



DIVISIONAL OFFICE: FAIZABAD



**LIC OF INDIA
DIVISIONAL OFFICE
"JEEVAN PRAKASH", AYODHYA ROAD, BENIGANJ,
FAIZABAD –224001**

***FORM FOR ENROLMENT OF CONTRACTORS/AGENCIES FOR
SUPPLY OF OFFICE FURNITURE(WOODEN,STEEL &
MODULAR)***



DIVISIONAL OFFICE: FAIZABAD

**EMPANELMENT OF CONTRACTORS FOR SUPPLY OF OFFICE
FURNITURE(WOODEN,STEEL & MODULAR)**

Life Insurance Corporation of India intends to form a panel of contractors for supply of office furnitures at various offices under Faizabad Division.

Contractors who have carried out similar nature of works and have requisite qualifications are only required to apply. Enrolment forms will be available on payment of Rs 250/- (Non-refundable) for each category for above in cash during cash hours or in form of D.D. from 16/03/2018 to 11/04/2018 on working days during office hours only.

Enrolment form is also available in web-site www.licindia.com/tender, which may be downloaded and submitted duly filled in along with non-refundable fees of Rs 250.00 (Rupees Two hundred fifty only) for each category separately as mentioned above in the form of D.D drawn in favour of **LIC of India payable at Faizabad** .The Enrolment form can also be obtained on payment of Rs 250/- cash at out cash counter during cash working hours only.

Applications has to be submitted with Enrolment form along with necessary supporting documents and details such as PAN, GST Registration and credentials of works carried out etc on or before **12.04.2018 up to 15.00 Hrs** to “ **MANAGER (E & O.S.), LIC OF INDIA , DIVISIONAL OFFICE ,AYODHYA ROAD BENIGANJ,FAIZBAD-224001**” in a closed cover superscribed ‘**APPLICATION FOR EMPANEMENT OF CONTRACTORS/AGENCIES FOR SUPPLY OF OFFICE FURNITURE (WOODEN,STEEL & MODULAR)**’.

Please note that enrolment form without the requisite fees and supporting documents shall be summarily rejected.

Contractor has to specifically mention the category in which they are interested to work. Competent authority will decide contractor’s category of trade depending upon their credentials. .Separate enrolment form for each category has to be submitted by the applicants along with separate DD @ Rs 250.00 (Rupees Two hundred fifty only) as enrolment fees .Enrolment form can be downloaded from our website www.licindia.in/tender .

The agencies should fulfilling all relevant eligibility criteria for such specific nature of work, and other required parameters as mentioned in Enrolment form.

Sr Divisional Manager reserves the right to reject /select any contractors at his sole discretion without assigning any reason whatsoever.

**Senior Divisional Manager
Divisional Office -Faizabad**

Signature of Contractor
With seal & date



DIVISIONAL OFFICE: FAIZABAD

TERM AND CONDITIONS FOR EMPANELMENT

The Enrolment Form along with the Annexures shall be completely filled in all respects and to be submitted to this office along with these instructions for filling & submission of Enrolment Form. Please note that no consideration will be given for postal delays.

1. Contractor should have GST registration (Copy to be enclosed).
2. Contractors to note that all particulars required as per the form and Annexure shall be filled completely in relevant columns strictly as per the format. Accordingly, contractor/agencies will be enlisted in various categories of works on the basis of credentials submitted by the contractor, a panel shall be prepared.
3. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
4. The eligible contractors who will be selected for issue of tenders after scrutiny of enrolment forms shall be informed. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
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 'C' & 'D').
 - (c) The contractors should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion.
 - (d) The annual turnover should be based on latest Income-tax Clearance Certificate duly cleared by Income-tax Department/Certified balance sheet/acknowledged copy of income tax return.
6. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Sr. Divisional Manger reserve the rights not to issue tender to any/all applicants without assigning any reason whatsoever.



DIVISIONAL OFFICE: FAIZABAD

7. The applicant should be either O.E.M. or authorized dealer of reputed brands and the relevant documents such as authorized dealership certificate of reputed brand with validity should be submitted along with the enrolment form.
8. The contractor/agencies should also be enrolled under GST & relevant documents should be submitted.
9. Firms, who have been blacklisted / removed earlier, should not apply. If applied, their applications will not be considered or may be terminated at any time after empanelment without assigning any reason.
10. Incomplete application will be rejected without assigning any reason thereto.
11. Members of a duly constituted committee may visit and inspect the premises, workshop, shop etc of the applicants.
12. Empanelment Period will be valid for next three financial years i.e. F.Y. .2018-19, 2019-20 and 2020-21.
13. If there is any query please get clarification from office before submission of application form.
14. Firms, who are on our Divisional Office existing panel, should also apply for fresh empanelment.
15. The tenderer will have to submit documentary evidences confirming that they have minimum average annual turnover of Rs.15 lacs and above during the last three financial years.

The Contractor/Agencies desirous to be empanelled with us for various jobs may apply in prescribed Performa available with this office on payment of Rs 250/- (non-refundable) for each category or the same can be downloaded from official website www.licindia.in/tender and submitted by enclosing DD of Rs 250/- (Two Hundred fifty only) non – refundable for each category in favour of LIC of India payable at Faizabad.

