



Life Insurance Corporation of India

Western Zonal Office : Engineering Department, 1st Floor, West wing, "Yogakshema"
Jeevan Bima Marg, Mumbai 400 021

(Tel. 022-22820295, 66598260, 22842859 Fax-022-22845671, e-mail
:wz_engg@licindia.com)

FORM FOR ENROLMENT OF CONTRACTORS/AGENCIES (FOR JOB CATEGORY NO- 9 & 15 Lift)

PREFERENCE OF AREA/CLUSTER APPLIED

(Contractor/agencies please tick in appropriate box in which cluster enlistment to be considered)

CLUSTER	Name of the places included in cluster	Applied for(Please tick)
	MAHARASHTRA/ GOA	
A	Amravati	
B	Aurangabad	
C	Goa	
D	Kolhapur	
E	Mumbai, Navi Mumbai, Thane,	
F	Nagpur	
G	Nanded	
H	Nashik	
I	Pune	
J	Satara	
	GUJARAT	
K	Ahmedabad, Gandhinagar,	
L	Bhavnagar	
M	Nadiad	
N	Rajkot	
O	Surat	
P	Vadodara	

Job Cat no.	The category applied for: (Please tick in box category in which enrolment to be considered)	Work upto (Strike out whichever not applicable)
9	Lift maintenance contractors Yes ☐ NO ☐	Upto Rs. 5.00 Lacs
15	Lift Replacement/Modernisation Yes ☐ NO ☐	Up to Rs. 30 Lac.

Signature of Contractor



**Western Zonal Office : Engineering Department, 1st Floor, West wing, “Yogakshema”
Jeevan Bima Marg, Mumbai 400 021**

(Tel. 022-22820291, 66598249 Fax-022-22845671, e-mail :wz_engg@licindia.com)

INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the **Annexure** shall be completely filled in all respects and to be submitted along with **these instructions for filling & submission of Enrolment Form** on or before **27.02.2018**, to the Chief Engineer, Life Insurance Corporation of India, Engineering Department, 1st Floor, West wing, “Yogakshema, Jeevan Bima Marg, Mumbai 400021. The applicant should pay the Enrolment processing fess of Rs. **2000/- (non-refundable)** for each job category in the form of D.D. in favour of **Life Insurance Corporation of India** payable at Mumbai and should be submitted along with the Enrolment Form. For example if any applicant request for enrolment for job category no – 1,2,3,5 & 6 (5 job categories) then the processing fee shall be Rs 2000 X 5 = Rs 10000.00. Please note that no consideration will be given for postal delays.

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.
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 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 .
 - (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 Chief Engineer reserves the right not to issue tender to any/all applicants without assigning any reason whatsoever.
7. LIC working contractors also need to apply with full details. However LIC working contractors shall be given a relaxation up to 25% in prequalification criteria.

Signature of Contractor

Note: These instructions for filling & submission of Enrolment Form shall also be signed and submitted along with Enrolment Form along Enrolment Form No. _____
(To be filled by office)



Western Zonal Office : Engineering Department, 1st Floor, West wing, “Yogakshema”
Jeevan Bima Marg, Mumbai 400 021

FORM FOR ENROLMENT FOR CONTRACTORS

I/Weam/ are desirous of being enrolled on list
of contractors for (Name of work)

..... I/We give the following
details for your consideration.

Sr. No.	QUERY	ANSWER
1.	Name of the Firm	
2.	Address	
3.	Telephone no. OFFICE	
	RESIDENCE	
	MOBILE	
	FAX NO.	
	E MAIL	
4.	Telegraphic address, if any	
5.	Month and year in which the firm was established in present name.	
6.	Particular 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.	Particular 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 L.I.C. of India in past and with other Organizations.	

10.	Has the applicant or his partners or Directors been black listed in past by any Central or State Govt. Depts. /Organization.	
11	i) Annual Turn Over for <u>last four years</u> (enclose documentary evidence or proof to support figures)	Year Rs. (in Lacs) i)2013-14 ii)2014-15 iii)2015-16 iv) 2016-17
	ii)What evidence of proof is enclosed to support the amounts of yearly turnover	
	iii)Enclose latest income tax clearance certificate	Certificate enclosed for Assessment year.....
12.	i) Name and complete postal address of bankers.	
	ii) Enclose solvency certificate indicating amount.	Solvency certificate for amount Rs.....
	iii)Bank Guarantee limit with Various Banks	ii) Rs.lacs with..... ii)Rs.lacs with..... Total Rs.
13.	i) Enclosed 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 value ver.	
	ii)Whose supporting certificate is enclosed	Rs..... of Date
14.	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	
15.	Fill in and enclose list of tools & plants as per Annexure –C enclosed.	
16.	Fill in & enclose Annexure D giving full particulars about major works completed during past three years. Note: List of only those works which are carried out by firm requesting for enrolment is to be given.	
17.	Work in progress:	
	i) Whether full details of major work on hand given in Annexure E	
	ii) Are the copies of work orders for such large works enclosed?	
18.	Whether full information regarding permanent technical staff employed given in Annexure F.	
19	GST & PAN number with proof	

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 black list my/ our name from Life Insurance Corporation of India list of contractors 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 ENROLMENT FORM SHOULD REACH IN THIS OFFICE

ON OR BEFORE 27.02.2018 FILLED ENROLMENT FORM SHOULD ACCOMPANY
A D.D. OF RS.2000/- FOR EACH WORK IN FAVOUR OF "LIC OF INDIA "
PAYABLE AT MUMBAI.

SIGNATURE OF ISSUING OFFICER

AFFIDAVIT

(On Non Judicial Stamp paper in case the individual who is the sole proprietor of the firm)

I,
s/o ageyears, 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 its 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 CONSTITUTENTS

Sr. No .	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to	As Employee	As contracto	
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

ANNEXURE – C

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.	Power Analiser				
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 **FOUR** YEARS

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lac)	Commen- cement of work month Year	Comple- tion of work month Year	Penalty levied for delay of comple- tion, 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

LIFE INSURANCE CORPORATION OF INDIA

LIST OF WORK IN HAND

Sr. No.	Name and Complete Postal Address of			Order			Date of commence -ment 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

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)

SIGNATURE OF THE CONTRACTOR

ENROLMENT CHECKLIST

CHECKLIST FOR ENROLMENT:

Sr. No.	Description of Enclosure	Refer Item of form
1.	Partnership deed / Articles of Association / Affidavit (★) (★) Annexure A-1	10 (ii)
2.	Annexure (A-2) as supplied	10 (ii) (Particulars of Partners)
3.	Annexure – B (as supplied)	10 (Particulars of enrolment in LIC and other Organization)
4.	Proof of Turnover	13 (ii)
5.	Latest I.T.C.C.	13 (iii)
6.	Solvency Certificate	14 (ii)
7.	Certificate of Bank Guarantee	14 (iii)
8.	Immovable Property Certificate	15 (ii)
9.	Movable Property reference	16 (i)
10.	(★) Annexure ‘C’ (as supplied)	17 (Particulars of tools/ plant)
11.	(★) Annexure ‘D’ (as supplied)	18 (List of major works completed during last 4 years)
12.	(★) Annexure ‘E’ (as supplied)	19 (List of work in hand)
13.	(★) Copies of work order	19 (ii)
14.	(★) Annexure ‘F’ (as supplied)	20 (Particulars of permanent technical staff)
15	GST and PAN proof	

