



**LIFE INSURANCE CORPORATION OF INDIA**

Engineering Department, 5th floor,  
“Jeevan Prakash”, Tilak Marg,  
Ahmedabad – 380001  
E-mail: [engg.ahmedabad@licindia.com](mailto:engg.ahmedabad@licindia.com)

**NOTICE INVITING EMPANELMENT OF AGENCIES**

for

**FIRE ALARM WORKS FOR ALL THE  
DIVISIONAL LIMITS UNDER GUJARAT**

	<p><b>LIFE INSURANCE CORPORATION OF INDIA</b>  <b>Engineering Department, 5th floor,</b>  <b>"Jeevan Prakash", Tilak Marg,</b>  <b>Ahmedabad – 380001</b>  <b>E-mail: <a href="mailto:engg.ahmedabad@licindia.com">engg.ahmedabad@licindia.com</a></b>  <b>website : <a href="http://www.licindia.in/tenders">www.licindia.in /tenders</a></b></p>
<p align="center"><b><u>Empanelment of Agencies for Fire Alarm works in All The Divisional Limits Under Gujarat</u></b></p>	
<p><b>Life Insurance Corporation of India</b> invites APPLICATIONS IN PRESCRIBED FORMAT to be downloaded from <a href="http://www.licindia.com/Tender">http://www.licindia.com/Tender</a> and to be submitted <b><u>PHYSICAL</u></b> from eligible agencies for the following works as per the details given below:</p>	
<p align="center"><b>Empanelment of agencies for Fire Alarm works in All The Divisional Limits Under Gujarat</b></p>	
<p>Down loading of forms</p>	<p><b>From 29.01.2026</b></p>
<p>Date of submission of Forms and Location</p>	<p><b><u>Physical submission:</u></b> The duly filled enrolment forms is to be submitted in physical form along with all relevant papers on any day from 29.01.2026 till 15.00 Hours upto 16.02.2026 at</p> <p align="center">Superintending Engineer's Office, Engineering Department,  5th floor, "Jeevan Prakash Building", Tilak Marg,  Ahmedabad –380001.</p> <p align="center"><b><i>Applications received in our office after last date and time will not be considered.</i></b></p>
<p>Contact E-mail</p>	<p><a href="mailto:engg.ahmedabad@licindia.com">engg.ahmedabad@licindia.com</a></p>
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) Any addendum/corrigendum/sale date extension in respect of above empanelment shall be issued on website: <a href="http://www.licindia.com/Tender">http://www.licindia.com/Tender</a> only.</li> <li>2) Above Enrolment process is for issuing the tenders to the selected agencies only and NOT for awarding the works directly.</li> <li>3) The agencies which are already empaneled for the same categories for Gujarat Region under Engineering Department, Western Zonal Office LIC OF INDIA need not to apply again.</li> </ol> <p>Agencies are therefore requested to regularly visit websites to keep them updated. Detailed Enrolment forms for downloading are also available in this website.</p>	
<p><b>Dated: 29.01.2026</b></p>	<p align="right"><b>SUPERINTENDING ENGINEER</b></p>

**LIFE INSURANCE CORPORATION OF INDIA**

Engineering Department, 5th floor,  
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E-mail: [engg.ahmedabad@licindia.com](mailto:engg.ahmedabad@licindia.com)

Date: 29.01.2026

**NOTICE INVITING for Empanelment of Agencies**

**Life Insurance Corporation of India** invites applications from experienced and eligible agencies for Empanelment of agencies for Fire Alarm works in All The Divisional Limits Under Gujarat.

**AGENCIES ARE REQUESTED TO TICK THE CATEGORY THEY WISH TO APPLY – (✓)**

Type of tender	Category	Description	✓ Applied	Remarks	
				Tender Fee Submitted *	
				Yes	No
		Carrying out Fire Alarm system Works for the Gujarat Region			
	<b>A1</b>	for the amount up to 15 Lakh			
	<b>A2</b>	for the amount up to 30 Lakh			
	<b>A3</b>	for the amount up to 50 Lakh			

Note: \* - The Enrolment Form Fee is Rs 590/- for each category . If the Contractor is applying in more than one category, enrolment fee is to be paid for each category.

Enrolment fee Details	<p><b>Rs 590 (Rupees Five hundred ninety Each Category including GST) which is Non refundable.</b></p> <p>“ If an Agency desire to apply for more than one category, separate enrolment fee for each category applied needs to be submitted” For Example: 03 x590=Rs. 1770.00 shall be enrolment fee if any agency wish to apply for empanelment in 03 Categories i.e. A1, A2 &amp; A3</p> <p>The Agencies has to remit Enrolment Fee for each category in the form of Separate <b>Demand Draft</b> in the favour of “<b>Life Insurance Corporation of India</b>” payable at <b>Ahmedabad</b>.</p>
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The Enrolment form can be downloaded from website <http://www.licindia.com/Tender>. and Hard Copy of duly filled in 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.

**Minimum Criteria for Prequalification:**

**(TABLE-A)**

Category	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 2025 (Rs. In lakh)	Qualifying value of work completed during last 7 years
		Solvency	Net Worth		
<b>A1</b>	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 Lakh.
<b>A2</b>	Works with estimated Tender amount Up to 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 Lakh.
<b>A3</b>	Works with estimated Tender amount Up to Rs 50 Lakh	16.00 Lakh	4.00 Lakh	20 Lakh	Three similar works each costing not less than 16.00 Lakh Or Two similar works each costing not less than 20.00 Lakh Or One similar work each costing not less than 32 Lakh.

