



**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE,
JEEVAN VIKAS,
16/275, CIVIL LINES,
MALL ROAD,
KANPUR 208001**

FORM FOR ENROLMENT OF CONTRACTORS

NAME OF WORKS APPLIED FOR

**Supply, installation, testing and
commissioning of SMF Battery at
offices under D.O- Kanpur**



LIFE INSURANCE CORPORATION OF INDIA
JEEVAN VIKAS, 16/275. CIVIL LINES,
MALL ROAD, KANPUR

PRE-QUALIFICATION OF VENDORS FOR SITC OF BATTERY

LIC of India invites application for enrolment from reputed / authorized VENDORS of SITC of Battery under Division Office, KANPUR in the prescribed Enrolment Form, from 27.12.2015 to 13.01.2016 at the office of the undersigned. The interested firms who are having valid ISO 9001:2008 Certificate and having enlisting with Banks, Central or State Public Sector undertaking, CPWD or Central or State Govt. may apply in the prescribed enrolment form. Only the agencies which are having service centre at our Divisional Office Headquarter at KANPUR and fulfilling the criteria below will be selected.

Description of Work	Estimated Cost (Rs. In Lac)	Min Bank Solvency (Rs.in Lac)	Avg. Annual Turnover over last 4 years (Rs.inLac)	Qualifying value of single work completed during last 07 years
A	B	C	D	E
SITC of SMF of Batteries	7.00	14.00	70.00	At least three similar works costing not less than the amount equal to 40 % of estimated cost. Or At least two similar works costing not less than the amount equal to 60 % of estimated cost. Or At least one similar works costing not less than the amount equal to 80 % of estimated cost.

Agencies who desire for enlistment for the above work should only apply to the Sr. Divisional Manager at the address given above in the prescribed Enrolment Form by 13.01.2016. Each Enrolment Form should be accompanied with Demand Draft of Rs 1000/- (Rupees One Thousand

Only) drawn in favor of LIFE INSURANCE CORPORATION OF INDIA payable at Kanpur(Non-refundable). Any delay including postal shall not be entertained. Agencies who are already enlisted with us may also apply in fresh for enrolment.

Sr. Divisional Manager reserves the right to reject for selection of any manufacturer/agency at his sole discretion without assigning any reason whatsoever.

27.12.2015

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Jeevan Vikas, 16/275, Civil Lines, Mall Road, Kanpur

ENROLMENT OF VENDORS FOR SITC OF BATTERY

The envelope containing documents should be superscribed “**ENROLMENT OF VENDORS FOR SITC OF BATTERY**” It should contain all the relevant information of the firm of the vendor. The vendor should fill up all the details with the supporting documents given in Annexure-I. Only those vendors who fulfill the following criteria are eligible to enroll.

1. The Company should be in existence for a minimum period of 10 years.
2. The Company should be a manufacturer of Battery or as an Authorised Dealers/Channel Partners for the BATTERY during the last 4 years & is in force for this year **2015** (enclose copy of letter from OEM as per enclosed format, if the bidder is channel partner or dealer) and should have executed contracts for **Supply of BATTERY** for Public/Private Sector like Banks, LIC of India/Government of India undertakings during the last four years. Also give the details if company / make are delisted / debar from Public Sector like Banks, LIC of India/ State Government / Government of India undertakings during the last four years. The Copies of Major Contracts executed during the last three years for the **Equipments for which the tender is submitted** should be enclosed.
3. The company shall have offices/ Service centre at Kanpur for providing after sales services/ AMC services of New/ Existing Battery installed at DO & BO/SO under Kanpur Division. The company must be having its own manufacturing facility in India (Make in India). The company shall be able to provide the warranty/ AMC services at the locations, where the equipments are supplied, either directly or through their authorised representatives or through their OEM representatives. The company shall be able to attend break down services within 4 to 6 hours after registering the complaints in the Metros. For other places, the break-down services shall be attended within 12 to 24 hours. In case, the battery replacement takes time more than 48 hours, the company shall be in a position to substitute the defective unit temporarily till the system is repaired and put into service. The companies those can provide such services only will be empanelled.
4. The bids submitted by the Original Equipment Manufacturers will be preferred over the Bids submitted by Authorised Dealers/Channel Partners for similar equipments.
5. If the bid is submitted by an Authorised Dealer/Channel Partner, the Original Equipment Manufacturer (OEM) shall certify that the dealership/ channel partnership arrangement with the bidder is in force for the last four years and is valid for the current year. Also, the Original Equipment Manufacturer (OEM) shall also submit a letter through the Authorised Dealer/ Channel partner, participating in the tender process, that they shall honor the warranty/Annual Maintenance

contract commitments independent of continuation of the Dealership/ Channel Partner arrangement with the Authorised Dealer/Channel Partner. (Enclose copy of letter from OEM as per enclosed format, if the bidder is Dealer or Channel Partner).

