



Northern Zonal Office, Engineering Department “Jeevan Prakash Buildings”,(2nd floor),25-Kasturba Gandhi Marg, New Delhi - 110001

APPLICATION FOR EMPANELMENT OF CONTRACTORS

FOR

Repair/Maintenance of Civil/ Electrical and allied works for various buildings in NCR Delhi, Haryana, Rajasthan, Himachal, Punjab, J&K & UT of Chandigarh & Ladakh under Northern Zonal Office for different trade & amount wise categories.

Category of work :

1. Builders' / Civil Works
2. Sanitary & Plumbing,
3. Structural Repairs & Waterproofing
4. Electrical,
5. AC AMC
6. Fire Alarm & Fire Fighting System
7. IT/Data Cabling & CC TV work
8. Substation & HT Works
9. Lift
10. Modernization/Interior work (Civil, Electrical & A.C),
11. UPS , Battery & inverter AMC

LIFE INSURANCE CORPORATION OF INDIA.

Northern Zonal Office, Engineering Department “Jeevan Prakash Buildings”,(2nd floor),25-Kasturba Gandhi Marg, New Delhi - 110001

INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the Annexure A1, A2 and B to G shall be completely filled in all respect along with cost of Enrolment processing fee of Rs 700 + 18% GST (Rs 826/-) (non-refundable) for each category of works , by way of NEFT / RTGS . The details of bank account are mentioned below. The enrolment form is to be addressed to “**The Chief Engineer, Northern Zonal Office, Engineering Department “Jeevan Prakash Buildings”,(2nd floor),25-Kasturba Gandhi Marg, New Delhi – 110001**”, along with these instructions for filling and submission of Enrolment Form/ Forms **on or before 15.07.2026 up to 23.59 Hrs.**

Details of LIC bank account for remittance of ENROLMENT Fees through online/NEFT/RTGS:

Name of Account Holder	Life Insurance Corporation of India
A/C Type	CURRENT ACCOUNT
Name of Bank	UNION BANK OF INDIA
15 Digit Account No.	510101002947780
IFSC code	UBIN0530786

The KEY DATES are as under.

Sr. No.	Activities	Start Date and Time	Expiry Date and Time
1	Uploading of Enrolment form /document	Up to 24.06.2026, 17:30 Hrs.	
2	Downloading of Enrolment form / Document	24.06.2026, 17:31 Hrs.	15.07.2026,23.59 Hrs
3	Deposit of Enrolment fee (NEFT/RTGS)	Up to 15.07.2026, 23.59 Hrs	
4	Online submission of Enrolment Form	Up to 15.07.2026, 23.59 Hrs	
5	Opening of Enrolment Form	On 16.07.2026 at 12:00 Hrs	

Please note that no consideration will be given for postal delays.

1. Contractors to note that all particulars required as per the form and Annexure shall be filled in completely in relevant strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected,
3. The eligible agencies, which will be selected for issue of tenders after scrutiny of enrolment forms, shall be informed by a letter. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency/ Bankers Certificate (Not more than Six Months older than the last date of submission of application for Empanelment) from a Schedule Commercial (Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co- Operative Banks or Regional Rural bank) or Net Worth Certificate from CA with UDIN number as per Annexure II should be submitted along with Enrolment Form.
5. The Contractors are advised to follow the instructions given below :
 - (a) Enrolment Form shall be filled-up in clean handwriting in capital letters or typed.
 - (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
 - (c) The agencies should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D.
 - (d) The annual turnover should be Certified by CA or audited balance sheet, copy of which should be enclosed.
6. The Contractors are advised to follow the instructions given below :
 - (a) Enrolment Form shall be filled-up in clean handwriting in capital letters or typed.
 - (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
 - (c) The agencies should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D.
 - (d) The annual turnover should be certified by CA or audited balance sheet, copy of which should be enclosed.

7. Separate application must be submitted for different categories of works along with non-refundable amount of * **Rs.826/- (Including 18% GST)** each towards processing fee in the form of NEFT /RTGS drawn in favor of “ LIC of India” payable at Delhi.

8. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Chief Engineer reserves the right not to issue tender to any / all applicants without assigning any reason whatsoever.

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

Chief Engineer

Signature of Contractor

Note: These instructions for filling and submission of Enrolment Form shall also be signed and submitted along with Enrolment Form with Annexure A1, A2 and B to G.

APPLICATION FORM FOR ENROLMENT OF CONTRACTORS

Please note that all documents required to be submitted 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 being enrolled on the list of contractors for following works.

