



LIFE INSURANCE CORPORATION OF INDIA
EASTERN ZONAL OFFICE,
ENGINEERING DEPT, 4 th Floor
‘HINDUSTHAN BUILDING’, 4, C R AVENUE, KOLKATA-700053.
AN ISO 9001:2015 CERTIFIED DEPARTMENT
EMAIL ID- ez_enginnering@licindia.com

Form submitted by (FOR OFFICE USE ONLY)

Name of Firm : Category Applied for : Fees deposited :

ENROLMENT FORM

For Empanelment of Agencies for the following Works :

- (1) **Civil Works** under Categories 0-5 Lakh, 0-15 Lakh, 0-30 Lakh & 0-50 Lakh.
- (2) **Sanitary & Plumbing Works** under Categories 0-5 Lakh,
- (3) **Water proofing Treatment Works** under Categories 0-5 Lakh, 0-15 Lakh & 0-30 Lakh

for building and properties under Eastern Zonal Office, Kolkata.

Last Date of Submission : 15.00 Hrs on 22.09.2025

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Press Advertisement



LIFE INSURANCE CORPORATION OF INDIA
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EMPANELMENT OF AGENCIES

LIC OF INDIA intends to invite application for Empanelment of Agencies for (1) Civil Work (2) Sanitary & Plumbing Work (3) Water proofing Treatment work of Buildings Under EZO, Kolkata. Please visit our web site www.licindia.in (**Tender Page**) and **CPPP Portal**. Interested Agencies may download the details from our web site & CPPP Portal and submit filled in application mentioning trade of work on or before 15.00 Hrs on 22.09.2025.

The Contractors who are already in the LIC enlistment list also to apply afresh.

Date: 31.08.2025

Dy. CHIEF ENGINEER (I/C)



DETAILED NOTICE

RE: Empanelment of Agencies for (1) Civil Work (2) Sanitary & Plumbing Work (3) Water proofing Treatment Work for Buildings and Properties Under Eastern Zonal Office, Kolkata.

Applications are invited from the interested and eligible agencies for empanelment for **Civil Work** under Categories 0-5 Lakh, 0-15 Lakh, 0-30 Lakh & 0-50 Lakh., **Sanitary & Plumbing Work** under Categories 0-5 Lakh, **Water proofing Treatment Work** under Categories 0-5 Lakh, 0-15 Lakh & 0-30 Lakh, **for Buildings and Properties Under Eastern Zonal Office, Kolkata.** Interested Agencies may down load the enrolment form from the 'Tenders' page of our web site <https://www.licindia.in> or, <https://licindia.in/Bottom-Links/Tenders> .

Qualification Criteria for Enrolment

Sl. No	Value Of Work	Minimum Bank Solvency <u>or</u> Minimum Net Worth (Should not be more than one year from the date of issue to last date of submission of Enrolment form)		Avg. annual Financial Turn Over (Avg of any three years having maximum among last Five years)	Qualifying value of similar work completed during last 7 years i.e. within 01.09.2018 to 31.08.2025
		Solvency (Rs in Lakh)	Net Worth (Rs in Lakh)	(Rs in Lakh)	(Rs in Lakh)
01.	0 - 5 Lakh	2.00	0.50	5.00	Three similar works each costing not less than 2.00 Lakh <u>Or</u> Two similar works each costing not less than 2.50 Lakh <u>Or</u> One similar works each costing not less than 4.00 Lakh
02.	0 – 15 Lakh	4.00	1.00	5.00	Three similar works each costing not less than 4.00 Lakh <u>Or</u> Two similar works each costing not less than 5.00 Lakh <u>Or</u> One similar works each costing not less than 8.00 Lakh
03.	0 - 30 Lakh	9.00	2.25	11.25	Three similar works each costing not less than 9.00 Lakh <u>Or</u> Two similar works each costing not less than 11.25 Lakh <u>Or</u> One similar works each costing not less than 18.00 Lakh
04.	0 - 50 Lakh	16.00	4.00	20.00	Three similar works each costing not less than 16.00 Lakh <u>Or</u> Two similar works each costing not less than 20.00 Lakh <u>Or</u> One similar works each costing not less than 32.00 Lakh

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 simple rate of 7% per annum; calculated from the date of completion of the work to last date of submission of tender i.e. upto 22.09.2025 or extended date if any.



