Life Insurance Corporation of India

DIVISIONAL OFFICE
O.S DEPARTMENT "JEEVAN PRAKASH", NAINITAL ROAD,
P.O KATHGODAM, HALDWANI

FORM FOR ENROLMENT OF CONTRACTORS

NAME OF WORKS:- Category (C) - Comprehensive Annual Maintenance Contract of Air Conditiong units/Water cooler including Stabilizers under DO-Haldwani of Cost up to Rs.6.00 Lac.

Note: - Last date of submission of Enrolment Form 03.02.2020 and the same shall be submitted at the following addresses:-

Sr. Divisional Manager,
LIC of India,
Divisional Office, 1st Floor
Jeevan Prakesh Building, Nainital Road,
P.O- Kathgodam, Haldwani-263126
E-mail :-os.haldwani@licindia.com :

LIFE INSURANCE CORPORATION OF INDIA
O.S DEPARTMENT, DIVISIONAL OFFICE, JEEVAN PRAKASH
"NAINITAL ROAD P.O- KATHGODAM, HALDWANI.

INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the Annexure A to G 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.

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1. Contractor must have GST registration no (copy to be enclosed).
2. Contractor/Agencies will be enlisted in various categories of works as under:
3. For Electrical work contractor must have electrical contractor Lisence.

Job No	Nature of works	Work Value (in lacs) up to	Minimum solvency (in lacs)	Average Annual Turn over of Last 4 years (in lacs)	Minimum Value of similar nature work completed in last 4 years (In Lacs)
A	ARC/AMC for all nature of Works.	Up to Rs. 6.00 Lac.	2.0	4.0	Total value of AMC work done in a year Rs. 4 lakh

* On the basis of credentials submitted by the contractor a panel shall be prepared and contractor will be informed accordingly.

1. Contractors to note that all particulars required as per the form and Annexure shall be filled in completely in relevant blanks strictly as per the format. The above criteria will be relaxed by 15% for working contractor of LIC
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
3. The eligible contractors who 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 Nationalized/Scheduled Bank for minimum amount of 20 % of estimated cost as per advertisement should be 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 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 contractors 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 turn over should be based on latest Income-tax Clearance Certificate, duly cleared by Income-tax Department.
   (e) The contractor shall submit catalogue, technical details of all the materials they use for the execution of work
6. Separate application must be submitted for different items of works along with non refundable amount of Rs. 590/- (including GST)each towards processing fees in the form of Demand Draft /Pay order drawn in favour of LIC of Indai Payble at Par at HALDWANI
7. 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 reserves the right not to issue tender to any/all applicants without assigning any reason whatsoever.

Signature of Contractor

Encl : Enrolment Form with Annexures 'A' to 'G'

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

LIFE INSURANCE CORPORATION OF INDIA
O.S DEPARTMENT, DIVISIONAL OFFICE, JEEVAN PRAKASH
"NAINITAL ROAD P.O- KATHGODAM, HALDWANI.

FORM FOR ENROLMENT OF CONTRACTORS/AGENCIES

I/We_____am/are desirous of being enrolled on the list of contractors/agencies for _____

_____ and hereby apply for the same. I/We give the following details for your consideration:

S.No.	Name of Work	Please Mention the work for which applied

Sl. No.	Query		Answer
1.	Name of the firm	:	
2.	Address	:	
3.	Telephone Number Office	:	
	Residence	:	
	Fax No., if any	:	
	E-Mail, ID	:	
4.i	PAN NO. (attach copy)		
ii	GST NO. (Attach Copy)		
iii	Service Tax No.		
5.	Month and year in which the firm was established in present name	:	
6.	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)	:	
7.	Particulars of sister construction firms if any	**:**	

8. 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	:		
9.	Fill and enclose Annexure-B giving details of enrolment with LIC of India in the past and with other Organizations	:		
10.	Has the applicant or his partners or Directors been black listed in the past by any Central or State Government Dept./ Organization	:		
11. i)	Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)	:	Year	Rs. in Lacs
			i) 2015-16	
			ii) 2016-17	
			iii) 2017-18	
			iv) 2018-19	
Ii)	What evidence of proof is enclosed to support the amounts of yearly turnover	:		
iii)	Enclose for the last four years income tax clearance certificate	:	Certificate enclosed for Assessment years ……..	
12. i)	Name and complete postal address of bankers	:		
ii)	Enclose solvency certificate indicating amount (latest by 3 months old)	:		
iii)	Bank Guarantee limit with various banks	:	i) Rs……lacs with……. ii) Rs……lacs with……. Total Rs.	
13. i)	Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly supported by certificate of DM/Collector/First Class Magistrate/Approved value/Revenue authorities	:		

