

**LIC**

LIFE INSURANCE CORPORATION OF INDIA

Divisional office, 4-5 District Shopping Complex,
Ranjit Avenue, Block-B, Amritsar

**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, JEEVAN PRAKESH
4-5 District Shopping Complex,
Ranjit Avenue, Amritsar**

(Annexure-3)

FORM FOR ENROLMENT OF CONTRACTORS

NAME OF WORKS APPLIED FOR

**Comprehensive Annual Maintenance
Contract of Online UPS at offices under D.O-
Amritsar**



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**PRE-QUALIFICATION OF VENDORS FOR COMPREHENSIVE ANNUAL
MAINTENANCE CONTRACT OF ONLINE UPS UNDER AMRITSAR**

DIVISION

LIC of India invites application for enrolment from reputed / authorized VENDORS of AMC for online UPS for offices under Division Office **Amritsar** under North Zonal Office, Delhi in the prescribed Enrolment Form, from **04.03.2020 to 24.03.2020** at the office of the undersigned. The interested firms having enlisting with Banks, Central or State Public Sector undertaking, CPWD or Central or State Govt. may apply in the prescribed enrolment form to **25.03.2020** on or before 17.00 hours. The agencies fulfilling the criteria below will be selected.

Description of Work	Estimated Cost (Rs. In Lac)	Min Bank Solvency (Rs.in Lac)	Avg. Annual Turnover over last 4 years (Rs.inLac)	Qualifying value of single work completed during last 04 years
A	B	C	D	E
Comprehensive AMC of the online UPS	5.00 Lac	10.00 Lac	50 Lac	At least Two Similar works costing not Less Than 5.00 Lac Or At least one similar works costing not less than 10.00 Lac

Agencies who desire for enlistment for the above work should only apply to the Sr. Divisional Manager at the address given above in the prescribed Enrolment Form by **25.03.2020 upto 17.00 hours and opened on 26.03.2020 at 11.00 hours**. Each Enrolment Form should be accompanied with Demand Draft of **Rs118/- (Rupees One Hundred Eighteen Only)** drawn in favor of LIFE INSURANCE CORPORATION OF INDIA payable at Amritsar (Non-refundable). or Enrolment form may also obtain from Divisional office –Amritsar in working days from 04.03.2020 to 24.03.2020 upto 15.00hours Any delay including postal shall not be entertained. Agencies who are already enlisted with us may also apply in fresh for enrolment. The above criteria may be relaxed 15% for working contractors of LIC of India.

Sr. Divisional Manager reserves the right to reject for selection of any manufacturer/agency at his sole discretion without assigning any reason whatsoever.

Sr. Divisional Manager



**ENROLMENT OF VENDORS FOR COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT OF ONLINE UPS UNDER DO-AMRITSAR**

The envelope containing documents should be superscribed “**ENROLMENT OF VENDORS FOR AMC OF ONLINE UPS** ” It should contain all the relevant information of the firm of the vendor. The vendor should fill up all the details with the supporting documents given in Annexure-I. Only those vendors who fulfill the following criteria are eligible to enroll.

1. The Company should be **in existence** for a minimum period of **10 years**.
2. The Company should have executed contracts for **AMC of on-line UPS** for Public/Private Sector like Banks, LIC of India/Government of India undertakings during the last four years. Also give the details if company / make are de listed / debar from Public Sector like Banks, LIC of India/ State Government / Government of India undertakings during the last four years. The Copies of Major Contracts executed during the last Four years is submitted should be enclosed.
3. The company shall have offices/ Service centre at **Amritsar or nearby location (North India)** for providing AMC services of existing UPS of Different makes. The company shall be able to attend break down services within 4 to 6 hours after registering the complaints in Amritsar. For other places, the break-down services shall be attended within 12 to 24 hours. In case, UPS repair takes time more than 48 hours, the company shall be in a position to provide standby UPS of same capacity temporarily till the system is repaired and put into service. The companies those can provide such services only will be empanelled.
4. The bids submitted by the by Authorized Dealers/Channel Partners for similar equipments will be preferred.
5. If the bid is submitted by an Authorised Dealer/Channel Partner, the Original Equipment Manufacturer (OEM) shall certify that the dealership/ channel partnership arrangement with the bidder is in force for the last four years and is valid for the current year. Also, the Original Equipment Manufacturer (OEM) shall also submit a letter through the Authorised Dealer/ Channel partner, participating in the tender process, that they shall honor the warranty/Annual Maintenance contract commitments independent of continuation of the Dealership/ Channel Partner arrangement with the Authorised Dealer/Channel Partner. (Enclose copy of letter from OEM as per enclosed format, if the bidder is Dealer or Channel Partner).
6. **The firm must be registered for GST Number.**
7. Last date of submission of Enrolment Form **25.03.2020 up to 17.00 hours** and the same shall be submitted at the following addresses :-

Sr. Divisional Manager,
LIC of India,
Divisional Office, 1st Floor
Jeevan Prakesh Building, Block-B,
4-5 District Shopping Complex,
Ranjit Avenue, Amritsar
E-mail :-os.amritsar@licindia.com :
Website:- www.licindia.in

Note : These instructions for filling and submission of Enrolment Form shall also be signed and submitted along with Enrolment Form with Annexure enclosed



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**FORM FOR ENROLMENT OF VENDORS FOR COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT FOR ON-LINE UPS UNDER DO-AMRITSAR**

I / We _____ am / are desirous of being enrolled _____ on list of
contractors for * (Name of work) _____ and hereby
apply for the same. I / We give the following details for your consideration.

