LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

To,

M/s……
……
……

L. I. C. of India
Jeevan Prakash Building
Divisional Office
489, Model Town
Karnal-132001

Empanelment of Firms in three categories to install new noiseless & smokeless DG Sets with Kirloskar Green / Cummins India / Greaves / Mahindra and Mahindra Ltd. / Ashok Leyland engines in acoustic enclosures on monthly hire basis for our various offices situated under Divisional Office Karnal.

==========

Last date of Submission of Tenders : 12.04.2018 up to 17.00 hrs.

Date of Opening of Tenders : 13.04.2018 at 15.00 hrs.

Sr. Divisional Manager

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

Eligibility Criteria for Installation of DG Sets / Empanelment of Contractors

Eligibility criteria for above shall be as under:

1.

Category/Capacity of DG Set	Minimum Solvency in Lakhs	Average Annual Turnover for last 3 years in Lakh	Minimum value of single work completed in last 3 years
Category I 10 KVA to 40 KVA	**2.00**	**10.00**	At least 4 works of 10 KVA or 2 works of 40 KVA or more
Category II 41 KVA to 62.5 KVA	**3.00**	**15.00**	At least 4 works of 40 KVA or 2 works of 62.5 KVA or more
Category III (Above 62.5 KVA)	**5.00**	**25.00**	At least 4 works of 62.5 KVA or 2 works of 100 KVA or more

2. Other Requirements:

A. The contractor should have experience of supply, installation, running & maintenance of noiseless DG set of capacity with in or more than that specified above as per categories applied for in Govt. Department/PSUs/Financial Institutions/Govt./Semi sponsored institutes/Reputed MNCs during last three years consecutively.

B. The experience must be of similar nature involving complete works such as civil works, installation of DG sets, earthing work, integration with existing electric distribution system, electrical cabling works.

C. The agency should have GST Registration & will submit proof of GST Registration.

D. Income tax return for last three years. Agency/firm should submit income tax clearance certificate along with the Enrolment form/bid.

E. Trade license certificate and professional license no. should be furnished.

F. Valid registration certificate from CPWD / PWD / MES / Railways / Govt. / Semi Govt. organization of repute.

Cont:2

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

G. List of organizations where DG sets are installed on hire basis in last three years with supporting documents such as work order/letter of intent.

H. Performance certificate of best two works of similar nature issued by the respective officer of the department / Company along with name, designation and department to be submitted.

No Brokers/Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full/part without assigning any reason whatsoever.

Interested agencies fulfilling the above eligibility criterion may apply for issue of Enrollment Form on payment **of Rs. 500.00 (Non refundable) for empanelment against each category works**, to be paid in cash/DD in favour of LIC of India, payable at Karnal up to 12.04.2018 from the office of Manager (OS), O.S.Department, 1st Floor, Jeevan Prakash Building, Divisional Office, 489, Model Town, Karnal-132001. Last date of duly filled in Tender Form is 12.04.2018 up to 5:00 PM. Tender form down loaded from the web site should be submitted along with payment of Rs. 500.00 (Non-refundable) for each category works, in cash/DD.

All the already enlisted contractors should also apply for installation / empanelment through this NIT. However, the above eligibility criteria may be relaxed by 25% for working contractors of LIC of India. Name of the empanelled agencies selected through this process will be uploaded on our website.

Sr. Divisional Manager

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

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 Form of Rs. 500/- (non-refundable) for each category by way of demand draft / pay order in favour of "Life Insurance Corporation of India", payable at Karnal and addressed to the Manager (OS), Life Insurance Corporation of India, Divisional Office, Jeevan Prakash, 1st Floor, 489, Model Town, Karnal along with these instructions for filling and submission of Enrolment Form on or before **12.04.2018 up to 17.00 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 Annexures 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. After scrutiny of enrolment forms such contractors, which qualify in Technical Bid and empanelled under category I, II, III, will be eligible for participation in the Financial Bids and will be informed by a letter. Please note that no enquiries or correspondence regarding the selection of contractors shall be entertained.
4. 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 tally with the value of final bill in Annexure D.
   d. The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
5. Please note that only submission of Tender does not confer any right on you to claim for participation in Financial Bids and the Sr. Divisional Manager reserve the right not to allow to any/all applicants without assigning any reason whatsoever.

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

Signature of Contractor **Sr. Divisional Manager**

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

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.

FORM FOR ENROLMENT OF CONTRACTORS

I/We_____ am/are desirous of being enrolled on list of contractors for_____ and hereby apply for the same.

S.No.	Name of Work	Please mention the work/category for which applied
1.	Category-I (Hiring of DG set 10 KVA to 40 KVA)	
2.	Category-II (Hiring of DG set 41 KVA to 62.5 KVA)	
3.	Category-III (Above 62.5 KVA)	

I/We give the following details for your consideration.