ii)	Whose supporting certificate is enclosed	:	Rs…… of…… Date……
14. i)	Particulars of movable properties along with Banker's reference	:	
14.i)	Value of tools & plants	:	Rs.
	Other Assets	:	Rs.
	Total	:	Rs.
ii)	Whose reference is enclosed	:	
15.	Fill in and enclose list of tools & plants as per Annexure-C enclosed	:	
16.	Fill in enclosed Annexure D giving full particulars about major installation works completed during the past four years Note : List of only those works which are carried out by the firm requesting for enrolment is to be given	:	
17.	Installation 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	:	
18.	Whether full information regarding permanent technical staff employed given in Annexure-F	:	
19.	(i) How do you normally carry out works of water supply, sanitary & plumbing installations (ii) Who is the licensee holder and what his experience of this work is.	:	
20.	(i) How do you normally get the work of electrical installation carried out (ii) Who is the license holder and what is his experience		
19.	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/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**

FOR OFFICE USE ONLY

ENROLMENT FORM NO._____ ISSUED TO _____

NOTE ; THE FILLED IN ENROMENT FORM SHOULD REACH IN THE OFFICE ON OR BEFORE 20.10.2014

SIGNATURE OF ISSUING OFFICER

ANNEXURE – A1

LIFE INSURANCE CORPORATION OF INDIA

A F F I D A V I T

(On Non Judicial Stamp Paper of appropriate value 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 .

ANNEXURE-A2

LIFE INSURANCE CORPORATION OF INDIA

CONSTITUTION OF FIRM - SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER

DETAILS OF CONSTITUENTS

Sl. 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 Manufacturer /authorised dealer	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF CONTRACTOR

ANNEXURE - B

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANSIATION

I. ENROLMENT WITH LIC

Name of works for 1)

Which enrolled by 2)

LIC in the past 3)

Sr. Nos. for which tenders were submitted :

Sr. Nos. for which work order was received :

II. ENROLMENT WITH OTHER ORGANISATIONS :

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)

SIGNATURE OF CONTRACTOR

ANNEXURE - C

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF SHUTTERING TOOLS AND PLANT/ELECTRICAL EQUIPMENT

Sl. No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

SIGNATURE OF CONTRACTOR

LIFE INSURANCE CORPORATION OF INDIA ANNEXURE -D

LIST OF MAJOR WORKS COMPLETED DURING LAST FOUR YEARS

Sl. No.	Name and Complete Postal Address of			Order			Value of work as per final bill Rs. in Lacs	Commence-ment of work month & year	Completion of work month & year	Penalty levied for delay of completion, if any
	Place of work	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lacs)	Is copy enclosed?				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

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 No.s.2, 3 & 4 above

SIGNATURE OF CONTRACTOR

LIFE INSURANCE CORPORATION OF INDIA ANNEXURE -E

LIST OF MAJOR WORKS IN HAND

Sl. No.	Name and Complete Postal Address of			Order					
	Place of work	Owner	Authority under whom work is being carried out	Ref. No. & Date	Amount (Rs. in Lacs)	Is copy enclosed?	Date of commencement of work	Schedule date of completion of work	Progress made and expected date of completion and reason for delay if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

SIGNATURE OF CONTRACTOR

LIFE INSURANCE CORPORATION OF INDIA ANNEXURE -F

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

ANNEXURE G

LIFE INSURANCE CORPORATION OF INDIA

ENROLMENT CHECKLIST

CHECKLIST FOR ENROLMENT :

Sl.No.	Description of Enclosure	Refer item of form	Enclosed/Not Enclosed
1.	Partnership deed / Articles of Association / Affidavit (Annexure A-1)	8 (i) and (ii)	
2.	Annexure(A-2) as enclosed	8(ii) (particulars of partners)	
3.	Annexure B (as enclosed)	9 (particulars of enrolment in LIC and other Organization)	
4.	Proof of turnover	11(ii)	
5.	Latest I.T.C.C.	11(iii)	
6.	Solvency Certificate	12(ii)	
7.	Certificate of Bank Guarantee	12(iii)	
8.	Immovable properties certificate	13(ii)	
9.	Movable properties reference	13(ii)	
10.	Annexure C (as enclosed)	15 (particulars of tools and plant)	
11.	Annexure D (as enclosed)	16(List of major installation works completed during last 4 years)	
12.	Annexure E (as enclosed)	17 i(List of installation work in hand)	
13.	Copies of work order	17(ii)	
14.	Annexure F (as enclosed)	18 (particulars of permanent technical staff)	

SIGNATURE OF CONTRACTOR