



**LIFE INSURANCE CORPORATION OF INDIA**  
**DIVISIONAL OFFICE, 'JEEVAN PRAKASH'**  
**PATTOM, THIRUVANANTHAPURAM – 695 004**

**ENROLMENT FORM**

ISSUED TO :

M/s .....  
.....  
.....  
.....

**LIFE INSURANCE CORPORATION OF INDIA**  
**DIVISIONAL OFFICE, PATTOM, P.O.**  
**JEEVAN PRAKASH, THIRUVANANTHAPURAM – 695 004**

**INSTRUCTION FOR FILLING & SUBMISSION OF ENROLMENT FORM**

The Enrolment Form along with the Annexure A to H shall be completely filled in all respects and to be submitted to this office along with these instructions for filing and submission of Enrolment Form and Enrolment processing fee of **Rs. 590/-** (processing fee Rs 500/- +18% GST) in the form of DD in favor of LIC of India, payable at Thiruvananthapuram on or before **10.11.2020 (16.30 hrs)**. Vendors who has using the downloaded Enrolment form from the web site has to submit the Form fee **Rs. 118/-** (Form cost Rs 100/- +18% GST) in the form of separate DD in favor of LIC of India, payable at Thiruvananthapuram along with application. **Please note that no consideration will be given for postal delays.**

1. Contractors to note that all particulars required as per the form, Annexures and Note 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 the 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 for minimum amount as mentioned in the “**Minimum qualifying requirement**” as per instructions should be submitted are advised to follow the instructions given below.
  - (a) Enrolment Form shall be filled-up in clean hand-writing 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’ & ‘I’).
  - (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.
  - (e) Selected contractors should compulsorily register in the “LIC TENDER VIZARD PORTAL” for E-tendering. All tenders costing more than in estimate of 2.0 Lakhs will processed only through E-portal.

Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Senior Divisional Manager reserve the right to issue tender to any/all applicants without assigning any reason whatsoever.

**Signature of the Contractor**

Encl: Enrolment Form with Annexure ‘A’ to ‘H’

**Note: These instructions for filling & submission of Enrolment Form/ Minimum qualifying requirement shall also be signed and submitted along with Enrolment Form along with Annexure ‘A’ to ‘H’.**

**This Enrolment is applicable only for the works under Thiruvananthapuram Division and no claims will be allowed for participate the tendering process of other Divisions. Validity of Registration is for 5 years**

### Minimum Qualifying Requirement

| Sl. No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Category for which Enrolment form submitted                                                                | Minimum solvency (Rs in Lakhs) | Average annual turn- over for last 4 years (Rs in Lakhs) | Qualifying value of single work completed during last 7 years                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Category – A<br>(Empanelment of contractors for works Civil/Electrical up to Rs 5.0 Lakhs)                 | 1.00                           | 10.00                                                    | Three similar completed works costing not less than the amount equal to Rs 2.0 Lakhs for category-A & Rs 4.0 Lakhs for Category-B<br>OR<br>Two similar completed works costing not less than the amount equal to Rs 3.0 Lakhs for category-A & Rs 6.0 Lakhs for Category-B |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Category – B<br>(Empanelment of contractors for works Civil/Electrical From Rs 5.0 Lakhs to Rs 10.0 Lakhs) | 2.00                           | 20.00                                                    | OR<br>One similar completed works costing not less than the amount equal to Rs 4.0 Lakhs for category-A & Rs 8.0 Lakhs for Category-B                                                                                                                                      |
| Note: One of the completed work during the last 7 years of any nature (either part of above or a separate one) costing not less than the amount equal to Rs 2.0 Lakhs for category-A & Rs 4.0 Lakhs for Category-B with some Central Government department/State Govt department/ Central Autonomous Body/ State Autonomous Body/ Central Public Sector Undertaking/ State Public Sector Undertaking City Development Authority/ Municipal corporation of City formed under any Act by central/state Govt and published in Central/State Gazette. |                                                                                                            |                                |                                                          |                                                                                                                                                                                                                                                                            |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ARC/AMC for all nature of works                                                                            | 1.00                           | 2.00                                                     | Total value of maintenance works done in a year<br>Rs. 2.00 Lakhs                                                                                                                                                                                                          |

Note: 1. For working contractors/existing empanelled vendors of LIC of India, the above criteria may be relaxed by 15% provided they have executed similar nature of works elsewhere also. Working contractors means the contractors who have executed similar nature of job in LIC during the last four years prior to date of publication of the advertisement.

2. All working contractors/existing empanelled vendors should submit their filled in enrolment form with full details for the renewal

3. Bidding capacity of the tendering limit will be decided based on the maximum value of single work of similar nature done in any one year during the last four years, Period of time taken for completion of work and the existing commitment by the vendors.

4. The annual turnover should certify either by Income tax statements or Chartered Accountant Certificate in respect of all construction works carried out.

5. Copy of work orders/completion certificate should be submitted in support of works completed for last four years (only for the works which is given in enrolment for consideration)

6. Empanelment for Civil and Electrical vendors will do separately and those who wish to panel in both trades should submit separate filled up application forms with experience on the nature of works executed.

**Signature of the Contractor**

Enrolment Form No. ....