“Similar works” shall mean works of same trades (Civil / Sanitary & Plumbing / Water-proofing Works) in Office, Residential Buildings, Shopping Complex, Commercial Building, Institutional Building. Works in Industrial Buildings like Ware House, Factories and Plants are not considered as “Similar Works”.

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

The applicant should be a private or government owned legal entity. **Joint Ventures applicants will not be considered.**

The application of Empanelment and all communications till Empanelment shall be signed only by Proprietor of Proprietorship firm/ Authorized Partner in case of Partnership Firm/Authorized person of company, Public Limited firm etc. For these purpose, Power of Attorney shall not be considered.

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 of work, rescission of the contract for reason which are attributable to non-performance of the Contractor, inordinate delays in the completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy.

All eligible agencies meeting the eligibility criteria as defined above can download, Fill-up and physically submit the Enrolment Form as per the 'INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM' with the requisite Processing Fees. **Application without Fees will not be considered.**

Enrolment Form will be available from 31.08.2025, 10.00 hrs for downloading. The Last date of submission for filled-in Enrolment form with processing fees is Up to 15.00 Hrs on 22.09.2025. Forms after the date and time mentioned above will not be accepted.

The list of eligible enlisted contractor will be valid for 5 years from the date of approval of enlistment.

The Chief Engineer or Dy. Chief Engineer (I/C) reserves the right not to consider application of any/ all the Applicants at his sole discretion without assigning any reason whatsoever.

Date: 31.08.2025

DY.CHIEF ENGINEER (I/C)



INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the Annexure A1, A2 and B to H shall be completely filled in all respect along with cost of Enrolment Form of Rs 1000.00 plus GST @ 18% i.e. total Rs.1180.00 (**Non – refundable**) by way of demand draft/Pay order/NEFT in favour of **LIFE INSURANCE CORPORATION OF INDIA** payable at **Kolkata along with these instructions for filling And submission of Enrolment form on or before 15.00 Hrs on 22.09.2025**. 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 format accompanied by all required certificates and enclosures and with processing fees is liable to be rejected.
2. The Enrolment Forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.

The Contractors who are already in the enlistment list or who are working Contractors has to apply afresh with all documents and fees.

The Contractors are advised to follow the instructions for filling up the Enrolment Form as given below :

1. Enrolment Form shall be filled-up in clean handwriting in capital letters or typed.
2. The Contractor should put 'YES' in the Remarks Column for the Trade of work for which he/they intend to apply. **It is required to Submit separate application for each Trade of work i.e Civil / Sanitary & Plumbing / Water Proofing along with application processing fee (Non-refundable)**. Application processing fee for each trade of work is Rs: 1000/- plus 18% GST i.e. Rs 1180.00. As per example, if a Contractor wants to apply for Civil Work , for Sanitary & Plumbing work and for Water Proofing Work, he has to submit 3 Enrolment Forms for each trade of works with separate 3 processing fees of Rs 1180.00 with each forms.
3. Processing Fees can be submitted in the form of
 - (i) In the form of Cash depositing the same in LIC EZO, Zonal Office Cash Counter during Cash hours of working days and obtaining Receipt (MR) which has to be submitted with the Enrolment Form
OR
 - (ii) in the form of D.D of any Nationalized /Scheduled Bank payable at Kolkata in favour of "Life Insurance Corporation of India"
OR
 - (iii) Payment through NEFT mode directly to LIC Account as detailed below :
Name of Bank : : IDBI BANK LIMITED.
Branch : Esplanade Branch, Kolkata
Account No. : 1270102000014580
IFSC No. : IBKL0001270
Account Type : Current
4. Each Application should be self-sufficient and should contain all the required documents and should not refer to his/their other application for any document.
5. For Point No 6, The person signing the Enrolment Firm should mention his name, designation and contact no. However please note that **the application of Empanelment and all communications till Empanelment shall be signed only by Proprietor of Proprietorship firm/ Authorized Partner in case of Partnership Firm/Authorized person of company, Public Limited firm etc. For these purpose, Power of Attorney shall not be considered.**



