

**LIC**

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

E & OS DEPARTMENT

DIVISIONAL OFFICE, 'JEEVAN PRAKASH'

BRIDGE STATION ROAD, SELLUR

MADURAI 625 002

TELEPHONE No. 0452 2525171

**LIC OF INDIA
DIVISIONAL OFFICE
E& OS DEPARTMENT
'JEEVAN PRAKASH'
BRIDGE STATION ROAD,
SELLUR, MADURAI 625 002**

**TELEPHONE No. 0452 2525171
email:os.madurai@licindia.com**

**FORM FOR ENROLMENT OF
CONTRACTORS / AGENCIES FOR HIRING
OF D.G. SETS**

SENIOR DIVISIONAL MANAGER

**E & OS DEPARTMENT**

DIVISIONAL OFFICE, 'JEEVAN PRAKASH'

BRIDGE STATION ROAD, SELLUR

MADURAI 625 002

TELEPHONE No. 0452 2525171

**EMPANELMENT OF CONTRACTORS /VENDORS FOR HIRING OF DG SET
UNDER MADURAI DIVISION**

Life Insurance Corporation of India invites application for empanelment of contractors / vendors for Supply, Installation, Testing and commissioning of new noiseless & smokeless, with acoustic enclosure DG sets on Hire basis for its various offices under Divisional office Madurai as listed below.

- A) CATEGORY (I) -- 7.5 KVA to 40 KVA (Hiring basis) .
B) CATEGORY (II) -- 41 KVA to 62.5 KVA (Hiring basis)
C) CATEGORY (III) -- above 62.5 KVA (Hiring basis)

Interested contractors / vendors who have their establishment in the jurisdiction of Madurai Division comprising the six districts of Madurai, Dindigul, Sivagangai, Theni, Virudhunagar and Ramanathapuram and fulfilling the criteria may apply for issue of enrolment forms from **20.10.2021 to 10.11.2021** up to 14.00hrs to The Manager(OS), LIC of India , Divisional Office, Sellur Madurai. For further details of eligible criteria & other requirements , please log on to tender link at our website www.licindia.in .Filled enrolment form with fees of Rs. 590/- inclusive of GST for each category and relevant documents will be accepted from **20.10.2021 to 10.11.2021** up to 3.00 pm to be submitted to The Manager (E & OS) , at the above address. No delay including postal shall be accepted. LIC of India reserves the right to accept or reject any or all offers in full / Part without assigning any reasons whatsoever. The last date for submission of duly filled in "Enrolment Form shall be **10.11.2021 up to 15.00 hrs.**

Senior Divisional Manager

ENROLMENT FORM No.....

M. CollectionNo.....Date.....



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

ENROLMENT FORM PRE QUALIFICATION OF CONTRACTORS

M/s.....

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.....
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**Last Date of Submission of ENROLMENT
FORM on or before- 10.11.2021 3.00 PM**

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, MADURAI, SELLUR, 625002

**E & OS DEPARTMENT**

DIVISIONAL OFFICE, 'JEEVAN PRAKASH'

BRIDGE STATION ROAD, SELLUR

MADURAI 625 002

TELEPHONE No. 0452 2525171

(MATTER FOR WEBSITE UPLOADING)

**PREQUALIFICATION TENDER NOTICE FOR INSTALLATION OF DG SET
ON HIRE BASIS UNDER MADURAI DIVISION**

Life Insurance Corporation of India intends to shortlist the vender / contractors for Supply, Installation, Testing & Commissioning of new noiseless & smokeless with acoustic enclosure DG sets on monthly Hire basis for its various offices under Madurai Division .

Interested Vendor / Contractors who have their establishment in the jurisdiction of Madurai Division comprising the six districts of Madurai, Dindigul, Sivagangai, Theni, Virudhunagar and Ramanathapuram fulfilling the criteria may apply for issue of enrolment forms from **20.10.2021 to 10.11.2021** up to 14: 00 hrs. to The Manager(OS), Jeevan Prakash, Divisional Office, Madurai ,Station Bridge road, Sellur-625002. Last Date for submission of duly filled Enrolment Form shall be **10.11.2021** up to 15.00 hrs.

Eligibility Criteria for above shall be as under –

Category	Capacity of D.G. set	Minimum Solvency (Rs.)	Average annual turnover for last 3 years. (Rs.)	Minimum capacity of DG set installed by the vendor
I	From 7.5 KVA to 40 KVA	200000	1000000	At least 3 sets of 7.5 KVA each or 2 set of 30KVA.
II	From 41 KVA to 62.5KVA	300000	1500000	At least 1 set of 50 KVA each or 1 set of 62.5KVA
III	Above 62.5 KVA	500000	2000000	At least 1 set of 62.5 KVA or 1 set of 82.5KVA.and above.

