



**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
SOUTHERN ZONAL OFFICE,
“LIC BUILDING”,
153, ANNA SALAI,
CHENNAI-600 002
PHONE: 044 – 28616136, 28616134
e-mail: sz_engg@licindia.com**

Empanelment of the contractors for the nature of Civil/Interior/Repairs & Maintenance /Water proofing/structural repairs/Retro fittings related works AND Empanelment of Electrical Installation/Fire Fighting/Fire Alarm/ Solar works/SITC of Lift/UPS & Repairs and Maintenance works under Tamil Nadu and Pondicherry under Southern Zone

ENROLMENT FORM

Last date for receipt of Physical form of application &Enrolment Fee is 30.01.2024 @ 15.00 Hours.

CONTRACTOR SHOULD SUBMIT SEPARATE FORM & ENROLMENT FEE FOR EACH CATEGORY AND ENROLMENT WILL BE DONE FOR THE CATEGORY FOR WHICH THE CONTRACTOR APPLIED FOR

**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
SOUTHERN ZONAL OFFICE, CHENNAI
FORM FOR ENROLMENT OF CONTRACTORS**

I / We _____ am/ are desirous of being enrolled on list of contractors for _____ and hereby apply for the same.

CONTRACTOR SHOULD SUBMIT SEPARATE FORM & ENROLMENT FEE FOR EACH CATEGORY AND ENROLMENT WILL BE DONE FOR THE CATEGORY FOR WHICH THE CONTRACTOR APPLIED FOR

S. no	Nature of the works	Category by Value	Region (Tamil Nadu/ Pondicherry)	Please mention the work for which category is applied & also tick the category applying for
1	Civil Works/ Modernisation/ Interior Works Repairs & maintenance works			
1a	Category I	Up to Rs.2,00,000/-		
1b	Category II	From Rs.2,00,001/- to Rs.5,00,000/-		
1c	Category III	From Rs.5,00,001/- to Rs.15,00,000/-		
1d	Category IV	From Rs.15,00,001/- to Rs.30,00,000/-		
1e	Category V	From Rs.30,00,001/- to Rs.50,00,000/-		
2	Civil Works/ Paintings/ Repairs & maintenance works			
2a	Category I	Up to Rs.2,00,000/-		
2b	Category II	From Rs.2,00,001/- to Rs.5,00,000/-		
2c	Category III	From Rs.5,00,001/- to Rs.15,00,000/-		
2d	Category IV	From Rs.15,00,001/- to Rs.30,00,000/-		

S. no	Nature of the works	Category by Value	Region (Tamil Nadu/ Pondicherry)	Please mention the work for which category is applied & also tick the category applying for
3	Waterproofing, structural repairs & retrofitting works			
3a	Category I	Up to Rs.2,00,000/-		
3b	Category II	From Rs.2,00,001/- to Rs.5,00,000/-		
3c	Category III	From Rs.5,00,001/- to Rs.15,00,000/-		
3d	Category IV	From Rs.15,00,001/- to Rs.30,00,000/-		
3e	Category V	From Rs.30,00,001/- to Rs.50,00,000/-		

ELECTRICAL :

S. no	Nature of the works	Category by Value	Region (Tamil Nadu/ Pondicherry)	Please mention the work for which category is applied & also tick the category applying for
4	Electrical Installations/ Fire Fighting/Fire Alarm/ Electrical Repairs & maintenance works/Solar works			
4a	Category I	Up to Rs.2,00,000/-		
4b	Category II	From Rs.2,00,001/- to Rs.5,00,000/-		
4c	Category III	From Rs.5,00,001/- to Rs.15,00,000/-		
4d	Category IV	From Rs.15,00,001/- to Rs.30,00,000/-		

S. no	Nature of the works	Category by Value	Region (Tamil Nadu/ Pondicherry)	Please mention the work for which category is applied & also tick the category applying for
5	SITC of Lift			
5a	Category I	Up to Rs.50.00 Lakh		
6	UPS			
6a	Category I	Up to Rs.50.00 Lakh		

ANNEXURE – H

ENROLMENT FORM “CHECKLIST”

Si. No.	Description of Enclosure	Refer Item of form	Enclosed YES/NO
1.	Annexure “A”	Performance report of works	
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 enrolment in LIC and other Organization)	
4.	Proof of Turnover		
5.	Latest I.T.C.C.		
6.	Solvency Certificate		
6A	Net Worth Certificate		
7.	Certificate of Bank Guarantee		
8.	Immovable Property Certificate		
9.	Movable Property reference		
10.	(★) Annexure ‘C’ (as supplied)	(Particulars of shuttering tools/ plant)	
11.	(★) Annexure ‘D’ (as supplied)	(List of major works completed during last 7 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.	(★) Annexure ‘G’ (1 & 2)	(Particulars for Bidding Capacity)	

I / We give the following details for your consideration.