6. For Point No. 10, the Contractor should mention the constituent of the firm and fill-up Annexure A-2. In case of Sole-proprietorship, the firm should enclose one affidavit as per Annexure A-1 on non-judicial paper of requisite value, For Partnership, Pvt Ltd or Public Ltd firm, Articles of Association should be enclosed.
7. For Point No. 13, the Contractor should submit Certificate of CA stating the Annual Turn-over for Works Contract of last five financial years as required mentioning membership no, UDIN etc. In addition, the Contractor should submit the copy of audited Balance Sheets for at least the 3 years which has maximum turn-over among last 5 years.
8. In case the Contractor submitting Bank Solvency Certificate, all the particulars of Point No. 14 should be filled-up including the Bank address, contact no and email address. **Latest (Not more than one year old as on the last date for submission of Enrolment form i.e. issued not before 21.09.2024) Solvency/ Bankers Certificate** from any Scheduled Commercial Bank (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) of an amount mentioned should be physically submitted along with Enrolment Form. The Solvency Certificate should be as per the format attached.
9. Alternatively the Agency may submit Net Worth Certificate (**Not more than one year old** as on the last date for submission of Enrolment Forms) of amount not less than the amount specified and issued by the registered Chartered Accountant as per details given and in the Format attached herewith shall be submitted stating the Membership No, UDIN etc.
10. Filled-in and Notarized Annexure D with full particulars of Qualifying works completed during last seven years from the date of this Notice with Full address of the site of work, owner or authority under whom the works have been carried out including its contact number and email address should be given. Completion Certificates for those works to be attached which should contain the details of work, value of work done, date of commencement, scheduled date of completion, actual date of completion, whether any penalty imposed for delay of work, performance etc. Copy of Agreement in case of works carried out for private agencies should be enclosed. Also for Private works, bidders are required to submit payment received details duly certified by Chartered Accountant. If called for documents such as copy of paid final bill and other relevant documents have to be submitted for verification. Additional Sheets may be attached if space found inadequate.
11. Filled-in and Notarized Annexure E with particulars of Work in Hand with Full address of the site of work, owner or authority under whom the works have been carried out including its contact number and email address should be given. Work Orders. Copy of Agreement in case of works for private agencies should be enclosed. Additional Sheets may be attached if space found inadequate.
12. All documents to be completed as per Check List. Those documents required to be Notarized as per instructions to be followed. All the documents to be submitted are self attested by the authorized signatory and notarized as instructed. All the pages including space provided for signature is to be signed and stamped including Notices, Instructions, all Annexures and attachments etc.

The Contractors are advised to follow the instructions for submission of the Enrolment Form as given below :

1. The Enrolment Form, separately for each Trade including Annexure, Check List duly filled – up in all respect and all supporting documents and processing fees, with a covering letter in company letterhead, should be **physically submitted**, preferably in bound form, pages numbered and **in a sealed envelope**, superscribing 'Application for Empanelment' , addressed to The DY. Chief Engineer (I/C), Life Insurance Corporation of India, Eastern Zonal Office, Engineering Department (4th floor), "Hindusthan" Building, 4, C R Avenue, Kolkata-700072.



2. The following Officers at Engineering department, EZO, Kolkata are authorized to receive the physical submissions:

- (i) Sri S. Goswami, Admn Officer (Engg A/cs)
- (ii) Sri S.Jahan, Admn. Officer (Engg A/cs)
- (iii) Sri Lavo, Admn. Officer (Engg A/cs)

During submission of the Enrolment form, please ensure that the endorsement of any of the above-mentioned Officers on the envelope/ Enrolment Form with date and time of receipt. Without endorsement, envelope/ Enrolment form will not be considered for Empanelment.

3. The form not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
4. No consideration will be given for postal delay or any kind of delay. Only applications received within 15.00 hrs on 22.09.2025 at the above-mentioned address with endorsement of date and time of receipt will be considered.

The Contractors are also to take note of the following :

1. The Agency will be considered for qualification only after satisfactory verification of the genuineness of the Bank Solvency Certificate/ Bankers Certificate/ Net Worth Certificate and submitted documents as the proof of Credentials. In case the any of the documents of credential submitted by the applicant is/ are found to be not genuine, the Agency will be barred from empanelment in the Corporation for 3 to 5 years period and the information will be shared with Govt. of India, Banks and other financial institutions and their previous / present employers.
2. Any agency applied and fulfilling the selection criteria may not be considered if unsatisfactory performance report/s is/are received for the completed projects from their previous employer/s.
3. The credentials of works executed under Joint-Ventures system and applications from Joint Venture agencies shall not be accepted.
4. The eligible agencies, who are selected for empanelment after scrutiny and verification shall be informed by a letter. Please note that no enquiries or correspondence regarding empanelment and subsequent issue of tenders shall be entertained.
5. If the applicant applying for any trade, they will be considered for empanelment under appropriate category as per the credentials submitted by them according to the eligibility criteria.
6. All the tenders above Rs: 2.0 Lakh estimated cost will be invited through E- tendering mode.
7. To participate in E Tendering mode enlisted agencies required to obtain DSC and registration with Tender Wizard portal.
8. Enlisted Agencies, who will not participate 05 (FIVE) tender enquiries consecutively shall be delisted at the discretion of Dy. Chief Engineer (I/C).

