LIC OF INDIA
DIVISIONL OFFICE
"JEEVAN PRAKASH", AYODHYA ROAD, BENIGANJ,
FAIZABAD –224001

FORM FOR ENROLMENT OF CONTRACTORS FOR AMC OF UPS INSTALLED AT VARIOUS OFFICES UNDER DIVISIONAL OFFICE-FAIZABAD

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE: FAIZABAD

EMPANELMENT OF CONTRCTORS FOR AMC OF UPS

Life Insurance Corporation of India intends to form a panel of contractors for comprehensive AMC of UPS installed at our various offices under D.O. Faizabad.

Contractors who have carried out similar nature of works and have requisite qualifications as per eligibility criteria given below are only required to apply. Enrolment forms will be available on payment of Rs 295/- incl. GST (Non-refundable) for above in cash during cash hours or in form of D.D. from 29/11/2018 to 19/12/2018 on working days during office hours only.

Enrolment form is also available in web site www.licindia.com/tender, which may be downloaded and submitted duly filled in along with non-refundable fees of Rs 295/- (Rupees Two hundred ninety five only) as mentioned above in the form of D.D drawn in favor of **LIC of India payable at Faizabad** .The Enrolment form can also be obtained on payment of Rs 295/- in cash at out cash counter during cash working hours only.

Applications has to be submitted with Enrolment form along with necessary supporting documents and details such as PAN,ITR, GST Registration and credentials of works carried out etc on or before 20.12.2018 up to 15.00 Hrs to " **MANAGER (E & O.S.), LIC OF INDIA , DIVISIONAL OFFICE ,AYODHYA ROAD BENIGANJ,FAIZBAD-224001" in a closed cover** super scribed **'APPLICATION FOR EMPANEMENT OF CONTRACTORS/AGENCIES FOR AMC OF UPS INSTALLED AT VARIOUS OFFICES UNDER DIVISIONAL OFFICE-FAIZABAD .'**

Please note that enrolment form without the requisite fees and supporting documents shall be summarily rejected.

The agencies should fulfilling all relevant eligibility criteria for such specific nature of work, and other required parameters as mentioned in Enrolment form.

Sr Divisional Manager reserves the right to reject /select any contractors at his sole discretion without assigning any reason whatsoever.

Senior Divisional Manager
Divisional Office -Faizabad

Signature of Contractor
With seal & date

Divisional Office, LIC- Beniganj, Ayodhya Road, Faizabad (U.P.)-224001
Tel:05278-244265,E-mail:os.faizabad@licindia.com

ELIGIBILITY CRITERIA,TERMS & CONDITIONS FOR EMPANELEMENT

1.Enrolment form along with necessary supporting documents and details such as PAN,ITR, GST Registration and credentials of works carried out etc as required should be submitted on or before 20.12.2018 up to 15.00 Hrs to " **MANAGER (E & O.S.), LIC OF INDIA , DIVISIONAL OFFICE ,AYODHYA ROAD BENIGANJ,FAIZBAD-224001" in a closed cover** super scribed **'APPLICATION FOR EMPANEMENT OF CONTRACTORS/AGENCIES FOR AMC OF UPS INSTALLED AT VARIOUS OFFICES UNDER DIVISIONAL OFFICE-FAIZABAD .'**

2. The vendor should fill up all the details with the supporting documents in the enrolment form and as per enclosed annexures. Only those vendors who fulfill the required eligibility criteria will be eligible to enlist for said work.

3. The experience must be of similar nature and the firm should be in existence for minimum period of four years. The agency/contractor should be preferably manufacturer of UPS or its authorized dealers/channel partners for service and repairs of UPS.The Company should have also quality certification like ISO -9001 and must have experience of comprehensive annual maintenance contract of UPS of capacity 3 KVA or above.

4.The company shall have offices/service centers at Divisional Office head quarter at Faizabad or nearby areas for proper servicing and maintenance of the existing UPS installed at various offices under Divisional Office-Faizabad. The vendor should be able to attend the break-down calls without delay after registering the complaints & in case ,the UPS repair takes times more than 24 hours the company shall be in position to substitute the defective unit till the system is repaired and put into service .

5. Prequalification criteria-

Description of the work	Minimum Solvency(in Lac)	Average annual turnover in the last 04 years (in lac)	Minimum value of similar works completed in last 4 years (in lac)
Comprehensive Annual Maintenance contract (CAMC) of UPS	Rs 1.0 Lac	Rs 2.0 Lac	Total value of maintenance work done in a year Rs 2 Lac & minimum AMC of 35 nos. online UPS of capacity 3 KVA or above in Govt Deptt/PSU's/Financial Institution

6. All the already enlisted contractors should also apply for fresh empanelment through this NIT. However, for working contractors of LIC of India, the above criteria may be relaxed by 15% provided they have executed similar nature of work elsewhere also.

7. The agency /firm have to maintain UPS of any make such as Sukam,Emerson,Uniline,Streamline,Neo-Power ,Power-magic, cedar etc.

8. Applications has to be submitted with Enrolment form along with necessary supporting documents and details such as PAN, ITR, GST Registration and credentials of works carried out of similar nature etc as required.

If any of the above supporting documents & requisite fees are not enclosed along with enrolment form by the agency, such agency shall be declared as Non-bonafide/Non-eligible for enlistment .Submission of enrolment form does not confer any right to claim issue of the tenders .

Sr Divisional Manager reserves the right to issue/reject the enrolment form to any agency at his sole discretion without assigning any reason thereof.

No Brokers/Intermediaries shall be entertained .LIC of India reserves the right to accept or reject any or all offers in full /part without assigning any reason whatsoever.

Signature of the Firm/Agency

(With seal & date) **Sr Divisional Manager**

INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the Annexures 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.

1. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.

