

ANNEXURE 3-A

ENROLMENT FORM



LIFE INSURANCE CORPORATION OF INDIA

ENGINEERING DEPARTMENT

CHIEF ENGINEER

LIC OF INDIA

NCZO, ENGINEERING DEPARTMENT

1ST FLOOR, JEEVAN VIKAS

16/275, MG MARG

CIVIL LINES KANPUR-208001.



LIFE INSURANCE CORPORATION OF INDIA

**CHIEF ENGINEER
LIC OF INDIA
NCZO, ENGINEERING DEPARTMENT
1ST FLOOR, JEEVAN VIKAS
16/275, MG MARG
CIVIL LINES KANPUR-208001.**

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, in all respects along with cost of Enrolment Form of **Rs.590.00 (Rupees Five hundred and ninety only) inclusive of GST** (non- refundable) by way of demand draft /pay order in favour of Life Insurance Corporation of India payable at **Kanpur** addressed to the Chief Engineer Life Insurance Corporation of India, 16/275, MG Marg, Kanpur-208001 along with these instructions for filling and submission of enrolment form on or before 30.03.2022 till office hours. 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 places strictly as per the format .
2. The forms not submitted strictly as per the above instructions with in 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 Certificate from any Nationalised /Scheduled Bank as per advertisement should be submitted along with Enrolment Form.
- 5 The contractors are advised to follow the instructions given below :
 1. Enrolment form shall be filled –up in clean handwriting in capital letters or typed.
 2. Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer **Annexures D&E**).

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** 02 **

3. 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**.
4. 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 .
6. Separate application must be submitted for different items of works along with non-refundable amount of Rs.590.00 inclusive of GST each towards processing fee in the form of Demand Draft/pay Order drawn in favor of LIC of India payable at Kanpur. This is applicable when an applicant submits application for more than one item of works .
7. 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

Chief Engineer

Annexures A1, A2 and B to G

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.

LIFE INSURANCE CORPORATION OF INDIA

ENGINEERING DEPARTMENT

NORTH CENTRAL ZONE

FORM FOR ENROLMENT OF CONTRACTORS

I/We _____ am/are desirous of being enrolled on list of
contractors for

_____ and hereby apply for the same.

Sl. NO	Name of work	Please mention the work for which applied
1		

I/We give the following details for your consideration.

Sl. NO	QUERY		ANSWER
1	Name of the firm		
2	Address		
3	PAN NO.		
	TIN NO.		
	GST NO.		
4	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		Fax no.	
		Email	

SI.NO.	QUERY		ANSWER	
5	Telegraphic Address, if any			
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).			
8	Particulars of sister constitution firms, if any :			
9	i) What is the constitution of firm viz. Sole Proprietor, Pvt Ltd. Public Ltd., etc.			
	ii) Enclose copy of partnership deed, Article 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 application or his partners or Directors been black listed in the past by any Central or State Govt. Deptt./Organisation			
12	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)		YEAR	Rs. In Lakhs
			i)	
			ii)	
			iii)	
			iv)	

SI.NO.	QUERY		ANSWER
12	ii) What evidence of proof is enclosed to support the amounts of yearly turnover		
	iii) Enclose last Income Tax Clearance Certificate		Certificate enclose for Assessment year_____
13	i) Name and complete postal address of bankers		
	ii) Enclose solvency certificate indicating amount (The certificate should not be more than 3 months old).		
	iii) Bank Guarantee limit with Various Bank.		i) Rs._____Lac with_____
			ii) Rs._____Lac with_____
			iii) Rs._____Lac with_____
			TOTAL
14	i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly Self attested /Certified. Note: If called for, valuer's certificate for above declared list and value ,to be submitted by Contractor		Rs. _____ Of _____ Date _____

SI.NO.	QUERY		ANSWER
15	i) Particulars of movable Properties duly Self attested/Certified.		
	Value of tools & plants		Rs.
	Other Assets		Rs.
	Total		Rs.
	Note: If called for, valuer's certificate for above declared list and value, to be submitted by Contractor		
16	Fill in and enclose list of tools & plants as per Annexure-C enclosed.		
17	Fill in & enclose Annexure-D giving full particulars about major works completed during past Four 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 Note: The details must be notarized.		
	ii) Are copies of work orders for such large works enclosed		
19	Whether full information regarding permanent technical staff employed given in Annexure F		

Sl. NO.	QUERY		ANSWER
20	i) How do you normally carry out works of water supply, sanitary and plumbing installations		
	ii) Who is the license holder and what his experience of this work is.		
21	i) How do you normally get work of electrical installations carried out		
	ii) Who is the license holder & what is his experience		
22	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 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 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

:FOR OFFICE USE ONLY:

ENROLMENT FORM NO.----- ISSUED TO

NOTE: THE FILLED IN ENROLMENT FORM SHOULD REACH IN THE OFFICE ON OR BEFORE 30.03.2022 till office hours).

SIGNATURE OF ISSUING OFFICER

AFFIDAVIT

(On Non Judicial Stamp paper of Rs.100/- in case the individual 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 in the name and style as
"-----"

having its office at -----district ----- dealing in
business of Government, civil contracts and ancillary works attached therefor.

Hence this affidavit.

Deponent -----

NOTE: This Affidavit should be notarized.

ANNEXURES A-1 & A-2

LIFE INSURANCE CORPORATION OF INDIA

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 From 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 :
- II.** 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:

III. ENROLMENT WITH OTHER ORGANISATIONS:

Sr. No.	Name & Address of Authority With Whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		From 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

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-E

**LIFE INSURANCE CORPORATION OF INDIA LIST OF
WORK IN HAND**

Sr. No	Name and Complete Postal Address of			Order			Date of commen cement 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

LIFE INSURANCE CORPORATION OF INDIA

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

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 –B (as supplied)	10(Particulars of enrolment in LIC and other organization)
4.	Proof of turn over	12(ii)
5.	Latest I.T.C.C.	12(iii)
6.	Solvency 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)

NOTE: Suitable modification to the above shall be made for different kind of works .