due date and time on online portal.~~

- **Generation of Super Hash:** After the time of submission of Bid Seal (Hash) by the Agencies has lapsed, the bid round will be closed and a "Digitally signed tender Super-Hash" will be generated by concerned LIC Department official. This is equivalent to sealing the tender box.
- **Re-Encryption of Bids:** Once the Generation of Super Hash stage is completed the Agencies have to decrypt their bids as they are in encrypted mode by their DSC and re-encrypt with Department user's Public Key which will be included in the e-Tender. During this process they need use their DSC for decryption of Bids and signing of Bid Hash once again for security. The electronic bids of only those Contractors/bidders who have submitted their bid seals (hashes) within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A Contractor who does not submit his bid seal (hash) within the stipulated time will not be allowed to submit his bid (Re-Encryption). This stage could be considered as transfer of control to LIC Department user.
- **Opening of Submitted Enrolment forms by both Physical & Online mode:**
 - (a) Filled in Enrolment forms shall be opened on key dates.

CONTRACTORS ARE ADVISED TO FILL THE ENROLMENT FORM IN ONLINE AND SUBMIT THE HARD COPY OF ENROLMENT FORM & RELEVANT DOCUMENTS AS PER THE KEY DATES.

CHIEF ENGINEER

FORM FOR EMPANELMENT

Please note that all documents required to be uploaded along with filled in Enrollment 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.

I / We _____ am / are desirous of carrying out the above mentioned work and hereby apply for the same.

SI.No	QUERY		ANSWER
1	Name of the firm	:	
2	Address:		
3	Local Address:		
4	PAN No		
	GST Registration No.		
5	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		Fax No.	
		Email	
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 Bidders, in some other name in the past (The partnership deed of old firm be enclosed).		
8	Particulars of sister concern 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 and 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	Annual Turn Over of Agency certified by the Chartered Accountant		YEAR
		i	2021-22
		ii	2022-23
		iii	2023-24
			Average
	ii) Acknowledgement of filling IT returns for last 3 years		
	iii) Enclose statement of Accounts of last 3 years as mentioned above duly certified by the Chartered Accountant and for the relevant FY in which the bidder has attained required Annual Turnover		
13	i) Name and complete postal address of bankers including email id.		
	ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be uploaded):		Name of Bank: Address of Bank: Name of beneficiary: Account No: IFSC Code:
	iii) Enclose solvency certificate indicating amount 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). (The certificate should not be more than SIX MONTH old from the last date of submission of Bid) . 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:		
	iv) Bank Guarantee limit with Various banks.		i) Rs.....Lac with..... ii) Rs.....Lac with.....

			iii) Rs.....Lac with
	iv) Form no 26AS & Form No 16A for the relevant period of qualifying works in private sector		
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 as per Annexure-C enclosed.		
17	Fill in & enclose Annexure-D giving full particulars about major works completed during past Seven years as per NIT NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given.		

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	Provide full information regarding permanent technical staff employed in the format as per Annexure 'F'		
21	How do you normally carry out works for the following trades		
	Interior works, false ceiling works, finishing works		
	Electrical Installation & Data Cabling works		
22	i) Who is the license holder & what is their experience for the following trades		
	Electrical installation		
23	Any other information the applicant might like to give		

DECLARATION

I/We agree to notify the Office accepting this application and registering my/our names on list of Agencies 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 Authority of Life Insurance Corporation of India has the right as he may decide, not to empanel in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of Agencies 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 Authority Life Insurance Corporation of India 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 Agency or firm, the Life Insurance Corporation of India may remove my/our name from the list of Agencies and any contract that I/We may be holding at the time may be rescinded.

PLACE :

DATE :

SIGNATURE OF CONTRACTOR / AGENCY



ANNEXURE – A1

AFFIDAVIT

(On Non Judicial Stamp paper of appropriate amount 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 thereof.

Hence this affidavit.

Deponent _____

Note:This Affidavit shall be notarized.

ANNEXURE A2

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

SOLE

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)

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

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) 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

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	Height of the Building from finished ground level to parapet. level	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)	(12)

SIGNATURE OF CONTRACTOR

CONTRACTOR /AGENCY

CHIEF ENGINEER

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

CONTRACTOR /AGENCY

CHIEF ENGINEER

Annexure G

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.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(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 bid will not be considered valid if any change to the above format is made.

Annexure H

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 Enrolment) 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.

ANNEXURE – I

PERFORMANCE REPORT OF WORKS REFERRED IN ENROLMENT

1.	Name of work/ project & location	
2.	Agreement No;	
3.	Estimated cost:	
4.	Tendered Cost:	
5.	Date of start	
6.	Date of completion	
	i) Stipulated date of completion	
	ii) Actual date of completion	
7.	If actual date of completion is beyond original stipulated date of completion a) Extended Period without imposition of Penalty/Liquidated damages for.....Number of days/Months b) Extended Period with Penalty/Liquidated damages for Number if days/Months	
8	Performance Report:	
i)	Contractors Site organization	a) Well organized, b) Adequate c) Poorly organised
	Quality of materials with reference to specifications	a) Good b) Satisfactory c) Poor
	Workmanship and Supervision	a) Good b) Satisfactory c) Poor
	Labour Relations and facilities	a) Good b) Satisfactory c) Poor
	Attitude towards settlement of disputes and differences	a) Co-operative b) Non co-operative
	Safety Record a) Were there any accidental / structural collapse 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

Signature of Authorized Official

(Note: This format shall be part of Enrolment Form and the Agency shall obtain Performance Certificate from the Employer in above format and submit along with Enrolment Form documents)

ANNEXURE – J

ENROLMENT FORM BID CHECKLIST

Sr. No.	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1.	Partnership deed / Articles of Association / Affidavit (☒) (☒) Annexure A-1	9 (ii)	
2.	Annexure (A-2) as supplied	9 (iii) (Particulars of Partners)	
3.	Annexure – B (as supplied)	10 (Particulars of enrolment in LIC and other Organization)	
4.	Proof of Turnover	12 (i)	
5.	Acknowledgement of filling IT returns for last 3 years	12 (ii)	
6.	NEFT Details	13 (ii)	
7.	Solvency Certificate	13 (iii)	
8.	Certificate of Bank	13 (iv)	
9.	Form no 26AS & Form No 16A for the relevant period of qualifying works	13 (v)	
10.	Copy of final bill showing values of specialized works like HVAC, Firefighting etc if it has been executed along with main work.		
11.	Immovable Property certificate	14 (ii)	
12.	Movable Property certificate	15 (ii)	
13.	Annexure 'C' (as supplied)	16 (Particulars of tools/ plant)	
14.	Annexure 'D' (as supplied)	17 (List of major works completed during last 7 years)	
15.	Annexure 'E' (as supplied)	19 (i) (List of work in hand)	
16.	Copies of work order	19 (ii)	
17.	Annexure 'F' (as supplied)	20 (Particulars of permanent technical staff)	
18.	Annexure 'G'	Bankers Certificate from Bank	
19.	Annexure 'H'	Net worth Certificate from Chartered Account	
20.	Annexure 'I'	Performance certificate	