2. The eligible contractors who will be selected for issue of tenders after scrutiny of enrolment forms shall be informed. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.

3. 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 'E' & 'F').

(c) The contractors should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should tally with the value of final bill in Annexure 'E'.

(d)The annual turnover should be based on latest Income-tax Clearance Certificate duly cleared by Income-tax Department/Certified balance sheet/acknowledged copy of income tax return.

4. 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 reserve the rights not to issue tender to any/all applicants without assigning any reason whatsoever.

5. For working Contractors/Agencies of LIC of India, the above criteria may be relaxed by 15%.

The Contractor/Agencies desirous to be empanelled with us for various jobs may apply in prescribed Performa available with this office on payment of Rs 295/- (non-refundable) or the same can be downloaded from official website www.licindia.in/tender and submitted by enclosing DD of Rs 295/- (Two Hundred ninety five only) non – refundable for each category in favour of LI C of India payable at Faizabad.

The applications in prescribed Performa along with the enclosures as per Annexures are to be sent at following address so as to reach us on or before, Date- 20.12.2018 time up to 15.00 hrs.

MANAGER (E & OS)
LIC of India
Divisional Office,
Ayodhya Road, Beniganj
Faizabad – 224001

The Cover should be super scribed as "Application for Empanelment of Contractor/Agencies for AMC of UPS installed at various offices under Divisional Office-Faizabad".

Note:
1. Contractor/Agencies who are working with us should also apply for fresh empanelment.

2. ln case the enrolment form downloaded from the website, the enrolment form along with Annexure A1, A2 and B to G shall be completely filled in all respect along with cost of enrolment form Rs 295/- (non-refundable) by way of demand draft/pay order in favour of Life insurance Corporation of India payable at Faizabad.

Note: These instructions for filling & submission of Enrolment Form shall also be duly signed and submitted along with Enrolment Form annexure A1, A2 and B to G.

Encl: Enrolment Form with Annexure 'A1, A2, B to 'G'.

Signature of Contractor

With seal & date

ENROLMENT FORM NO._____

(TO BE FILLED BY OFFICE)

FORM FOR ENROLMENT OF CONTRACTORS/AGENCIES FOR AMC OF UPS

I/We_____am/are desirous of being enrolled on the list of contractors for AMC of UPS installed at various offices under D.O. Faizabad 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 of Reg.Office & Head Office			
3	PAN No			
	TIN No.			
	VAT Registration No.			
	GST registration detail			
4	Contact details	Office phone no.		
		Residence phone no.		
		Mobile No.		
		Fax No.		
		Email		
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 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 Govt.Deptt./Organisations.			
11	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)		YEAR	Rs. in Lakh
		i	2014-15	
		ii	2015-16	
		iii	2016-17	
		iv	2017-18	
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover.			
	iii)Income tax returns for the last 4			

	years		
12	List of service centres/offices(Annexure-C)		
13	Fill in & enclose **Annexure- D & E** 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 with address & contact numbers of issuing authority**		
14	Work in Progress:		
	i) Whether full details of major work on hand given in **Annexure- F**		
	ii) Are copies of work orders for such works enclosed.Please enclose the attested copies of work-orders		
15	Whether full information regarding permanent technical staff employed given in **Annexure 'G'**		
16	Whether the firm is a manufacturer of UPS or whether an authorized channel partner/dealer (Enclose channel partner/Dealership letter from OEM)		
17	Is the firm has executed annual maintenance contract of UPS of capacity 3 KVA or above in Govt/PSU's /Banks etc during last 4 years		
18	Whether the firm is able to provide break-down services of existing UPS of any make installed at various offices under D.O. Faizabad		
19	Quality /Performance/Benchmark Certifications for the Products		

	,Services ,if any		
20	Any other information the applicant might like to give		

Note: Attached duly self attested Photocopy of Income Tax, Pan No, GST registration, authorized dealership certificate etc (Enclosed with enrolment form)

Signature of Contractor
With seal & date

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

ANNEXURE – A1

AFFIDAVIT

(On Non Judicial Stamp paper of Rs._______ /- 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

CONSTITUTION OF FIRM

SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER

DETAILS OF CONSTITUTENTS

Sl.No.	Name of sole partner or director / other high official	Age	Share	Technical Experience			Whether power of attorney holder
				Year to	As Employee	As contract	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

ANNEXURE-B

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANSIATION

I. ENROLMENT WITH LIC:

Name of works office for which enrolled by LIC in the past
1.
2.
3.

S. No for which tenders were submitted:
S. No for which work-order was received:

II. ENROLMENT WITH OTHER ORGANIZATIONS:

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

Particulars of Regional /Branch Offices/Service Centres:

City/State	Address	Name of Person in charge & Phone no.	No. Of qualified support engineers & their qualifications	Whether adequate trained man-power, knowledge & stock of spares available for support

SIGNATURE OF CONTRACTOR

Annexure-D

List of Major Clients and related references:UPS AMC executed during last four years-Provide copies of major contracts executed /copy of AMC orders)

Name of the clients & contact details	Details of AMC

SIGNATURE OF CONTRACTOR

ANNEXURE-E

LIST OF MAJOR SIMILAR NATURE WORKS COMPLETED DURING LAST FOUR YEARS

Sl. No.	Name and Complete Postal address of			Order			Value of work as per final bill (Rs. in Lac)	Commenc-ement 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 out	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

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 Nos.2, 3 & 4 above

ANNEXURE-F

LIST OF WORKS IN HAND

Sl. No	Name and Complete Postal address of			Order			Date of Commencement of work	Schedule 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	Contract Amount (Rs. in Lac)	Is copy enclosed			
1	2	3	4	5	6	7	8	9	10

SIGNATURE OF CONTRACTOR

ANNEXURE-G

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