ARC/ AMC FOR DELHI (NCR) / HARYANA / RAJASTHAN / PUNJAB / CHANDIGARH / HIMACHAL PARDESH / J & K / LADAKH REGION

Category	Name of works	Please Tick desirous to apply	Amount & Details made towards processing fee of payment enrollment
A1	Civil works up to 2.00 lakh		
A2	Civil works up to 5.00 lakh		
B1	Plumbing & Sanitary Works up to 2.00 lakh		
B2	Plumbing & Sanitary Works up to 5.00 lakh		
C1	Electrical works up to 2.00 lakh		
C2	Electrical works up to 5.00 lakh		
C3	AMC of Old Lifts up to 5.00 lakh		
D1	Fire Alarm & Fire Fighting Work up to 2.00 lakh		
D2	Fire Alarm & Fire Fighting Work up to 5.00 lakh		
E1	AC AMC Up to 2.00 lakh		
E2	AC AMC Up to 5.00 lakh		
E3	AC AMC Up to 15.00 lakh		
E4	AC AMC Up to 30.00 lakh		
F1	IT/Data Cabling & CCTV Works Up to 2.00 lakh		
F2	IT/Data Cabling & CCTV Works Up to 5.00 lakh		
G1	UPS, Battery & inverter AMC up to 2.00 lakh		
G2	UPS, Battery & inverter AMC up to 5.00 lakh		

ORIGINAL CONSTRUCTION, REPAIRS/ MAINTENANCE, ADDITION / ALTERATION WORKS & INTERIOR WORKS TO BE CARRIED OUT IN NORTHERN ZONAL OFFICE (DELHI & NCR , HARYANA , RAJASTHAN, PUNJAB, HIMACHAL PRADESH,J & K AND UT CHANDIGARH & LADAKH) BY INVITING SEPARATE TENDERS WHENEVER REQUIRED

Category	Name of works	Please Tick categories desirous to apply	Amount & Details of payment made towards enrollment processing fee
H1	Builders" / Civil work including Sanitary & Plumbing etc. up to 15.00 lakh		
H2	Builders" / Civil work including Sanitary & Plumbing etc. above 15.00 Lakhs and upto 30 Lakhs		
H3	Builders" / Civil work including Sanitary & Plumbing etc. above 30.00 Lakhs and up to 50.00 lakh		
I1	Structural Repairs & Waterproofing works up to 15.00 lakh		
I2	Structural Repairs & Waterproofing works above 15.00 Lakhs and upto 30 Lakhs		
I3	Structural Repairs & Waterproofing works above 30.00 Lakhs and up to 50.00 lakh		
J1	Modernization/Interior works up to 15.00 lakh		
J2	Modernization/Interior works above 15.00 Lakhs and upto 30 Lakhs		
J3	Modernization/Interior works above 30.00 Lakhs and up to 50.00 lakh		
K1	Electrical works including data cabling works up to 15.00 lakh		
K2	Electrical works including data cabling works above 15.00 Lakhs and upto 30 Lakhs		
K3	Electrical works including data cabling works above 30.00 Lakhs and upto 50.00 Lakhs		
L1	Electrical – Substation & HT Works up to 15.00 lakh		
L2	Electrical – Substation & HT Works above 15.00 Lakhs and upto 30 Lakhs		

L3	Electrical – Substation & HT Works above 30.00 Lakhs and upto 50.00 Lakhs		
M1	Fire Alarm & Fire Fighting System works up to 15.00 lakh		
M2	Fire Alarm & Fire Fighting System works above 15.00 Lakhs and upto 30 Lakhs		
M3	Fire Alarm & Fire Fighting System works above 30.00 Lakhs and upto 50.00 Lakhs		

APPLICATION FORM FOR ENROLMENT

Sl.No	QUERY		ANSWER	
1	Name of the firm		:	
2	Address:			
3	Local Address:			
4	PAN No			
	TIN No.			
	Goods & Service Tax (GST) No.			
5	Contact Details	Office Phone No.		
		Residence Phone No.		
		Mobile No.		
		Fax No.		
		Email		
6	Telegraphic Address, if any			
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				
12	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization.(undertakings, boards , Corporations, local bodies etc)			
13	i) Average annual financial Turn-over on construction works during last 3 years ending 31 st march of the previous financial year. (in lac) 2023-2024 2024-2025		YEAR	Rs. in Lakh
		i	2023-2024	
		ii	2024-2025	

