



LIFE INSURANCE CORPORATION OF INDIA

ENGINEERING DEPARTMENT

SOUTHERN ZONAL OFFICE, 9TH FLOOR,
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**ENROLMENT OF CONTRACTORS FOR ELECTRICAL INSTALLATIONS /
REPAIRS & MAINTENANCE WORKS (HT/LT) IN TAMIL NADU,
PONDICHERRY & KERALA UNDER SOUTHERN ZONE**

LAST DATE FOR SUBMISSION : 19.06.2018 at 17.00 Hrs

NAME & ADDRESS OF THE AGENCY:

.....

.....



**ENROLMENT OF CONTRACTORS FOR ELECTRICAL INSTALLATIONS /
REPAIRS & MAINTENANCE WORKS (HT/LT) IN TAMIL NADU,
PONDICHERRY & KERALA UNDER SOUTHERN ZONE.**

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**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
SOUTH ZONE, CHENNAI**

**ENROLMENT OF CONTRACTORS FOR ELECTRICAL INSTALLATIONS / REPAIRS
& MAINTENANCE WORKS (HT/LT) IN TAMIL NADU, PONDICHERRY & KERALA
UNDER SOUTHERN ZONE – ELIGIBILITY CRITERIA**

1. Minimum Eligibility Criteria,

Category	Minimum Solvency (20% of estimated cost)	Average Annual Turnover for last 4 years	Minimum value of work completed in last Seven years
Category I Up to Rs.5 lakhs	1.0 Lakhs	10 Lakhs	• Three similar completed works costing not less than Rs.2 Lakhs. Or • Two similar completed works costing not less than Rs.3 Lakhs. or • One similar completed work costing not less than Rs.4 Lakhs. And One completed work of any nature (either part of the above or a separate one) costing not less than the Amount Rs.2 Lakhs with some Central Government Department / State Government Department / Central Autonomous Body / Central Public Sector Under taking / City Development Authority /Municipal Corporation of City formed under any act by Central / State Government and published in Central / State Gazette.
Category II Above Rs.5 Lakhs and up to Rs.20 lakhs	4 Lakhs	40 Lakhs	• Three similar completed works costing not less than Rs.8 Lakhs. or • Two similar completed works costing not less than Rs.12 Lakhs. or • One similar completed work costing not less than Rs.16 Lakhs. And One completed work of any nature (either part of the above or a separate one) costing not less than the Amount Rs.8 Lakhs with some Central Government Department / State Government Department / Central Autonomous Body / Central Public Sector Under taking / City Development Authority /Municipal Corporation of City formed under any act by Central / State Government and published in Central / State Gazette.

Category	Minimum Solvency (20% of estimate d cost)	Average Annual Turnover for last 4 years	Minimum value of work completed in last Seven years
Category III Above Rs.20 Lakhs and up to Rs.50 lakhs	10 Lakhs	100 Lakhs	• Three similar completed works costing not less than Rs.20 Lakhs. or • Two similar completed works costing not less than Rs.30 Lakhs. or • One similar completed work costing not less than Rs.40 Lakhs. And One completed work of any nature (either part of the above or a separate one) costing not less than the Amount Rs.20 Lakhs with some Central Government Department / State Government Department / Central Autonomous Body / Central Public Sector Under taking / City Development Authority /Municipal Corporation of City formed under any act by Central / State Government and published in Central / State Gazette.

2. Minimum Value of work completed in last Seven years should be the work done in Tamil Nadu state & Kerala state.
3. Contractors should have GST registration for respective state for enrollment for work in that state.
4. The Contractor should have minimum "B" Grade Electrical License for LT Works and "A" Grade Electrical License for HT Works.



LIFE INSURANCE CORPORATION OF INDIA.
Engineering Dept., Southern Zonal Office, "LIC Building", 153,
Anna Salai,
Chennai- 600 002 Tel 044-28616132, 28604121, 28604101
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INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT APPLICATION

NOTE: The contractor should note that non-compliance of the following instructions will render the application liable for rejection:

- 1) The envelope containing documents should be super scribed "**ENROLMENT OF CONTRACTORS FOR ELECTRICAL INSTALLATIONS / REPAIRS & MAINTENANCE WORKS/ADDITIONS AND ALTERATIONS WORKS (HT/LT)IN TAMIL NADU, PONDICHERRY & KERALA UNDER SOUTHERN ZONE** " 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 the form & Annexure. Only those vendors who fulfill the following criteria are eligible to enroll in Tamilnadu, Pondicherry & Kerala states.
- 2) The contractor has to pay **Rs.2000/- (Rupees two thousands only) as a Processing fee (non-refundable)for each application** in the form of Demand Draft/Pay Order/Banker's Cheque in favour of "**Life Insurance Corporation of India**" payable at "**Chennai**" for Tamilnadu and Pondicherry works and at "**Ernakulam**" for Kerala state works respectively.
- 3) Address to which the application is to be submitted: For works in Tamilnadu and Pondicherry state:
The Chief Engineer,
LIC. of India, Southern Zonal Office,
153, Anna Salai, Chennai – 600 002.
For works in Kerala state:
The Superintending Engineer,
LIC of India, Divisional office,
"Jeevan Prakash", P.B.No.1133,M.G.Road,
Ernakulam ,Kochi-682 001.
- 4) Last date for receipt of applications: On or before **19.06.2018 up to 17.00 hours.**

