

ENROLMENT OF VENDORS FOR SOLAR PV WORK

LIC of India invites application for enrolment from reputed contractors for “Design, Supply, Installation, Testing & commissioning of ON Grid Roof Top Solar Generating System up to 50 kWp ” for various offices under Uttar Pradesh & Uttarakhand in the prescribed Enrolment Form. The interested firms who are MNRE approved agency/ Channel Partner or respective State Nodal Body (Like NEDA for UP) approved agency for Supply, Installation of solar power plants of capacities proposed above may apply in the prescribed enrolment form. Only the agencies which are having Branch / Service centre / Office or Channel partner in Uttar Pradesh & Uttarakhand where the installation are proposed and fulfilling the below criteria will be selected. Last date for submission of enrolment form is 29.08.2016

Name of the work	Estimated Cost (Rs. In Lac)	Completion period (in months)	Min Bank Solvency (Rs. In Lac) (The Solvency certificate should not be more than 3 months old prior to date of this Publication.)	Avg. Annual Turnover Over past 2 Financial years (Rs. In Lac) 2014-15 & 2015-16	Qualifying Value of Single work Completed during last 02 years in India prior to date of Publication of this Notice (Rs. In Lac)
	A	B	C	D	E
1.- “Design, Supply, Installation, Testing & commissioning of ON Grid Roof Top Solar Generating System up to 50 kWp ” at various LIC Offices in Uttar Pradesh and Uttarakhand under North Central Zone.”	45 Lac	3 months	9.0 Lac	90 Lac	1) One work of 40 kWp. OR Two work of 25 kWp. AND 2) Further the agency should have already installed solar PV of at least 25 kWp Capacity in any Government / Semi Government / PSU Organization / Big Corporate House

Agencies who desire for enlistment for the above work should only apply to the Dy. Chief Engineer (I/C), LIC of India, Engineering Department, Jeevan Vikas, 16/275 Civil Lines Kanpur-208001 in the prescribed “Enrolment Form” by 29.08.2016 along with non refundable processing fee of Rs.2000.00 (Rupees Two Thousand only) in the form of Demand Draft/ Pay order /Bankers Chq. drawn in favor of “LIFE INSURANCE CORPORATION OF INDIA” payable at Kanpur. Any delay including postal shall not be entertained. Agencies who are already enlisted with us may also apply in fresh for enrolment. Blank Enrolment form may be downloaded from LIC website www.licindia.co.in/tender_notice.htm .

Dy. Chief Engineer (I/C) reserves the right to reject for selection of any manufacturer/agency at his sole discretion without assigning any reason whatsoever.

DY. CHIEF ENGINEER (I/C)

INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM

1. The enrolment form along with the Annexure A1,A2 and B to G & I to IV shall be completely filled in all respects along with non refundable processing fees Rs 2000/- (Rs. Two Thousand only) by way of DD/ pay order/Bankers Chq. in favour of LIC of India payable at Kanpur shall reach us at address to the DY.CHIEF ENGINEER (I/C), Life Insurance corporation of India , North Central Zonal Office, First Floor, Jeevan Vikas, 16/275 – Civil Lines Kanpur along with these instructions for filling and submission of enrolment form on or before 29.08.2016. Please note that no consideration will be given for postal delay
2. 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. Simply enclosing copies of partnership deeds, Printed Brochures printed list of work or certificates from authorities & stating refer to the enclosures without filling the entries in the forms / Annexure does not meet the requirement. It is also essential to furnish full details of name of work, Location, full postal address with fax and telephone No etc of the employers and authorities under whom the work is carried out in the enrolment form and annexure.
3. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
4. The list of eligible contractor for enrolment will be uploaded in our web site www.licindia.com / www.licindia.in . This empanelment of the contractor will be valid for three years from the date of enrolment.
5. The eligible contractors who will be selected for issue of tenders (after scrutiny of enrolment forms) shall be informed by a letter as and when the tenders are ready for issue. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
6. Self attested copy of Latest Solvency Certificate(Not more than 3 Months old as on the date of submission of enrolment form) from any Nationalized/Scheduled Bank should be submitted along with Enrolment Form.
7. **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 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 also tally with the value of final bill in Annexure 'D'.