	2025-2026 (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no.)	iii	2025-2026	
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover			
	iii) Enclose latest income tax clearance Certificate		Certificate enclosed for Assessment year _____	
	iv) Enclose statement of Accounts of last 4 years as mentioned above duly certified by the Chartered Accountant			
14	i) Name and complete postal address of bankers			
	ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be attach):			Name of Bank: Account No: IFSC Code:
	iii) Enclose solvency certificate indicating amount. (The certificate should not be more than 6 months old) . Please provide following details about solvency certificate 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) Bank Guarantee limit with Various banks.	i) Rs.....Lac with..... ii) Rs.....Lac with..... iii) Rs.....Lac with		
15	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 _____		
16	i) Particulars of movable properties along with Banker's reference			
	Value of tools & plants	Rs. _____		
	Other Assets	Rs. _____		
	Total	Rs. _____		
	ii) Whose reference is enclosed?			
17	Fill in and enclose list of tools as per			

	Annexure-C enclosed.		
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 enrollment 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	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		
	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 its 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 CONSTITUTES

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

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 the 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) Shuttering wooden planks c) Wooden props d) Steel props				
2.	Concrete Mixers				
3.	Concrete Vibrators i) Petrol Driven ii) Electric Driven				
4.	Tower Hoist				
5.	Trucks				
6.	Welding Equipments				
7.	Pump-Sets				
8.	Floor-Polishing Machine				
9.	Cranes				
10.	Others				

SIGNATURE OF CONTRACTOR

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)

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

**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
TO BE SUBMITTED IN FOLLOWING FORMAT**

1. Name of the 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 No of days / Months

Performance Report

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

9. Any other Remarks :.....

Signature of Executive Engineer or Equivalent (with seal & date)

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 document.

Annexure – I

To,
Chief Engineer
L I C Of India
NZO , New Delhi

BANKERS CERTIFICATE FROM A BANK

This is to certify that to the best 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. Bankers Certificate should be on letter head of the Bank, addressed to Tender issuing Authority.
2. In case of partnership firm, certificate should include name 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 – II**FORM FOR CERTIFICATE OF NET WORTH 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 Books of Accounts, Records and Documents is true and correct to the best of my/ our knowledge.

It is further certified that the Net Worth of the Company has not eroded by more than 30% in the last three years ending on 31st March (Previous financial year from the year in which NIT is published).

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 partnership firm, certificate should include name of all partners as recorded with the Chartered Accountant.

GST REGISTRATION DETAILS FORMAT

SR. No.	Requirement	Submissions
1.	Name of Construction Associate as per GST Registration Certificate	
2.	Address as per GST Registration Certificate	
3.	City	
4.	Police Station	
5.	Postal Code	
6.	Region / State (to provide complete State name)	
7.	Permanent Account Number	
8.	GST IN ID / PROVISIONAL ID Number (copy of acknowledgement is required)	
9.	Business nature as per Registration with GST	
10.	Service Accounting Code / HSN Code	
11.	Contact Person	
12.	Phone Number / Mobile Number	
13.	E-mail ID	
14.	Compliance Rating if updated by GST IN	

NB : The specific details should also be asked for all new contracts and it should be an integral part of the Contract Document.

ENROLMENT CHECKLIST

Sr. No.	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1.	Partnership deed / Articles of Association / Affidavit (★) (★) Annexure A-1	10 (ii)	
2.	Annexure (A-2) as supplied	10 (iii) (Particulars of Partners)	
3.	Annexure – B (as supplied)	11 (Particulars of enrolment in LIC and other Organization)	
4.	Proof of Turnover	13 (i)	
5.	Latest I.T.C.C.	13 (iii)	
6.	NEFT Details	14 (ii)	
7.	Solvency Certificate	14 (iii)	
8.	Certificate of Bank Guarantee	14(iv)	
9.	Immovable Property certificate	15(ii)	
10.	Movable Property certificate	16 (ii)	
11	(★) Annexure „C“ (as supplied)	17 (Particulars of tools/ plant)	
12.	(★) Annexure „D“ (as supplied)	18 (List of major works completed during last 7 years)	
13.	(★) Annexure „E“ (as supplied)	19 (i) (List of work in hand)	
14.	(★) Copies of work order	19 (ii)	
15.	(★) Annexure „F“ (as supplied)	20 (Particulars of permanent technical staff)	
16	(★) Annexure „G“ (as supplied)	Performance report	
17	GST Registration details	Filled in form	

SIGNATURE OF THE CONTRACTOR