



**LIFE INSURANCE CORPORATION OF INDIA  
OFFICE SERVICE DEPARTMENT, ADO  
WEST END,G.T.ROAD, ASANSOL.**

**TECHNICAL BID**



**NAME OF WORK** : Monthly Hiring of 125.0KVA Noiseless & Smokeless DG Set at Asansol DO.

**PLACE OF WORK** : Asansol DO.

**LAST DATE OF SUBMISSION OF TENDER** : 30.11.2022 UP TO 14-00 Hrs.

**DATE OF OPENING OF TECHNICAL BID** : 30.11.2022 AT 14-30 Hrs.

**TENDER ISSUED TO :** M/s.....  
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Asansol Divisional Office, E & OS Department, "Jeevan Prakash Building" West End, G.T. Road, Asansol – 713 304, Tel: 0341- 225-4750, 225-4598, 225-7523, Fax No. : 0341- 225-4748, e-mail : os.asansol@licindia.com



## **PRESS PUBLICATION NOTICE**

	<b>LIFE INSURANCE CORPORATION OF INDIA ASANSOL DIVISIONAL OFFICE, 'JEEVAN PRAKASH', WEST END, G.T ROAD, ASANSOL - 713304.</b>
<b>Pre-qualification of Contractors.</b>	
<p><b>LIC of India intends to invite tender for 125.0KVA DG Set on monthly hiring basis for our Divisional Office at Asansol Division in two bid System i.e. Technical Bid &amp; Price Bid from the vendor from Howrah, Hoogly, Bardhaman(E),Bardhaman(W), Bankura &amp; Purulia district of West Bengal. You can download the tender paper from our website <a href="http://www.licindia.in">www.licindia.in</a> (Tenders). Last date for submission of Tender Form( Technical &amp; Price Bid) to the above mentioned address is 30.11.2022. The date opening of Price Bid for only successful Technical Bidders will be intimated later on. The Sr. Divisional Manager reserves the right to reject/issue of tender to any agency at his sole discretion without assigning any reason whatsoever.</b></p>	
<b>Date : 11.08.2022.</b>	<b>Sr. Divisional Manager</b>



Ref : ADO/Estate/DG Set/ DO.

Date : 03.11.2022.

M/s. -----  
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Dear sir(s),

**Re : Monthly Hiring of 3-Phase, 125.0KVA Smokeless & Noiseless DG Set for  
Asansol Divisional Office.**

You are requested to quote your offer on overall % age rates, against rates mentioned in the tender for the above mentioned work in sealed envelope duly super scribing the name of the job on the top of the envelope The details of the tendering programme is as follows:-

- |                               |   |
|-------------------------------|---|
| i) Issue of tender            | : 09.11.2022 to 29.11.2022 up to 16.00 hrs. |
| ii) Last Date of submission   | : 30.11.2022 up to 14.00 hrs.               |
| iii) Opening of Technical Bid | : 30.11.2022 at 14.30 hrs.                  |
| iv) Cost of Tender Fee        | : Rs.500.00 + GST @ 18%                     |
| v) Earnest Money Deposit      | : Rs.5000.00                                |

The Tender along-with E.M.D (Earnest Money Deposit) of Rs.5000.00 (Rupees five thousand) for 125.0KVA DG Set respectively, in the form of Cash/Demand Draft issued by any Nationalized Bank/Scheduled bank in favour of L.I.C. OF INDIA & payable at Asansol, should reach to this office of undersigned on or before 14.00 hrs, on 30.11.2022. The tender shall be opened on 14.30 hrs, on 30.11.2022hrs.

Please submit the Tender Fee of Rs.500.00( rupees five hundred) plus 18% GST, super-scribing “ Tender Fee for Hiring of 125.0 KVA smokeless, Soundless Acoustic DG Set for Asansol DO” and EMD of Rs.5000.00 (Rupees five thousand) only, super-scribing “ EMD for Hiring of 125.0 KVA smokeless, Soundless Acoustic DG Set for Asansol DO” in separate envelope along with the Technical Bid, The Contractor must offer % age Above/ At par/ Below to our overall estimated rates.