The Enrolment Form along with the Annexure A1, A2 and B to G shall be downloaded in "doc" format and completely filled by either typewriting or hand writing in all respect along with the cost of processing fees of Enrolment Form of **Rs 2000/-(non –refundable)** by way of Demand Draft/Pay Order/Banker's Cheque in favour of "**Life Insurance Corporation of India**" payable at "**Chennai**" for Tamilnadu and Pondicherry works and at "**Ernakulam**" for Kerala

works respectively addressed to the authorities as shown above ,along with these instructions for filling and submission of Enrolment form on or before last date of submission. **Please note that no consideration will be given for postal delay.**

1. Contractors to note that all particulars required as per the **form and Annexures** shall be filled in completely in relevant 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 agencies/contractors who will be selected for issue of tenders after scrutiny of Enrolment forms shall be informed by a letter. Please note that enquiries or correspondence regarding the selection for issue of tenders shall not be entertained.
4. Latest **Solvency Certificate from any Nationalized/Scheduled Bank** of minimum amount as mentioned in the **"Eligibility Criteria"** as per advertisement should be submitted along with application.
5. The Contractors are advised to follow the instructions given below:
 - (a) 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).
 - (b) The Contractor 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'.
 - (c) The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of Chartered Account, which should be enclosed.
 - (d) Copy of Agreement in case of works carried out for private agencies should be enclosed.
6. Separate application must be submitted for different items of works along with non refundable amount of Rs2000/-each towards processing fee in the form of Demand Draft /Pay Order/Banker's Cheque in favour of **"Life Insurance Corporation of India"** payable at **"Chennai"** for Tamilnadu and Pondicherry works and at **"Ernakulam"** for Kerala works respectively. This is applicable when an applicant submits application for more than one item of works.
- 7. All the documents submitted are to be self attested by the authorized signatory.**
8. Please note that the submission of this enrolment form does not confer any right on you to claim of tenders and the Chief Engineer reserves the rights not to issue tenders to any/all the applicants without assigning any reason whatsoever.

End: Enrolment Form with Annexure A1, A2 and B to G .

CHIEF ENGINEER



**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
SOUTH ZONE, CHENNAI
FORM FOR EMPANELMENT OF CONTRACTORS**

Name of contractor:

I/We request you to kindly empanel our name/firm as ticked below for the type of work, category value and group.

I/We also noted that the above works in Office buildings/residential buildings/Officers' quarters and Zonal/Sales training centers in Tamilnadu, Pondyicherry and Kerala states.

Sl No	Nature of works	Category by Value	State	Group
1	ELECTRICAL INSTALLATIONS / REPAIRS & MAINTENANCE WORKS/ADDITIONS AND ALTERATIONS WORKS (HT/LT)	Up to Rs 5 Lakhs		
		Above Rs 5 Lakhs and up to Rs 20 Lakhs		
		Above Rs 20 lakhs and up to Rs 50 Lakhs		

Note:-

- a) Contractor/Agencies are advised to mention the specific group against each category in which they are interested.**
- b) Contractors/Agencies shall be categorized based on the Eligibility Criteria solemnly by the discretion of Chief Engineer**
- c) Photo copies of self attested PAN, GST registration certificates are compulsorily enclosed along with the enrolment form. In the absence of above, the enrolment form shall not be considered and no further correspondence in this regard will be entertained.**

Sl. no	QUERY		ANSWER
1	Name & Address of the firm	:	
2	PAN No		

3	Tamil Nadu GST Registration No.			
	Kerala GST Registration No.			
	Pondicherry GST Registration No			
4	Contact Details	Office Phone No.		
		Residence Phone No.		
		Mobile No.		
		Fax No.		
		Email		
5	Month & 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.			
9	Fill and enclose Annexure B giving details of Enrollment 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./Organisation			

11	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures).		YEAR	Rs. in Lakhs
		i	2014-15	
		ii	2015-16	
		iii	2016-17	
		iv	2017-18	
	ii) What evidence proof is enclosed to support the amount of yearly turnover?			
	iii) Enclose latest audited balance sheet of Chartered Accountant		Certificate of Chartered Accountant uploaded for Assessment year _____	
12	i) Name and complete postal address of bankers and statement of accounts of last 3 consecutive years duly certified by Chartered Accountant with registration number etc.			
		ii) Enclose solvency certificate indicating amount. (The certificate should not be more than 3 months old).		
		iii) Bank Guarantee limit with Various banks	i) Rs.____ Lakhs with____ Bank	
			ii) Rs.____ Lakhs with ____ Bank	
			iii) Rs.____ Lakhs with____ Bank	
			TOTAL	
13	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/Revenue authorities.			
	ii) Whose supporting certificate is enclose.		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 last seven years NOTE: List of only those works which were similar nature and carried out by the firm requesting for Enrollment is to be given.		
17	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		
18	Whether full information regarding permanent technical staff employed given in Annexure 'F'		
19	Whether Check list submitted as per Annexure G		
20	Electrical License NO : Date of Issue : Date of Expiry : Type of Grade : Category type : (COPT TO BE ENCLOSED)		
21	Any other information the applicant might like to give		

SIGNATURE OF THE CONTRACTOR

DECLARATION

I/We agree to notify the officer accepting this application for Empanelment 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 enroll in Life Insurance Corporation of India list of contractors in the event of my/our furnishing false particulars in the enrolment application form 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.