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

Solvency/ Banker Certificate submitted as per applicable amount as mentioned in the Table-A above and should not be older than **SIX MONTHS** 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 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-A 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-A above for similar nature of works during **last Three years** ending 31st March 2025. (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 :

I) 7 years shall be considered from last day of month previous to the month in which application for empanelment 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.

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. & DSC
- 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 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 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 in hard copy 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 Catagory Name) :**
    - (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 Ahmedabad for (Separate for each Catagory) to be submitted in one envelope.**
    - (c) **Original Duly filled enrolment form with all supporting documents, to be submitted in another envelope**

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

THE SUPERINTENDING ENGINEER,  
LIFE INSURANCE CORPORATION OF INDIA  
Engineering Department, 5<sup>th</sup> Floor,  
“Jeevan Prakash ”, Tilak Marg,  
Ahmedabad – 380001.

e-mail: [engg.ahmedabad@licindia.com](mailto:engg.ahmedabad@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.

SUPERINTENDING ENGINEER

## **INFORMATION & INSTRUCTIONS TO THE APPLICANT/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 are advised to get registered on the eTender Portal (website) <http://www.tenderwizard.com/LIC> through online using Electronic Tendering System (ETS)

**After successful Registration on above mentioned portal Agency will get a User ID and Password to access the website to participate in e-tenders through online using Electronic Tendering System (ETS).**

- **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 : <a href="mailto:senthil@antaressystems.com">senthil@antaressystems.com</a> Ph: 9731467274	Mr. Lokesh, (E-mail : <a href="mailto:lokesh.hr@antaressystems.com">lokesh.hr@antaressystems.com</a> Ph: 09686115304	Mr. Raghu Prashant, (E-mail : <a href="mailto:raghuprashanth@antaressystems.com">raghuprashanth@antaressystems.com</a> ) 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 in form of "CROSSED DEMAND DRAFT " of any of the Nationalized Banks drawn in the favour of the "**Life Insurance Corporation of India**" payable at "**AHMEDABAD**" only, and not in the favour of any other Authority or Location .

- The Enrolment fee is Non-refundable.

**Original D.D. /payment details should be submitted to THE SUPERINTENDING ENGINEER, LIFE INSURANCE CORPORATION OF INDIA, Engineering Department, 5th Floor, "Jeevan Prakash ", Tilak Marg, Ahmedabad – 380001.**

- 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 <http://www.licindia.com/Tender> 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 Physical mode:**
  - (a) Filled in Enrolment forms shall be opened on key dates.

**CONTRACTORS ARE ADVISED TO FILL THE  
ENROLMENT FORM AND SUBMIT THE  
ENROLMENT FORM & RELEVANT DOCUMENTS  
UPTO 15.00Hrs on 16.02.2026**

**FORM FOR EMPANELMENT**

(Note: Please note that all documents required to be uploaded along with filled in Enrolment form are to be self attested by the authorized person of the applicant)

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

Sl.No	QUERY	ANSWER
1	Name of the firm :	
2	Address:	
3	Local Address:	
4	PAN No	
	GST Registration No.	
5	<div> <div>Contact Details</div> <div> <div>Office Phone No.</div> <div>Residence Phone No.</div> <div>Mobile No.</div> <div>Fax No.</div> <div>Email</div> </div> </div>	
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	i) Annual Turn Over of Agency Certified by the Chartered Accountant		<table border="1"> <thead> <tr> <th></th> <th>YEAR</th> <th>Rs. in Lakh</th> </tr> </thead> <tbody> <tr> <td>i</td> <td>2022-23</td> <td></td> </tr> <tr> <td>ii</td> <td>2023-24</td> <td></td> </tr> <tr> <td>iii</td> <td>2024-25</td> <td></td> </tr> <tr> <td></td> <td>Average</td> <td></td> </tr> </tbody> </table>		YEAR	Rs. in Lakh	i	2022-23		ii	2023-24		iii	2024-25			Average	
	YEAR	Rs. in Lakh																
i	2022-23																	
ii	2023-24																	
iii	2024-25																	
	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/applicant 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). <b>(The certificate should not be more than SIX MONTH old from the last date of submission of application).</b> 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.		a) Rs.....Lac with.....  b) Rs.....Lac with.....  c) Rs.....Lac with .....															

	v) 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 <b>Annexure-C</b> enclosed.		
17	Fill in & enclose <b>Annexure-D</b> giving full particulars about major works completed during past <b>Seven years</b> as per NIT <b>NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given.</b>		

18	<b>Work in Progress:</b>		
	i) Whether full details of major work on hand given in <b>Annexure-‘E’</b>		
	ii) Are copies of work orders for such large works enclosed		
19	Provide full information regarding permanent technical staff employed in the format as per <b>Annexure ‘F’</b>		
20	How do you normally carry out works for the following trades		
	Civil Works, Finishing, Road works etc.,		
	Water supply, sanitary and plumbing installations		
21	i)Who is the license holder & what is their experience for the following trades		
	water supply, sanitary and plumbing installations		
22	Any <b>other information</b> 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 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 thereof.

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 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**

<b>Sr No</b>	<b>Item</b>	<b>Specification</b>	<b>Quantity</b>	<b>Estimated Value</b>	<b>Remarks</b>
(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	Comple- tion of work, month Year	Height of the Building from finished ground level to parapet.	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 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

CONTRACTOR/ AGENCY

CHIEF ENGINEER

## 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**

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 Application 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 31<sup>st</sup> 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/applicant 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 of 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/APPLICATION 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)	18 (i) (List of work in hand)	
16.	Copies of work order	18 (ii)	
17.	Annexure 'F' (as supplied)	19 (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	