The Sr. Divisional Manager reserves the right to accept/reject any or all tenders without assigning any reason whatsoever may be.

**Yours faithfully**

**Sr. Divisional Manager**

Asansol Divisional Office, E & OS Department, “Jeevan Prakash Building” West End, G.T. Road, Asansol – 713 304, Tel: 0341- 225-4750, 225-4598, 225-7523, Fax No. : 0341- 225-4748, e-mail : os.asansol@licindia.com

**TENDER CONDITION FOR PAYMENT**

Contractors are requested to furnish below mentioned particulars so that we can refund / release their payments through NEFT / RTGS. This has to be treated as the part of the Tender condition.

Sl.No.	Description	Remarks
1.	Name of the beneficiary (vendor name) as in bank records.	:
2.	Beneficiary's Account Number	:
3.	Account type (Savings Account, Current Account, etc.)	:
4.	Beneficiary's Bank – Branch	:
5.	Bank's MICR code	:
6.	Beneficiary's Bank IFSC Code	:
7.	Beneficiary's contact number	:
8.	Beneficiary's e-mail ID, if any	:
9.	PAN NO.	:
10.	GST NO.	:

- N.B. i) No payment will be made by Cash/Cheque. Payment will be made only through ECS.
- ii) All new Contractors as well as existing contractors have to submit the bank details with every tender.
- iii) GST NO. Of LIC Of India, West Bengal : 19AAACLLO582H1ZJ

Sr. Divisional Manager

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Signature of the contractor  
With Office seal & date

## GENERAL TERMS & CONDITION

1. Tender shall be submitted in five separate Envelope. 1<sup>st</sup>. Envelope for **Tender Fee of Rs.500.00( Rupees five hundred) plus 18% GST, super-scribing with “ Tender Fee for Hiring of 125.0 KVA smokeless, Soundless Acoustic DG Set for Asansol DO”**, 2<sup>nd</sup>. Envelope for **EMD of Rs.5000.00(Rupees five thousand)only, super-scribing with “EMD for Hiring of 125.0 KVA smokeless, Soundless Acoustic DG Set for Asansol DO”** , 3<sup>rd</sup> Envelope for **Price Bid Super-scribing with “ Price Bid for Hiring of 125.0 KVA smokeless, Soundless Acoustic DG Set for Asansol DO”**, 4<sup>th</sup>. Envelope for **Technical Bid super-scribing with “ Technical Bid for Hiring of 125.0 KVA smokeless, Soundless Acoustic DG Set for Asansol DO”**. All these envelope should be accumulated in 5<sup>th</sup>. Envelope super-scribing with **“ Tender for Monthly Hiring of 125.0 KVA smokeless, Soundless Acoustic DG Set for Asansol DO”**. The E.M.D of **of Rs.5000.00(Rupees five thousand) only for 125.0KVA** only in the form of Demand Draft drawn on any Nationalized/Scheduled bank payable at Asansol. Tender received without EMD shall not be considered.
2. The Security Deposit shall be **5.0 %** of one year hiring charges. The EMD of successful tenderer will be converted to and balance amount of S.D shall be deposited within 15 days from the date of issuance of acceptance letter which shall not carry any interest. The Security-Deposit shall carry no interest throughout the period.
3. The D.G. set shall have to be run in the event of load shedding/ power cut/ breakdown / single phasing/erratic power supply from supply Co. on all working days. Normal working hours on all working days shall be **9.30 AM to 5.30 P.M on all working days i.e. from Monday to Friday.**
4. The make of Engine shall be Kirloskar/ Cummins India/Greeves/Mahindra & Mahindra/ Ashok Leyland with 6-cylinder heads. coupled with alternator of Stamford/Kirlosker/Crompton with acoustic enclosure of Jacksons/Bhaskar, which confirms the norms of C.P.C.B./ A.R.A.I. The approval of make must be obtained well before procurement of D.G. Set. If the tenderer wishes to procure the D.G. Set other than approved make, they must submit the proposal along with copy of certification as mentioned & obtain approval of Chief Engineer well before procurement of D.G Set. The fuel consumption of DG set for price adjustment shall be considered as 85% & 75% of the load for working hours and overtime hours respectively. The basic diesel price considered in this tender is **Rs.93.01** as per prevailing market rate.
5. The successful tenderer has to submit copies of invoices & test certificates of Engine, alternator & enclosure after procurement. The name, address & phone no. of service centre shall has to be mentioned.
6. The contract shall be valid for 03 (Three) years commencing from date of installation and commissioning of D.G. set, which may be extended further for another two years on mutual consent & performance of the Vendor.