Sl.no	QUERY		ANSWER
1	Name of the firm		:
	Proprietary / Corporate		
2	Address	OFFICE	
		RESIDENTIAL	
3	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.		
	ii) Upload 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 .		
4	PAN No		
	TIN No.		
	GST Registration No.		
5	Registration with EPF and Details		
6	Registration as per Labour Act and Details		
	Name and Designation of the persons who is / are authorized to deal with LIC of India.		
7	Contact Details	Office Phone No.	
		Mobile No.	
		Fax No.	
		e-mail	
8	Month and year in which the firm was established in present name		
9	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 uploaded)		
10	Particulars of sister construction firms, if any:		

11	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations		
12	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organisation (Undertakings, boards, Corporations, local bodies etc.,)		
13	Annual Turn Over of any three financial years having maximum turnover among last Five Financial years. (upload the self attested Statement of Accounts of any three financial years having maximum turnover among last Five Financial years of duly certified by Chartered Accountant with Registration Number Details of works and ATO are to be filled up in Annexure-G. The Bank Statement for last 12 months shall be uploaded.		YEAR
			Rs. in Lakh
		i	2019-2020
		ii	2020-2021
		iii	2021-22
		iv	2022-23
	v	2023-24	
	ii) What evidence of proof is uploaded to support the amounts of yearly turnover		
	iii) Upload latest income tax clearance Certificate		Certificate of chartered accountant uploaded for Assessment year.....
14	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) NEFT and Bank Account Details		Name of Bank :
			Account No.
			IFSC Code :
			Cancelled cheque to be uploaded
iii) Upload solvency certificate indicating amount (The certificate should not be older than One year from the last date of submission of application for empanelment).			
iv) Bank Guarantee limit with Various banks		i) Rs. _____ Lac with _____	
		ii) Rs. _____ Lac with _____	
		iii) Rs. _____ Lac with _____	
		TOTAL	

15	i) Upload 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.		
	ii) Whose supporting certificate is enclosed		Rs. _____ of _____ Date _____
16	i) Particulars of movable properties along with Banker's reference		
	Value of tools & plants		Rs. _____
	Other Assets		Rs. _____
	Total		Rs. _____
	ii) Whose reference is uploaded?		
17	Fill in and upload list of tools & plants as per Annexure-C enclosed.		
18	Fill in & upload Annexure-D giving full particulars about major works completed during past seven 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 must be uploaded with address & contact numbers of issuing authority		
19	Work in Progress:		
	i) Whether full details of major work on hand given in Annexure 'E' Note: The details must be self attested.		
	ii) Are copies of work orders for such large works uploaded		
20	Whether full information regarding permanent technical staff employed given in Annexure 'F'		

21	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 of this work is.		
22	i) How do you normally get work of electrical installations carried out		
	ii) Who is the license holder & what is his experience		
23	Any other information the applicant might like to give		

DECLARATION

I/We agree to notify the officer accepting this application for Empanelment of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm.

I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to consider my/our name from Life Insurance Corporation of India list of empanelled contractors 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 furnishing false particulars in the pre-qualification bid form or 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 Enrollment 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 Empanelment.