6. The OEM should have quality certification like ISO-9001:2008 and TS16949:2009 and the products Battery having respective quality certifications like CPRI / ETDC, shall only be eligible for empanelment.
7. Last date of submission of Enrolment Form 13.01.2016 and the same shall be submitted at the following addresses :-

**Sr. Divisional Manager,
LIC of India, Jeevan Vikas, 16/275,
Civil Lines, Mall Road, Kanpur-208001
Phone No. 0512 2312177**

E-Mail os.kanpur@licindia.com

Note : These instructions for filling and submission of Enrolment Form shall also be signed and submitted along with Enrolment Form with Annexures I to IV enclosed

**SIGNATURE OF AUTHORISED
RESPRESENTATIVE OF THE FIRM**

FORM FOR ENROLMENT OF VENDORS FOR SITC OF BATTERY

I / We _____ am / are desirous of being enrolled _____ on list of contractors for SITC of Battery and hereby apply for the same. I / We give the following details for your consideration.

Sl. No.	Pre-qualification Criteria	Compliance
1	Name of the firm	
2	Address of Reg. office and Head Office	
3	Telephone Number Office Fax No. Email	
4	PAN No.....TIN No.....VAT Reg. No..... SERVICE TAX NO..... (Copies to be enclosed)	
	PAN NO	
	TIN NO	
	VAT REG NO	
	SERVICE TAX REG.NO	
5	Month and year in which the firm was established in present name whether the Company was existing for a minimum period of 10 years	
6	What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc. (Enclose copies of Deed/Articles of constitution of the company)	
7	Whether the firm is a manufacturer of Battery or whether an authorized channel partner/ dealer during the last 5 Years and is in force during the current year (Enclose Channel Partner/ Dealership letter from OEM)	
8	Particulars of dealer ship/channel partnership	
9	The firm should have quality certification like ISO-9001:2008 PRODUCT CERTIFICATE CPRI / ETDC, Enclose copies	
10	Has the firm / make been black listed / de listed in the past by any Central or State Govt. Deptt./ Organization	

11	Should have executed contracts for Supply of upto.....AH capacity of batteries for Public/ Pvt Sector during the last 3 years (Enclose Copies of Purchase Orders)	
12	List of clients to whom similar capacity Battery is supplied (To be enclosed)	
13	Product must have been deployed in the Market and working satisfactorily (Enclose Copies of Purchase Orders)	
14	Annual Sales Turnover for last 4 years (Provide in Lacs & Enclose audited Balance Sheets) 2011 – 2012 2012 – 2013 2013 - 2014 2014 - 2015	
15	Whether service centers details given in Annexure – I & II	
16	Whether the firm is able to provide break-down services within 4 to 6 hrs. in Metros and within 12 to 24 hrs in other locations mentioned I.e. Kanpur	
17	If the bid is submitted by Authorised Dealer/ Channel Partner. (Enclose Letter from OEM) a) Dealership/ Channel Partnership Certificate from OEM & b) Commitment Letter from OEM to Honour Warranty/ AMC commitments.	
18	Quality/Performance/Benchmark Certifications for the products, Service etc, If any.	
19	MAKE / BRAND OFFERED	
20	Any other information the applicant might like to give	

DECLARATION

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 AUTHORISED
RESPRESENTATIVE OF THE FIRM**

ANNEXURE - I

Particulars of Regional / Branch Offices/Service Centres

Number of Offices: Within the state of

Within the State of

Other Places

Total Number of Offices:

Please furnish information about Regional/ Branch Offices/ Service Centres 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

Place :

Particulars of Service Centers Managed by Third Parties / FranchiseeNumber of Offices: Within the State of **Uttar Pradesh, Uttarakhand & Northern State**

Rest of India

Total Number of Offices

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

Date:

Place :

Signature of Authorized Official with Seal

ANNEXURE – III

A. List of Major Clients and related references: supplied during the last three years – provide copies of major contracts executed/ copy of Purchase Orders for each of the model)

Name of the clients & contact details	Details of equipment supplied

Date:

Place :

Signature of Authorised Official with Seal

ANNEXURE – IV

(This format has to be issued by Original Equipment Manufacturer on their Letter Head duly signed by authorised signatory/ies)

To
Sr. Divisional Manager
LIC of India
DIVISIONAL OFFICE
16/275, Civil lines
Kanpur

Place:

Date:

Dear Sir,

We hereby certify that M/S (Name & Address) is an Authorised Channel Partner/ Authorised Dealer (Strike out the not applicable) for Supply of (Equipment details) of (Specify Make) manufactured by our company for the last (Specify) Years. Further, we certify that the Authorised Channel Partner/ Authorised Dealer ship agreement with M/S is in force and is valid up to (Specify Period).

Further, we hereby certify that M/S is authorised to participate in the tender process for procurement of **Battery** on our behalf and submit bids. We undertake to honor the Warranty and AMC terms & conditions as per the tender documents independent of continuation of the channel partnership/ authorised dealership arrangement with M/S either directly or through any of our channel partners/ authorised dealers.

We hereby undertake that the Model offered & empanelled will be available & supplied during the currency of the empanelment.

Further, we confirm that the undersigned is authorised to issue this letter.

Yours Faithfully,

(Name, Designation, Address, Phone Number of the
Authorised Signatory with Company Seal)