

Category - B.

Eligible criteria are given in table below

Sr. No.	Estimated Cost	Minimum Solvency Bank statement	or	Average Annual Turnover last four Years	Minimum value of Similar nature work completed in last four year
01.	ARC/AMC	1 lakh		2 Lakh	Two Value of Maintenance work done in a year Rs. 2 Lakh

INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the Annexure A1, A2 and B to G shall be completely filled in all respect along with cost of Enrolment Form of * Rs 590.00 including GST (nonrefundable) by way of demand draft /pay order in favour of Life Insurance Corporation of India payable at * Hazaribagh , addressed to the * Sr. Divisional Manager Life Insurance Corporation of India, Jeevan Prakash, Holy Cross Road, Hazaribagh along with these instructions for filling and submission of Enrolment Form on or before * (25/01/24.). 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 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, which 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 issued within 6 months from any Nationalized / Scheduled Bank as per advertisement should be submitted along with Enrolment Form.
5. The Contractors are advised to follow the instructions given below :
 - (m) Enrolment Form shall be filled-up in clean handwriting in capital letters or typed.
 - (n) 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).
 - (o) The agencies 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.
 - (p) The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
 - (q) All documents shall be notarized
 - (r) Copy of Agreement in case of works carried out for private agencies.

6. Separate application must be submitted for different items of works along with non refundable amount of ~ Rs.590/- including GST each towards processing fee in the form of Demand Draft / Pay Order drawn in favor of LIC of India payable at Hazaribagh . This is applicable when an applicant submits application for more than one item of works.
7. 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 Manager reserves the right not to issue tender to any / all applicants without assigning any reason whatsoever.

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

Signature of Contractor

- Note: 1. These instructions for filling and submission of Enrolment Form shall also be signed and submitted along with Enrolment Form with Annexure A1, A2 and B to G.
2. All documents shall be notarized. Without notarization, documents are not valid.



**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT**

HAZARI BAGH DIVISION

FORM FOR ENROLMENT OF CONTRACTORS

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

Sl. No.	Name of Work	Please mention the work for which applied.
1		

I / We give the following details for your consideration.

Sl.no	QUERY	ANSWER	
1	Name of the firm		
2	Address		
3	PAN No		
	TIN No.		
	VAT Registration No.		
	Service Tax Registration No.		
4	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		Fax No.	
		Email	
5	Telegraphic Address, if any		
6	Electrical Contractor's License Number and date of expiry of License. (Enclose copy) For the state of		

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7	Month and year in which the firm was established in present name		
8	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).		
9	Particulars of sister construction firms, if any :		
10	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.		
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./ Organization		
13	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)		YEAR
			Rs. in Lakh
		i	
		ii	
	iii		
iv			
	ii) Enclose latest audited balance sheet of CA		Certificate enclosed for Assessment year _____
14	i) Name and complete postal address of bankers		



	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. _____ Lac with _____ ii) Rs. _____ Lac with _____ iii) Rs. _____ Lac with _____
		TOTAL
15	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.	
	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 enclosed?	
17	Fill in and enclose list of tools & plants as per Annexure-C enclosed.	
18	Fill in & enclose Annexure-D 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 must be notarized 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 notarized. ii) Are copies of work orders for such large works enclosed		
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 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 blacklist my/our name from Life Insurance Corporation of India list of contractors in the event of my/our furnishing false particulars in the enrolment 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 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 THE OFFICE ON OR BEFORE * (LAST DATE OF SUBMISSION).

SIGNATURE OF ISSUING OFFICER

• Suitable matter to be Inserted / Corrected.

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.

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 Emplove	As contract	
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

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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

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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

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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)	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

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



ANNEXURE - F

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

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ANNEXURE - G

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 shuttering 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)

NOTE: Suitable modification to the above shall be made for different kind of Works.