Please note that submission of this form does not confer any right on you to claim issue of tenders. Chief Engineer reserves the right to reject the Enrolment form of the applicant(s) without assigning any reason whatsoever.

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

DY.CHIEF ENGINEER (I/C)



FORM FOR ENROLMENT

Please note that all documents required to be submitted along with filled in Enrolment 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 following mentioned works and hereby apply for the same : -

“Civil / Sanitary & Plumbing / Waterproofing Treatment Work including ARC / AMC.(Please write Yes against category applied for works) ”.

I/We give the following details for your consideration:

Fees to be Paid Rs: 1000/- Plus GST ie Rs.1180.00 for each category i.e “Civil / Sanitary & Plumbing / Waterproofing Treatment Work.

Trade No	Nature of work/ Category applied for	Remarks (YES/NO)												
A.	CIVIL WORK	a) 0 -5.00 Lacs b) 0 -15.00 Lacs c) 0 -30.00 Lacs d) 0 -50.00 Lacs												
B.	SANITARY & PLUMBING WORK	a)0 -5.00 Lacs												
a)	Water Proofing Work	a) 0 -5.00 Lacs b) 0 -15.00 Lacs c) 0 -30.00 Lacs												
Sl.No	QUERY	ANSWER												
1	Name of the firm													
2	Address:													
3	Local Adress													
4	PAN No													
	TIN No.													
	Goods & Service Tax (GST) No.													
5	<div style="display: flex;"> <div style="width: 15%; text-align: center;">Contact Details</div> <div style="width: 85%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Name of Contact Person</td> <td></td> </tr> <tr> <td>Office Phone No.</td> <td></td> </tr> <tr> <td>Residence Phone No.</td> <td></td> </tr> <tr> <td>Mobile No.</td> <td></td> </tr> <tr> <td>Fax No.</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> </table> </div> </div>	Name of Contact Person		Office Phone No.		Residence Phone No.		Mobile No.		Fax No.		Email		
Name of Contact Person														
Office Phone No.														
Residence Phone No.														
Mobile No.														
Fax No.														
Email														



6	Name, designation and contact no. of person signing this form.			
7	Month and year in which the firm was established in present name			
8	Particulars of old firm (if present firm is new) if main partners of the present firm were working as construction contractors, in some other name in the past (The partnership deed of old firm be enclosed).			
9	Particulars of sister construction firms, if any			
10	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.			
	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per Annexure A-1 .			
	iii) Fill-in enclosed Annexure A-2 .			
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. / Organizations (undertakings, boards, corporations, local bodies etc).			
13	i) Annual Turn Over for last Five Year (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no., UDIN no.)		YEAR	Rs. in Lakh
		i	2019-2020	
		ii	2020-2021	
		iii	2021-2022	
		iv	2022-2023	
		v	2023 - 2024	
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover			



	iii) Enclose latest income tax clearance Certificate/ Return	Certificate enclosed for Assessment year _____
	iv) Enclose statement of Accounts of last 5 years as mentioned above duly certified by the Chartered Accountant (i.e. 2019-2020, 2020-2021, 2021-2022, 2022-2023 & 2023-2024).	
14	i) Name and complete postal address of bankers	
	ii) Enclose Solvency Certificate indicating amount (The Certificate should not be more than 12 months old)	Amount :
	iii) a) Complete address of the Bank who has issued solvency certificate: b) Telephone No. of the Bank connecting Branch Head: c) E-mail ID of the Bank:	
	iv) Net Worth Certificate	Value : Rs _____ Lakh
	v) Bank Guarantee limit with Various banks.	i) Rs.Lakh with..... ii) Rs.Lakh with..... iii) Rs.Lakh with
15	i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly Self attested/ Certified.	
	Note : If called for, valuers certificate for above declared list and value to be submitted by Contractor.	Rs. _____ of _____ Date _____
16	i) Particulars of movable properties duly Self attested / Certified	
	Value of tools & plants	Rs. _____
	Other Assets	Rs. _____
	Total	Rs. _____
	Note : If called for, valuer's certificate for above declared list and value, to be submitted by Contractor	
17	Fill in and enclose list of tools & plants as per Annexure-C enclosed.	NOT APPLICABLE