The applications in prescribed Performa along with the enclosures as per Annexures are to be sent at following address so as to reach us on or before, Date- 12.04.2018 time up to 15.00 hrs.

**MANAGER (E & OS)
LIC of India
Divisional Office,
Ayodhya Road, Beniganj
Faizabad – 224001**

The Cover should be super scribed as “Application for Empanelment of Contractor/Agencies for supply of office furnitures(wooden, steel & modular).

Note:

1. Contractor/Agencies who are working with us should also apply for fresh empanelment.



DIVISIONAL OFFICE: FAIZABAD

2. In case the enrolment form downloaded from the website, the enrolment form along with Annexure A to E shall be completely filled in all respect along with cost of enrolment form Rs 250/- (non-refundable) by way of demand draft/pay order in favour of Life insurance Corporation of India payable at Faizabad.

Note: These instructions for filling & submission of Enrolment Form shall also be duly signed and submitted along with Enrolment Form annexure A to E.

Encl: Enrolment Form with Annexure 'A' to 'E'

Signature of Contractor

With seal & date

Sr Divisional Manager

D.O. Faizabad



DIVISIONAL OFFICE: FAIZABAD

**FORM FOR ENROLMENT OF CONTRACTORS/AGENCIES
(SUPPLY OF OFFICE FURNITURE)**

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

Sl. No.	Name of Work	Please mention the work for which applied

I/We give the following details for your consideration:

S. NO.	GENERAL REQUIREMENTS	TENDERER'S RESPONSE
1	Name of Firm/Agencies	
2	Address with contact details	
3	E-mail id	
4	What is constitution of firm viz sole proprietor,partnership,Pvt. Ltd,Public ltd etc	
5	Name of proprietors/Partners/Directors	
6	PAN No.	
7	GST registration no..	
8	Whether the applicant is manufacturing firm (in case	

DIVISIONAL OFFICE: FAIZABAD

	applicant is other than O.E.M. attach dealership certificate of manufacturing company)	
9	Particulars of sister concern firms, if any	
10	Has the applicant or his partners or Directors has been black listed in the past by any central or state govt. dept/organizations	
11	Whether the firm has its service centre in Faizabad/nearby districts	
12	Annual turnover for last three years (enclose documentary evidences or proof to support figures)	Year Rs in lakh 2014-2015 2015-2016 2016-2017
13	Experience in providing SITC of office Furniture items	
14	Recent works under-taken in the similar field and its value(with Govt.dept./reputed organizations)	
15	Incone tax returns & clearance certificate for last three years	
16	Whether firm is registered with CPWD/PWD/MES/Railways/Govt./MSME ,if so pls attach copy of empanelment letter	
17	List of organization where items supplied in last three years with supporting documents such as work-order etc & contact details & addresses	

Note:Attach attested photocopy of I.Tax ,PAN No.,GST registration number & other relevant documents etc (Enclosed with enrolment form)

Date :

Place :

Signature of contractor with seal & address



DIVISIONAL OFFICE: FAIZABAD

DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors/agencies 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/agencies in the event of my/our 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-A

CONSTITUTION OF FIRM –

SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER

DETAILS OF CONSTITUTENTS-

Sl.No.	Name of sole partner or director / other high official	Age	Share	Technical Experience			Whether power of attorney holder
				Year to	As Employee	As contract	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR



DIVISIONAL OFFICE: FAIZABAD

ANNEXURE-B

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANISATION

I. ENROLMENT WITH LIC:

Name of works office for which enrolled by LIC in the past

- 1.
- 2.
- 3.

S. No for which tenders were submitted:
S. No for which work-order was received:

II. ENROLMENT WITH OTHER ORGANIZATIONS:

Sl. No.	Name and 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 lacs)	Is copy of letter enclosed
1	2	3	4	5	6	7	8

DIVISIONAL OFFICE: FAIZABAD

SIGNATURE OF CONTRACTOR

ANNEXURE-C

LIST OF MAJOR SIMILAR NATURE WORKS COMPLETED DURING LAST FOUR YEARS

Sl. 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

NOTE: To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax Numbers / E-mail Address etc. are furnished under Column Nos.2, 3 & 4 above

DIVISIONAL OFFICE: FAIZABAD

ANNEXURE-D

LIST OF WORKS IN HAND

S I . N O	Name and Complete Postal address of			Order			Date of Commenceme nt of work	Schedule date of Completio n of work	Progress made and expected date of completio n and reasons for delay, if any
	Site of Work & nature of work	Owne r	Authorit y under whom work was carried out	Ref. No. & Dat e	Contrac t Amount (Rs. in Lac)	Is copy enclose d			
1	2	3	4	5	6	7	8	9	10

SIGNATURE OF CONTRACTOR



DIVISIONAL OFFICE: FAIZABAD

ANNEXURE-E

PARTICULARS OF PERMANENT TECHNICAL STAFF

Sl. 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