2. Other Requirements-

- A. The contractor should have experience of supply, installation, running & maintenance of noiseless, smokeless D.G. set of capacity within or more than that of specified above as per categories applied for in Govt. Depts./ PSU during last three years.
- B. The agency should be in this profession for at least 5 years continuously, further, they should have at least three years with experience with two clients amongst PSU/LIC/Government bodies, in each category.
- C. The experience must be of similar nature involving complete works such as Civil works. Installation of D.G. sets, earthing work, integration with existing electric distribution system, electrical cabling work.
- D. Agency/tenderer should have an establishment/office with good infrastructure in Madurai, address proof has to be submitted.
- E. Contractor / Vendor should submit the GST registration certificates along with the enrolment form/bid.
- F. Income tax return for last three years. Contractor/ vendor should submit income tax clearance certificate along with the enrolment form.
- G. Trade License certificate and professional license no. .should be furnished.
- H. List of organization where DG sets are installed on hire basis in last three years with supporting documents such as work order/ letter of intent.
- I. Performance certificate of works of similar nature issued by the respective officer of the department /Company along with name, designation and department to be submitted.
- J. PANCARD.
- K. GST Registration Certificate.
- L. Certified copy of Annual Turn Over of the vendor/contractor.

All the existing working contractors should also apply for fresh empanelment through this NIT. Empanelment Period will be valid for next three financial years.

Interested Agencies fulfilling the above eligibility criterion may apply for issue of enrolment forms against payment of Rs.590/- (Nonrefundable) to be paid in Cash/DD in favor of LIC of India Payable at Madurai from **20.10.2021 to 10.11.2021** up to 2.00 p.m.to the office of The Manager (OS), Life Insurance Corporation of India Jeevan Prakash. Divisional Office, station bridge road, sellur, Madurai-2. Last date of duly filled in Enrolment Form is **10.11.2021 up to 15:00 hrs**. Downloaded Enrolment form the web site should be submitted along with payment of Rs,590/-(nonrefundable) for each category by Cash or Demand Draft.

If any of the above supporting documents & requisite fees are not enclosed along with the enrolment form by the agency, such agency shall be declared as non-bonafide /Non eligible for enlistment .Issue of enrolment/tender form does not mean that agency is considered qualified.

PleasenotethatfollowingfiveD.G.SetmanufacturersareapprovedbytheCompetentAuthority.(
1)KiroskarGreen (2)Greaves (3) Cummins India (4) Mahindra & Mahindra Ltd & (5) Ashok Leyland.

Sr. Divisional Manager reserves the right to issue/ reject the enrolment form to any vendor/ contractor at his sole discretion without assigning any reason whatsoever.

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.

Name of the vendors/ contractors selected through this process will be uploaded on our website.

Senior Divisional Manager

Signatureofthefirm/Agency
(withseal&.Date)

**E & OS DEPARTMENT**

DIVISIONAL OFFICE, 'JEEVAN PRAKASH'

BRIDGE STATION ROAD, SELLUR

MADURAI 625 002

TELEPHONE No. 0452 2525171

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. 590/- (non-refundable) by way of Cheque favoring LIC of India deposited at Cash Counter of divisional office or Demand Draft / Pay Order in favor of Life Insurance Corporation of India payable at Madurai , addressed to the Sr. Divisional Manager , Life Insurance Corporation of India Divisional Office "Jeevan Prakash "Sellur , Madurai – 625002 along with these instructions for filling and submission of Enrolment Form on or before ...10.11.2021. upto 15 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 columns 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 enquires or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency Certificate from any Nationalized / Scheduled Bank as per advertisement should 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 typed
 - (b) Full address of the site 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 based on latest Income Tax Clearance certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
- 6 Please not that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Sr. Divisional Manager 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

Sr. Divisional Manager

Seal & Signature of Contractor

**E & OS DEPARTMENT**

DIVISIONAL OFFICE, 'JEEVAN PRAKASH'

STATION BRIDGE ROAD, SELLUR

MADURAI 625 002

TELEPHONE No. 0452 2525171

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.	Category-I (Hiring of DG set 10 KVA to 40 KVA)	
2.	Category-II (Hiring of DG set 41KVA to 62.5 KVA)	
3.	Category-III (Above 62.5 KVA)	

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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.			
	G.S.T. Registration No.			
4	Contact Details	Office Phone No.		
		Residence Phone No.		
		Mobile No.		
		Fax No.		
		Email		