(To be filled by office)

**LIFE INSURANCE CORPORATION OF INDIA  
DIVISIONAL OFFICE, PATTOM, P.O.  
JEEVAN PRAKASH, THIRUVANANTHAPURAM – 695 004**

## FORM FOR ENROLMENT OF CONTRACTORS

I/We ..... am/are desirous  
of being enrolled on the list of panel contractors for the jobs in Thiruvananthapuram division  
Nature of work: .....  
..... and hereby apply for the  
same. I/we give the following details for your consideration.

| <b>Sl.<br/>No.</b> | <b>Query</b>                                                                                                                                                                                                   |   | <b>Answer</b> |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------|
| 1.                 | Name of the firm                                                                                                                                                                                               | : |               |
| 2.                 | Address                                                                                                                                                                                                        | : |               |
| 3.                 | Telephone Number                  Office                                                                                                                                                                       | : |               |
|                    | Residence                                                                                                                                                                                                      | : |               |
|                    | Fax No. if any                                                                                                                                                                                                 | : |               |
|                    | E-Mail if any                                                                                                                                                                                                  | : |               |
| 4.                 | PAN Number ( copy to be enclosed)                                                                                                                                                                              | : |               |
|                    | TIN Number (copy to be enclosed)                                                                                                                                                                               | : |               |
|                    | GST Registration Number<br>(Copy to be enclosed)                                                                                                                                                               | : |               |
|                    | MSME Registration Number 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 firms if any                                                                                                                                                                             | : |               |

| Sl. No. | Query                                                                                                                                                                                                                         |   | Answer                                   |              |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------|--------------|
|         |                                                                                                                                                                                                                               |   |                                          |              |
| 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.      | Category ( Tendering limit) applied for                                                                                                                                                                                       | A | Up to Rs 5.0 Lakhs Only                  |              |
|         |                                                                                                                                                                                                                               | B | Rs 5.0 Lakhs to Rs 10 Lakhs              |              |
|         |                                                                                                                                                                                                                               | M | ARC/ AMC vendors                         |              |
|         | Note: Contractors are requested to put their signature against the category in which they are interested to be selected. If they wish to participate tenders in all category put their signature against the all the category |   |                                          |              |
| 10.     | Fill and enclose Annexure – B giving details of enrolment with LIC of India in the past and with other Organizations.                                                                                                         |   |                                          |              |
| 11.     | Has the applicant or his partners or Directors been black listed in the past by any Central or State Government Dept. / Organization                                                                                          | : |                                          |              |
| 12.(i)  | Annual Turn over for last four years (enclose documentary evidence or proof to support figures)                                                                                                                               | : | Year                                     | Rs. In Lakhs |
|         |                                                                                                                                                                                                                               |   | i) 2016 – 2017                           |              |
|         |                                                                                                                                                                                                                               |   | ii) 2017 – 2018                          |              |
|         |                                                                                                                                                                                                                               |   | iii) 2018 – 2019                         |              |
|         |                                                                                                                                                                                                                               |   | iv) 2019 - 2020                          |              |
| (ii)    | What evidence of proof is enclosed to support the amounts of yearly turnover?                                                                                                                                                 |   |                                          |              |
| (iii)   | Enclose for the last four years income tax clearance certificate                                                                                                                                                              | : | Certificate enclose for Assessment years |              |
| 13.(i)  | Name and complete postal address of bankers                                                                                                                                                                                   | : |                                          |              |
| (ii)    | Enclose solvency certificate indicating amount                                                                                                                                                                                | : |                                          |              |
| (iii)   | Bank Guarantee limit with various banks                                                                                                                                                                                       | : | i) Rs. .... in lakhs with .....          |              |
|         |                                                                                                                                                                                                                               |   | ii) Rs. .... in lakhs with .....         |              |

| Sl. No. | Query                                                                                                                                                                                                                                            |   | Answer                                |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------|
|         |                                                                                                                                                                                                                                                  |   | 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          | : |                                       |
| 14.(ii) | Whose supporting certificate is enclosed                                                                                                                                                                                                         | : | Rs. ....<br>of<br>.....<br>Date ..... |
| 15.(i)  | Particulars of movable properties along with Banker's reference                                                                                                                                                                                  | : |                                       |
| (ii)    | Value of tools & plants                                                                                                                                                                                                                          | : | Rs. ....                              |
|         | Other Assets                                                                                                                                                                                                                                     | : | Rs. ....                              |
| (ii)    | Whose reference is enclosed                                                                                                                                                                                                                      | : |                                       |
| 16.     | Fill in and enclose list of tools & plants as per Annexure – C enclosed                                                                                                                                                                          | : |                                       |
| 17.     | Fill in enclosed Annexure D giving full particulars about major works completed during the past three years.<br>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.     | Whether check list submitted as per Annexure H                                                                                                                                                                                                   | : |                                       |

### **DECLARATION**

I/We agree to notify the officer accepting this application and register my/our names on list of contractors of Life Insurance Corporation of India, of any changes in foregoing particulars as and when they occur and to verify and confirm these annually on 1<sup>st</sup> 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 from in any particular case and also suspend, remove or blacklist 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 the Contractor**

### **FOR OFFICE USE ONLY**

ENROLMENT FORM NO. .... SUBMITTED BY .....  
 ..... FOR (NAME OF WORK)  
 .....

**NOTE :** THE FILLED ENROLMENT FORM SHOULD REACH IN THE OFFICE ON OR BEFORE **10.11.2020 @ 16.30 Hrs.**

**Signature of Receiving officer**

Annexure : A

**AFFIDAVIT**

(On Non Judicial Stamp Paper of appropriate value 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 its office at  
 .....  
 District.....dealing  
 in business of Government, Civil / Electrical / DG Set contracts and ancillary works attached  
 therefore.

Hence this affidavit.

**Deponent .....**

**Note : This Affidavit should be notarized.**