18	Fill in & enclose 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 qualification is to be given with Completion Certificate must be notarized with address & contact numbers of issuing authority.	
19	Work in Progress: 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	
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 is his experience of this work is.	
22	i)How do you normally get work of Electrical installations carried out Copy of Valid License for Electrical work to be submitted	
	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 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.

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

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 shall be notarized.

**ANNEXURE A2**

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

DETAILS OF CONSTITUTENTS

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

Note: For Partnership Firm- A declaration to be provided that this person involved in DSC is same person authorized to power of atorny.

SIGNATURE OF CONTRACTOR

**ANNEXURE – B****PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION****I. ENROLMENT WITH LIC :**

- Name of works for 1)
 Which enrolled by 2)
 L.I.C. in the past 3)
 4)

Sr. Nos. for which tenders were submitted :

Sr. Nos. for which work-order was received:

II. ENROLMENT WITH OTHER ORGANISATIONS:

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

SIGNATURE OF CONTRACTOR



EAST CENTRAL ZONAL OFFICE, PATNA

ANNEXURE – D

LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

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

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

SIGNATURE OF CONTRACTOR

APPLICANT



EAST CENTRAL ZONAL OFFICE, PATNA

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 commence -ment 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

APPLICANT



ANNEXURE – F

PARTICULARS OF PERMANENT TECHNICAL STAFF

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

SIGNATURE OF CONTRACTOR

**ANNEXURE – G****PERFORMANCE REPORT OF WORKS REFERRED IN PRE-QUALIFICATION BID**

1. Name of work/ project & location :
2. Agreement No. :
3. Estimated Cost :
4. Value of Work done/ Final Bill Amount :
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 :
 - (b) Extended period with imposition of penalty :
8. Performance Report :

I)	Contractor's Site Organisation	:	(a) Well organized (b) Adequate (c) Poorly organised
II)	Quality of materials with reference to specifications	:	(a) Good (b) Satisfactory (c) Poor
III)	Workmanship & 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 Records		
	(a) Were there any accidental/ structural collapses at site	:	(i) Yes (ii) No
	(b) If answer to (a) is Yes, state whether due to	:	(i) Negligence (ii) Improper work (iii) Reasons beyond control

1. Any other Remarks :

Dated

Executive Engineer or Equivalent

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



ANNEXURE – I

To,

Chief Engineer,
LICI, ECZO,
Patna.

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-----
-----) .

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

(Signature of the Authorized Official)
For the Bank

Note:

- 1.The bankers certificate should be on the 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 – J

FORM OF 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) 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 if Bidder is partnership firm, certificate should include names of all partners as recorded with the Chartered Accountants.



ENROLEMENT FORM CHECKLIST

Sr. No.	Description of Enclosure	Refer Item of form	Enclosed 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/ Audited Balance Sheets	12 (i)	
5.	Latest I.T. Returns	12 (iii)	
6.	Certificate of Chartered Accountant	12 (iv)	
7.	Solvency Certificate/ Net Worth Certificate	13 (ii)/ 13(iv)	
8.	Certificate of Bank Guarantee	14(iv)	
9.	Form No. 26AS and Form 16A for the relevant period of qualifying works	14(v)	
10	Immovable Property certificate	14 (i)	
11	Movable Property certificate	15 (i)	
12	(★) Annexure 'D' (as supplied)	17 (List of major works completed during last 7 years)	
13	Completion Certificates	17	
14	Annexure 'E' (as supplied)	19 (i) (List of work in hand)	
15	Copies of work order	19 (ii)	
16	Annexure 'F' (as supplied)	19 (Particulars of permanent technical staff)	
17	Annexure G	Performance Certificate – for each work	
18	Annexure I	Bankers Certificate	
19	Annexure J	Net Worth Certificate	
(★) Notarised			

SIGNATURE OF THE CONTRACTOR