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 pre-qualification bid form 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 disqualify 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 received from M/s.....
On.....

Signature of the receiving officer

ANNEXURE – A1

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.

ANNEXURE A2**LIFE INSURANCE CORPORATION OF INDIA****ENROLLMENT OF CONTRACTORS FOR ELECTRICAL INSTALLATIONS /
REPAIRS & MAINTENANCE WORKS (HT/LT) IN TAMIL NADU,
PONDICHERRY & KERALA UNDER SOUTHERN ZONE****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	As Employee	As contractor	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

ANNEXURE – B**LIFE INSURANCE CORPORATION OF INDIA****ENROLLMENT OF CONTRACTORS FOR ELECTRICAL INSTALLATIONS /
REPAIRS & MAINTENANCE WORKS (HT/LT) IN TAMIL NADU,
PONDICHERRY & KERALA UNDER SOUTHERN ZONE**

I. ENROLLMENT 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. ENROLLMENT WITH OTHER ORGANISATIONS:

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLLMENT		LAST RENEWAL OR ENROLLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in Lakhs)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF CONTRACTOR

ANNEXURE – C**LIFE INSURANCE CORPORATION OF INDIA****ENROLLMENT OF CONTRACTORS FOR ELECTRICAL INSTALLATIONS /
REPAIRS & MAINTENANCE WORKS (HT/LT) IN TAMIL NADU,
PONDICHERRY & KERALA UNDER SOUTHERN ZONE****PARTICULARS OF TOOLS AND PLANT**

Sr. No	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

SIGNATURE OF CONTRACTOR

ANNEXURE – D**LIFE INSURANCE CORPORATION OF INDIA****LIST OF MAJOR WORKS COMPLETED DURING LAST FOUR YEARS
(PERTAINING TO ELECTRICAL INSTALLATIONS / REPAIR & MAINTENANCE WORKS)**

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lakhs)	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 out	Ref. No. & Date	Contract Amount (Rs. in Lakhs)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

NOTE: To enable us to process your application quickly, please ensure that complete postal address including PIN code & Telephone numbers/ Fax nos./ email address etc, are furnished under column nos. 2,3 & 4 above

SIGNATURE OF CONTRACTOR

ANNEXURE – E**LIFE INSURANCE CORPORATION OF INDIA**

**LIST OF WORKS IN HAND
(PERTAINING TO S/I/T/C OF ELECTRICAL INSTALLATIONS / REPAIR & MAINTENANCE)**

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 Lakhs)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

NOTE: To enable us to process your application quickly, please ensure that complete postal address including PIN code & Telephone numbers/ Fax nos./ email address etc, are furnished under column nos. 2,3 & 4 above.

SIGNATURE OF CONTRACTOR

ANNEXURE – F**LIFE INSURANCE CORPORATION OF INDIA****PARTICULARS OF PERMANENT TECHNICAL STAFF
PERTAINING TO SITC OF ELECTRICAL INSTALLATIONS / REPAIRS &
MAINTENANCE WORKS**

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 THE CONTRACTOR

Annexure "G"**CHECKLIST**

**ENROLLMENT OF CONTRACTORS FOR ELECTRICAL
INSTALLATIONS / REPAIRS & MAINTENANCE WORKS (HT/LT) IN
TAMIL NADU, PONDICHERRY & KERALA UNDER SOUTHERN ZONE**

Sr. No	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1.	Partnership deed/ Articles of Association/ Affidavit (☐ (☐ Annexure A-1		
2.	Annexure (A-2) as supplied	(Particulars of Partners)	
3.	Annexure – B (as supplied)	(Particulars of Enrollment in LIC and other Organization)	
4.	Proof of Turnover		
5.	Latest I.T.C.C.		
6.	Solvency Certificate		
7.	Certificate of Bank Guarantee		
8.	Immovable Property Certificate		
9.	Movable Property reference		
10.	(☐ Annexure 'C' (as supplied)	(Particulars of tools/ plant)	
11.	(☐ Annexure 'D' (as supplied)	(List of major works completed during last 4 years)	
12.	(☐ Annexure 'E' (as supplied)	(List of work in hand)	
13.	(☐ Copies of work orders		
14.	(☐ Annexure 'F' (as supplied)	(Particulars of permanent technical staff)	
15.	(☐ NEFT particulars (enclosed cancelled cheque leaf)		

SIGNATURE OF THE CONTRACTOR