Sl. No.	Pre-qualification Criteria	Compliance
1	Name of the firm	
2	Address of Reg. office and Head Office	
3	Telephone Number Office Fax No. Email	
4	(Copies to be enclosed)	
	PAN NO (attach Copy)	
	GST REG NO (attach Copy)	
5	Month and year in which the firm was established in present name whether the Company was existing for a minimum period of 10 years	
6	What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc. (Enclosed copies of Deed/Articles of constitution of the company)	
7	Whether the firm is a manufacturer of UPS or whether an authorized channel partner/ dealer during the last 5 Years and is in force during the current year (Enclose Channel Partner/ Dealership letter from OEM)	
8	Particulars of dealer ship/channel partnership	
9	The firm should have quality certification like ISO-9001:2008 will be preferred	
10	Has the firm / make been black listed / de listed in the past by any Central or State Govt. Deptt./ Organization	
11	Should have executed contracts for COMPREHENSIVE AMC OF ON-LINE UPS for Public/ Pvt Sector during the last 4 years (Enclose Copies of Orders)	
12	List of clients to whom similar COMPREHENSIVE AMC OF ON-LINE UPS (to be enclosed)	

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13	Satisfactorily services of AMC works (Enclose Copies of completion certificate)	
14	Annual Sales Turnover for last 4 years (Provide in Lacs & Enclose audited Balance Sheets) 2015 – 2016 2016 – 2017 2017 - 2018 2018 - 2019	
15	Whether service centers details given in Annexure – I & II	
16	Whether the firm is able to provide break-down services within 4 to 6 hrs. in Amritsar and within 12 to 24 hrs in other locations under D.O- Amritsar	
17	If the bid is submitted by Authorised Dealer/ Channel Partner. (Enclose Letter from OEM) a) Dealership/ Channel Partnership Certificate from OEM & b) Commitment Letter from OEM to Honor Warranty/ AMC commitments.	
18	Quality/Performance/Benchmark Certifications for the products, Service etc, If any.	
19	Any other information the applicant might like to give	

DECLARATION

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 AUTHORISED
RESPRESENTATIVE OF THE FIRM**



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ANNEXURE - I

Particulars of Regional / Branch Offices/Service Centres

Number of Offices: Within the state of

Within the State of

Other Places

Total Number of Offices:

Please furnish information about Regional/ Branch Offices/ Service Centres in the following format
..... (Specify states to cover) states

City / State	Address	Name of Person In-charge and Phone No	No. Of Qualified Support Engineers & their qualifications	Whether adequate trained Manpower, knowledge base & stock of spares available for support

Date:

Signature of Authorized Official with Seal



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ANNEXURE - II

Particulars of Service Centers Managed by Third Parties / Franchisee

Number of Offices: Within the State of **Punjab & Northern States**

Rest of India

Total Number of Offices

City / State	Name and Address of the service provider	Name of Person In-charge and Phone No	No. Of Trained Service Engineers	Whether adequate trained Manpower, knowledge base and stock of spares maintained

Date:

Signature of Authorized Official with Seal



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ANNEXURE – III

A. List of Major Clients and related references: supplied during the last Four years – provide copies of major contracts executed/ copy of Work Orders)

Name of the clients & contact details	AMC of equipment (online-UPS)

Date:

Signature of Authorised Official with Seal



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ANNEXURE - IV

(This format has to be issued by Original Equipment Manufacturer on their Letter Head duly signed by authorised signatory/ies)

Place:

Date:

To
Sr. Divisional Manager
LIC of India, Divisional Office
Jeevan Prakesh Building
Ranjit Avenue,
Amritsar

Dear Sir,

We hereby certify that M/S (Name & Address) is an Authorised Channel Partner/ Authorised Dealer (Strike out the not applicable) for Supply of (Equipment details) of (Specify Make) manufactured by our company for the last (Specify) Years. Further, we certify that the Authorised Channel Partner/ Authorised Dealer ship agreement with M/S is in force and is valid up to (Specify Period).

Further, we hereby certify that M/S is authorized to participate in the tender for comprehensive AMC of on-line UPS on our behalf and submit bids. We undertake to honor the Warranty and AMC terms & conditions as per the tender documents independent of continuation of the channel partnership/ authorised dealership arrangement with M/S either directly or through any of our channel partners/ authorised dealers.

We hereby undertake that the Model offered & empanelled will be available & supplied during the currency of the empanelment.

Further, we confirm that the undersigned is authorised to issue this letter.

Yours Faithfully,

(Name, Designation, Address, Phone Number of the
Authorised Signatory with Company Seal)