5	Telegraphic Address, if any		
6	Professional License Number and date of expiry of License. (Enclose self-attested copy)		
7	Trade License Number and date of expiry of License. (Enclose self-attested copy)		
8	Month and year in which the firm was established in present name (Attach documentary proof)		
9	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)		
10	Particulars of sister construction firms, if any :		
11	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.		
12	Fill and enclose <i>Annexure B</i> giving details of enrolment with LIC of India in the past and with other organizations		
13	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organisation (Attach certificate)		

14	1. Annual Turn Over for last four years (enclosed documentary evidence or proof to support figures) (duly certified copy by C.A. must be attached.)		YEAR	Rs. in Lakh
		1	2017-18	
		2	2018-19	
		3	2019-20	
	4	2020-21		
	ii) Enclose latest audited balance sheet of CA		Certificate enclosed for Assessment year	
15	i) Name and complete postal address of			
	ii) Enclose latest Solvency certificate indicating amount, (duly certified by bank)			
			i) Rs. Lac with ii) Rs. Lac with iii) Rs. Lac with	
			TOTAL	
16	i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly self-attested.			
			RS. of Date	
17	i) Particulars of movable properties			
	Value of tools & plants		Rs.	
	Other Assets		Rs.	
	Total		Rs	
	ii) Whose reference is enclosed?			

18	Enclose 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 self attested with address & contact numbers of issuing authority		
19	Work in Progress:		
	i) Whether full details of major work on hand. The details must be self-attested.		
	ii) Are copies of work orders for such large works enclosed		
20	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 we may be holding at the time may be rescinded.

PLACE :

DATE :

SIGNATURE OF CONTRACTOR

FOR OFFICE USE ONLY:

ENROLMENT FORM No..... ISSUED TO.....

SIGNATURE OF ISSUING OFFICER

AFFIDAVIT

(On Non Judicial Stamp paper of Rs. 10/- 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 inlocality
of Districtsince lastyears.

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


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**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	As Emplove	As contract	

SEAL & SIGNATURE OF CONTRACTOR

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PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION**1. ENROLMENT WITH LIC**

Name of works for 1)

Which enrolled by 2)

L.I.C. in the past 3)

2 4)

Sr. Nos. for which tenders were submitted :

Sr. Nos. for which work-order was received :

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLMENT			LAST RENEWAL OF 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)

SEAL & SIGNATURE OF CONTRACTOR


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PARTICULARS OF TOOLS AND PLANT

Sr. No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Power Analise				
2.	Earth Resistance Testing Equipments				
3.	Meggers				
4.	HT Jointing kits				
5.	Resistance load for testing				
6.	Welding Equipments				
7.	Crane				
8.	Cable tester				
9.	Steel ladders				
10.	Others				

SEAL & SIGNATURE OF CONTRACTOR



ANNEXURE --C
ANNEXURE D

LIFE INSURANCE CORPORATION OF INDIA

Divisional Office “ Jeevan Prakash “, Sellur, MADURAI 2

LIST OF MAJOR WORKS COMPLETED DURING LAST FOUR YEARS

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lac)	Commence-ment of work month year	Completion of work month year	Penalty levled for delay of completion, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was	Ref. No. & Date	Contract Amount (Rs. in Lac)	is Copy enclosed				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

SEAL & SIGNATURE OF CONTRACTOR



ANNEXURE - E

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office “ Jeevan Prakash “, Sellur, MADURAI 2

LIST OF WORK IN HAND

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)

SEAL & SIGNATURE OF CONTRACTOR

LIC

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ENROLMENT CHECKLIST**CHECKLIST FOR ENROLMENT**

Sr.No	Description of Enclosure	Refer Stem of form
1.	Partnership deed / Articles of Association / Affidavit (*) (*) Annexure A-1	11 (ii)
2.	Annexure (A-2) as supplied	11 (iii) (Particulars of Partnership)
3.	Annexure – B (as supplied)	12 (Particulars of Enrolment in LIC and other organization)
4.	Proof of Turnover	14 (ii)
5.	Latest I.T.C.C	14 (i)
6.	Solvency Certificate	15 (ii)
7.	Immovable Property Certificate	16 (i)
8.	Movable Property reference	17 (i)
9.	(*) Annexure – C (as supplied)	(Particulars of shuttering tools and plants)
10.	(*) Annexure – D (as supplied)	18 (List of major works completed during last 4 years)
11.	(*) Annexure – E (as supplied)	19 (i) (List of work in Hand)
12.	(*) Copies of work order	19 (ii)
13.	(*) Annexure – F (as supplied)	(Particulars of permanent technical staff)

SEAL & SIGNATURE OF CONTRACTOR