PLACE:
DATE :

SIGNATURE OF CONTRACTOR

ANNEXURE – ‘A’

PERFORMANCE REPORT OF WORKS REFERRED IN EMPANELMENT

1. Name of work/project & location:
2. Agreement no.
3. Estimated cost
- 4a. Tendered cost
- 4b. Actual cost as per final bill
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Period of delay beyond stipulated date of completion, if any
 - (a) Extended period without imposition of Penalty: Days/ Months.
 - (b) Extended period with imposition of Penalty: Days/ Months

8. Performance Report

I)	Contractors Site organisation	:	(a) Well organised, (b) Adequate, (c) Poorly organised
II)	Quality of materials with reference to specifications	:	(a) Good, (b) Satisfactory, (c) Poor
III)	Workmanship and Supervision	:	(a) Good, (b) Satisfactory, (c) Poor
IV)	Labour Relations and facilities	:	(a) Good, (b) Satisfactory, (c) Poor
V)	Attitude towards settlement of disputes and differences	:	(a) Co-operative (b) Non Co-operative.
VI)	Safety Record (a) Were there any accidental / structural collapses at site (b) If answer to (a) is Yes, state whether due to		i) Yes ii) No i) Negligence ii) Improper work. iii) Reasons beyond control

9. Any other Remarks: _____

Dated

Executive Engineer or Equivalent

(**Note:** This format shall be part of Empanelment Form and the Contractor shall obtain Performance Certificate from the Employer in above format and submit along with Enrollment form)

ANNEXURE – A1

AFFIDAVIT

(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
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

ANNEXURE – B

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION

I.

Name of works for Which enrolled by L.I.C. in the past	1)	
	2)	
	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 enclose d	Year to year	Class or Categor y	Limit (Rs. in Lac)	Is copy of letter enclose d
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

ANNEXURE – C

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF SHUTTERING TOOLS AND PLANT

Sr. No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	a) Shuttering plates b) Shuttering Wooden Planks c) Wooden props d) Steel props				
2.	Concrete Mixers				
3.	Concrete Vibrators i) Petrol Driven ii) Electric Driven				
4.	Tower Hoist				
5.	Trucks				
6.	Welding Equipments				
7.	Pump-Sets				
8.	Floor-Polishing Machine				
9.	Cranes				
10.	Others				

SIGNATURE OF CONTRACTOR



LIC/SZ/CHENNAI

SZ/ENGG/EMPMT.

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

LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lac)	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	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



LIC/SZ/CHENNAI

SZ/ENGG/EMPMT.

ANNEXURE – E

**LIFE INSURANCE CORPORATION OF INDIA
LIST OF WORK IN HAND**

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

SIGNATURE OF CONTRACTOR



LIC/SZ/CHENNAI

SZ/ENGG/EMPANELMENT

Name of contractor:

ANNEXURE- 'G'/1

A.Completed Works of similar nature.

Sl. No	Name of work	Contract value	Actual value	D.O.S	D.O.C.	Period in months	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	Remarks



LIC/SZ/CHENNAI

SZ/ENGG/EMPANELMENT

B. In hand works of similar nature.

ANNEXURE- 'G'/1

S. No	Name of work	Contract value	Actual value	D.O.S	D.O.C.	Period in months	2017 -18	2018 -19	2019 -20	2020 -21	2021 -22	2022 -23	2023 -24	Balance work to be completed

ANNEXURE I

To

Chief Engineer / Dy. Chief Engineer(I/C),
..... Office,

BANKERS CERTIFICATE FROM A BANK

This is to certify that to the best of our knowledge and information that M/s / Shri.....having marginally noted address as a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....).

(Signature of Authorized official)
For the Bank

NOTE

1. Banker's certificate should be on letter head of the Bank, addressed to Tender issuing Authority.
2. In Case of partnership firm, certificate should include names of all partners as recorded with the bank.
- 3.The enrolment form will not be considered valid if any change to the above format is made.

Annexure II

FORM FOR CERTIFICATE OF NETWORTH FROM CHARTERED
ACCOUNTANT

It is to certify that as per the audited Balance Sheet and Profit & Loss Account during the Financial Year, the Net Worth of M/s.....(Name & Registered Address of Individual / Firm / Company) as on 31st March(**previous financial year** from the year in which NIT is published / application invited for Empanelment) is Rs.....(Rupees.....) after considering all liabilities. It is certified that computation of Net Worth based on my / our scrutiny of the Books of Accounts, Records and Documents is true and correct to the best of my / our knowledge.

(Signature of Chartered Accountant)

Name of Chartered Accountant:

Membership No. of ICAI:

Date:

Seal:

Note:

1. The Net worth Certificate should be on letter head of the Chartered Accountant.
2. In case of Bidder is partnership firm, certificate should include names of all partners as recorded with the Chartered Accountants.