- d. The annual turnover should be based on latest Income-tax Returns, duly audited by CA or as per Audited balance sheet copy should be submitted.
8. The minimum documents to be attached with the enrolment form shall be as follows :
- i. Bankers Solvency Certificate.
 - ii. Copies of Work completion certificates (Self attested) of qualifying works executed during last two years
 - iii. Works in hand- Self attested copies of work orders
 - iv. Annual turnover figures of last two years. Self attested copy of Income tax return (Saral form) /copy of profit and loss balance sheet duly certified by Chartered Accountant.
 - v. In case of channel partner / state Nodal Body approved agency :- Notarized authorization / certificate of dealership / certification as approved applicator / installer etc.
 - vi. Self attested copies of Pan no. , Service Tax No, Vat No, TIN No, etc.
 - vii. Supporting documents for approved agency for Supply, Installation of solar power plants of capacities proposed or above.
9. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders. The Dy. Chief Engineer (I/C), LIC NCZO, Kanpur, reserves the right not to issue tender to any/all applicants without assigning any reason whatsoever.
10. LIC Working contractors for similar nature work also need to apply with full details however LIC working contractors shall be given relaxation up to 15% in prequalification criteria.
11. The contractors should be ready to execute the work at all locations in Uttar Pradesh & Uttarakhand.
12. Any Agencies applied and fulfilling the above criteria may not be considered for enlistment if unsatisfactory performance reports are received for the completed projects/works from their previous employers.

Signature of Contractor

Dy. Chief Engineer (I/C)

Encl : Enrolment Form with Annexure 'A1,A2,B to G & I to IV'

**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 "Design, Supply, Installation, Testing & commissioning of ON Grid Roof Top Solar Generating System up to 50 kWp " at various LIC Offices in Uttar Pradesh and Uttarakhand under North Central Zone and hereby apply for the same.

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.			
	VAT Registration No.			
	Service Tax Registration No.			
4	Contact Details	Office Phone No.		
		Residence Phone no.		
		Mobile No.		
		Fax No.		
		Email		
5	Telegraphic Address, if any			
6	Electrical Contractor's License Number and date of expiry of License. (Enclosed copy) For the state of			
7	Month and year in which the firm was established in present name			
8	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).			
9	Particulars of sister construction firms, if any :			

Sl.no	QUERY	ANSWER		
10	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 .			
11	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations			
12	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization			
13	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)		YEAR	Rs. in Lac
		iii	2013-14	
		iv	2014-15	Certificate of TDS should be submitted.
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover			
	iii) Enclose latest audited balance sheet of CA		Certificate enclosed for Assessment year _____	
14	i) Name and complete postal address of bankers			
	ii) Enclosed solvency certificate indicating amount. (The certificate should not be more than 3 months old).			
	iii) Bank Guarantee limit with Various banks		i) Rs. _____ Lac with _____	
			ii) Rs. _____ Lac with _____	
		iii) Rs. _____ Lac with _____		
		TOTAL		
15	i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly supported by certificate of D.M./Collector/ First Class Magistrate/ approved valuer.			
	ii) Whose supporting certificate is enclosed		Rs. _____ of _____ Date _____	

Sl.no	QUERY		ANSWER
16	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?		
17	Fill in and enclose list of tools & plants as per Annexure-C enclosed.		
18	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.		
19	Work in Progress:		
	i) Whether full details of major work on hand given in Annexure 'E' . Note: The details must be Self Attested.		
	ii) Are copies of work orders for such large works enclosed.		
20	Whether full information regarding permanent technical staff employed given in Annexure 'F'		
21	i) How do you normally carry out works of water supply, sanitary and plumbing installations?		N.A
	ii) Who is the license holder and what his experience of this work is.		N.A
22	i) How do you normally get work of electrical installations carried out.		
	ii) Who is the license holder & what is his experience		
23	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.