Sl.No.	Description			Remarks
1	Name of the firm			
2	Address			
3	PAN No.(Enclose attested copy)			
	GST Registration No.(Enclose attested copy)			
4	Contact Details	Office Phone No.		
		Residence Phone No.		
		Mobile No.		
		Fax No.		
		Email		
5	Trade License certificate & Professional License No.(Enclose attested copy)			
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 contractors, in some other name in the past(The partnership deed of old firm be enclosed).			

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

8	Particulars of sister construction 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 or 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 for last four years (enclose documentary evidence or proof to support figures)		Year	Rs. In Lakh
		i.	2013-14	
		ii.	2014-15	
		iii.	2015-16	
		iv.	2016-17	
	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_____	
13	i) Name and complete postal address of bankers			
	ii) Enclose GST registration certificate indicating amount (The certificate should not be more than 3 months old).		_____lakh with_____	
	iii) Bank Guarantee limit with various banks		i) Rs._____lakh with_____ ii) Rs._____lakh with_____ iii) Rs._____lakh with _____ TOTAL ____	
14	i)Enclose list of immovable properties with complete postal addresses, full description and reasonable market value of property duly supported by certificate of			

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

	DM/Collector/First Class Magistrate/approved valuer		
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 & plants (for energy auditing purpose) as per Annexure-C enclosed.		
17	Fill in & enclose Annexure-D giving full particulars about major works completed during past three years Note: List of only those works which are carried out by firm requesting for enrolment is to be given. Work completion certificate for qualified projects must be notarized with address & contact numbers of issuing authority.		
18	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.		
19	Whether full information regarding permanent technical staff employed given in Annexure 'F'.		
20	i) How do you normally carry out works of water supply, sanitary and plumbing installations		
	ii) Names of the certified Energy auditor from BEE and what his experience of this work is.		
21	Performance Certificate issued by clients during last three years(Enclose attested copy)		
22	Any other information the applicant might like to give		

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

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 these annually on 1st January.

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 my 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

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

ANNEXURE – A1

AFFIDAVIT

(On Non Judicial Stamp paper of Rs._____ 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 should be notarized.

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

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	As Employee	As contractor	
1	2	3	4	5	6	7	8

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

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

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

Signature of the contractor

ANNEXURE – D

List of works completed during last 3 years.

Sl. No	Details of the Organisation / Firm		Capacity of D.G Set (KVA)	Type of D.G Set	Details of Order			
	Name of Firm/ Agency	Postal Address			Reference No & Date	Date of Commence ment	Contract period	Contract amount (Rs.)

Signature of the Firm / Agency

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

(With seal & date)

ANNEXURE – E

LIST OF CONTRACTS IN HAND.

Sl No	Details of the Organisation / Firm		Capacity of D.G Set (KVA)	Type of D.G Set	Details of Order			
	Name of Firm / Agency	Postal Address			Reference No & Date	Date of Commencement	Contract period	Contract amount (Rs.)

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, KARNAL, 489, MODEL TOWN, KARNAL -132001

Signature of the Firm / Agency
(With seal & date)

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 the contractor

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

ANNEXURE-G

ENROLMENT CHECKLIST

CHECKLIST FOR ENROLMENT:

Sr.No.	Description of Enclosure	Refer Item of form
1.	Partnership deed/Articles of Association/Affidavit(*) (*) Annexure A-1	9(ii)
2.	Annexure (A-2) as supplied	9 (ii) (Particulars of Partners)
3.	Annexure-E (as supplied)	10 (Particulars of enrolment in LIC and other Organization)
4.	Proof of Turnover	12(ii)
5.	Latest I.T.C.C.	12(iii)
6.	GST Registration Certificate	13 (ii)
7.	Certificate of Bank Guarantee	13 (iii)
8.	Immovable Property Certificate	14 (ii)
9.	Movable Property reference	15 (i)
10.	(*) Annexure 'C' (as supplied)	16 (Particulars of shuttering tools/plant)
11.	(*) Annexure 'D' (as supplied)	17 (List of major works completed during last 4 years)
12.	(*) Annexure 'E' (as supplied)	18 (List of work in hand)
13.	(*) Copies of work order	18 (ii)
14.	(*) Annexure 'F' (as supplied)	19 (Particulars of permanent technical staff)

Signature of the contractor

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com

Sr. Divisional Manager's Office, L.I.C of. India., 'Jeevan Prakaah', Divisional Office 489 Model Town Karnal 132001
.Tel:0184-2265129, Fax:0184-2266143, E-mail:os.karnal@licindia.com