



LIC OF INDIA, JEEVAN PRAKASH BUILDING, PUNE-1- ENROLMENT FORM

INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM

Enrolled form duly filled as directed, along with the **Annexure A to H** shall be submitted to the office of **The Sr Divisional Manager, LIC of India, Jeevan Prakash Building, Shivajinagar Pune-1** on or before **28/10/2020** at **15:00 hrs**. Enrolment form can be obtained from LIC of India, Divisional office building, OS department by depositing **Rs 500 + 18% GST** - by pay order or DD for each category in favour of **LIC of India payable at pune**. Enrolment form can be downloaded from the website of LIC of India **www.licindia.in** Please note that no consideration will be given for postal delays. On the basis of credentials submitted by the contractor a panel will 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 attending of financial bid 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 the 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.
6. 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 Manager reserve the right not to issue tender to any/all applicants without assigning any reason whatsoever. Contractor must have GST registration no (copy to be enclosed)

Signature of the contractor

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

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. For working contractors of LIC of India, the above criteria may be relaxed by 15%. SR Divisional Manager reserves the right to reject/ issue the tender to any contractor at his sole discretion without assigning whatsoever.

Sr Divisional Manager

Sl. No.	Query		Answer
1.	Name of the firm	:	
2.	Address	:	
3	PAN No., GST NO		
4.	Telephone Number Office	:	
	Residence	:	
	Mobile	:	
	Fax No., if any	:	
	E-Mail, if any	:	
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	:											
Sl. No.	Query		Answer										
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	Has the applicant or his partners or Director been Black Listed in past by any central or state Govt. Department./ Organization.												
12. i)	Annual Turn Over for last Four years (enclose documentary evidence or proof to support figures)	:	<table border="1"> <thead> <tr> <th>Year</th><th>Rs. in Lacs</th></tr> </thead> <tbody> <tr> <td>i) 2016-17</td><td></td></tr> <tr> <td>ii) 2017-18</td><td></td></tr> <tr> <td>iii) 2018-19</td><td></td></tr> <tr> <td>iv) 2019-20</td><td></td></tr> </tbody> </table>	Year	Rs. in Lacs	i) 2016-17		ii) 2017-18		iii) 2018-19		iv) 2019-20	
Year	Rs. in Lacs												
i) 2016-17													
ii) 2017-18													
iii) 2018-19													
iv) 2019-20													
ii)	What evidence of proof is enclosed to support the amounts of yearly turnover	:											
iii)	Enclose for the last Four years Audited balance Sheet	:	Certificate enclosed for Assessment years										
13. i)	Name and complete postal address of bankers	:											
ii)	Enclose Latest Bank solvency certificate indicating amount	:											
iii)	Bank Guarantee limit with various banks	:	i) Rs.....lacs with..... ii) Rs.....lacs with..... Total Rs.										



14. 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 valuer/Revenue authorities	:	
ii)	Whose supporting certificate is enclosed	:	Rs..... of..... Date.....
15. i)	Particulars of movable properties along with Banker's reference	:	
16.i)	Value of tools & plants	:	Rs.
	Other Assets	:	Rs.
ii)	Whose reference is enclosed	:	
Sl. No.	Query		Answer
17.	Fill in and enclose list of tools & plants as per Annexure-C enclosed	:	
18.	Fill in enclosed Annexure D giving full particulars about major works completed during the past three years Note : List of only those works which were similar in nature and carried out by the firm requesting for enrolment is to be given	:	
18.	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	:	
19.	Whether full information regarding permanent technical staff employed given in Annexure-F	:	
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 is.		
21.	i) How do you normally get works of electrical installations carried out.		
	ii) Who is the license holder and what is his experience.		



22.	Whether check list submitted as per Annexure-H	:	
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 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 submitting non-bona-fide 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