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 29.08.2016.**

SIGNATURE OF ISSUING OFFICER

A F F I D A V I T

(On Non Judicial Stamp paper of Rs. 100/- 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.**

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

SIGNATURE OF CONTRACTOR

LIFE INSURANCE CORPORATION OF INDIA
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)

SIGNATURE OF CONTRACTOR

LIFE INSURANCE CORPORATION OF INDIA
PARTICULARS OF TOOLS AND PLANT

Sr. No	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	a- Power Analyzer b- Oscilloscope				
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				

SIGNATURE OF CONTRACTOR

LIFE INSURANCE CORPORATION OF INDIA
LIST OF MAJOR WORKS COMPLETED DURING LAST TWO YEARS

Sr. 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	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

ANNEXURE – E

LIFE INSURANCE CORPORATION OF INDIA

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)

SIGNATURE OF CONTRACTOR



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

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)

उत्तर मध्य क्षेत्रीय कार्यालय : 16/275, सिविल लाइंस, कानपुर - 208001

North Central Zonal Office: 16/275, Civil Lines, Kanpur - 208001

Particulars of Regional / Branch Offices/Service Centers

Number of Offices: Within the state of Uttar Pradesh -

Within the State of Uttarakhand -

Total Number of Offices -

Please furnish information about Regional/ Branch Offices/ Service Centers in the following format

..... (Specify states to cover) states.

City / State	Address	Name of Person In-charge and Phone No	No. Of Qualified Support Engineers & their qualifications	Whether adequate Trained Manpower, Knowledge base & stock of spares available for support

Date:

Signature of Authorized Official with Seal

Particulars of Service Centers Managed by Third Parties / Franchisee

Number of Offices: Within the State of UP & UK
Rest of India

City / State	Name & Address of the service Provider	Name of Person In-charge and Phone No	No. Trained Service Engineers & their qualifications	Whether adequate trained Manpower, knowledge base and stock of spares maintained

Date:

Signature of Authorized Official with Seal

- A. List of Major Clients and related references: Solar Generating Systems System supplied during the last two years – provide copies of major contracts executed/ copy of Purchase Orders for each of the model)**
- B.**

Name of the clients & contact details	Details of equipment supplied

Date:

Signature of Authorized Official with Seal

AFFIDAVIT

(On Non Judicial Stamp Paper of appropriate value for the contractors applying for Builders work)

I/We, agree to notify the officer accepting this application and registering my/our names on list of contractors for Works as mentioned in the PQN for which I applied for Life Insurance Corporation of India,

I/We agree to execute the all type of jobs required for the respective trade for which I/We applied for the as per list of works mentioned in PQN Notice for Enrolement at a time as per instructions received from time to time.

If, I/We fail to Execute any jobs as mentioned above, 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 and in addition to this forfeiture of deposit amount, no payment for incomplete work etc.

PLACE :

DATE :

SIGNATURE OF CONTRACTOR

ENROLMENT CHECKLIST

CHECKLIST FOR ENROLMENT:

Sr. No.	Description of Enclosure	Refer Item of form
1.	Bidding Capacity (Rs. In Lac) Separate enclosure with details calculation as per prescribed formula. (An affidavit duly notarized in support of this statement is must)	Not Applicable
2.	Partnership deed / Articles of Association / Affidavit (*) (*) Annexure A-1	9 (ii)
3.	Annexure (A-2) as supplied	9 (ii) (Particulars of Partners)
4.	Annexure – E (as supplied)	10 (Particulars of enrolment in LIC and other Organization)
5.	Proof of Turnover	12 (ii)
6.	Latest I.T.C.C. or consolidated balance sheet of CA	13 (ii)
7.	Solvency Certificate	14 (ii)
8.	Certificate of Bank Guarantee	14 (iii)
9.	Immovable Property Certificate	15 (ii)
10.	Movable Property reference	16 (i)
11.	☐ Annexure 'C' (as supplied)	17 (Particulars of shuttering tools/plant)
12.	☐ Annexure 'D' (as supplied)	18 (List of major works completed during last 7 years)
13.	☐ Annexure 'E' (as supplied)	19 (List of work in hand)
14.	☐ Copies of work order	19 (ii)
	☐ Annexure 'F' (as supplied)	20 (Particulars of permanent technical staff)

SIGNATURE OF THE CONTRACTOR

उत्तर मध्य क्षेत्रीय कार्यालय : 16/275, सिविल लाइंस, कानपुर - 208001

North Central Zonal Office: 16/275, Civil Lines, Kanpur - 208001