7. Hiring charges shall be payable from the date of commissioning/date of energizing the DG set including electrical installation. Contractor has to execute an agreement with LIC on Rs.100/- non-judicial stamp paper within fifteen days from the date of installation of D.G. Set. The payment shall be released only after execution of agreement.
8. The contract is subject to termination at any time if the services are not found satisfactory or for any other reason whatsoever by serving 90days notice on either side.
9. In case of breakdown in generator supply, deduction shall be made based on O.T. rate for running of D.G. set beyond normal hours and if the same is not restored within 24 hours, corporation will be free to hire another DG set from the market at the risk and cost of contractor limited to double the amount quoted by the contractor.
10. It is presumed that your offer for monthly hiring charges of DG set is based on the Basic Diesel price as mentioned in the tender. Any variation (Increases/ Decrease) in the price of Diesel will be considered for payment/recovery as per the Govt. notification issued for Diesel-price.
11. The rates for hiring charges shall be inclusive of cost of DG set including all taxes, duties, transportation, installation, operation (including operator) and cost of diesel, lubricant, maintenance, tools, security etc. complete required for D G set operation. The GST shall be paid at per actual on submission of bill.
12. The arrangements for providing accessories like cables, change-over switches etc, if required, will be made by the contractor at their own cost.
13. The contractor will have to remove the D.G. Set from the LIC premises within 07 Seven) days from the date of termination or closure of the contract at their cost , else demurrage charges @ 1000/- (Rupees One thousand only) per day will be levied by LIC of India, on the contractor. The D.G. set shall have to be run in the event of load shedding /power cut/single phasing or any other reasons.
14. Price adjustment for the cost of running of DG set due to variation in diesel price - Price adjustment shall be done on the basis of actual consumption of diesel for operation of DG in a given period during which DG set has been operated. For adjustment on account of price variation in diesel price, quantity of diesel consumed shall be determined on the basis of standard fuel consumption chart on different percentage of load, supplied by the standard DG set manufacturer like Kirloskar/Cummins etc. Fuel Consumption (Diesel) shall be considered for Price adjustment as per actual/ as per manufacturers' chart/graph, whichever is less.

15. A Log book shall be maintained for recording the daily running of DG set including over time which should be signed by authorized representative of L.I.C.I.
16. The rates are to be quoted on % basis in FIGURES & WORDS both & if there are any corrections same shall have to be initiated by the contractor. Tender is likely to be rejected / cancelled / debarred & E.M.D. may be forfeited, if tender is not submitted as per instructions given in the tender or contractor mentions any conditions in their tender.
17. Bill shall be submitted in triplicate in first week of the following month along with the Xerox copy of Logbook and original Log Book for certification and settlement of bill.
18. Necessary approvals from pollution control board & Directorate of electrical safety shall be obtained by the contractor, if required by the local authorities without any extra cost to LIC. Nothing extra shall be paid on this account. Sound and pollution level will be maintained within standard parameter.
19. You have to obtain policies to cover T.P, Fire and W.C Insurance cover of Rs.50,000.00 (Rupees fifty thousand) each and remain in force till the contract, period and extension if granted. No payment shall be released, if the insurance lapses during contract period.
20. Tenderers are requested to visit to the site of work before quoting their rates.
21. The essential service electrical load shall be connected to D. G. Set.
22. Agency has to arrange suitable foundation, two no. proper G.I earthings for Neutral & two nos. for body of D.G Set as per I.E. Rules (I.S.3043-1987 or its latest version) and suitable size of armoured cable of approved make including termination with suitable size lugs & glands up to switchgears provided in panel as directed by L.I.C.I.& nothing shall be paid extra in this regard. The contractor should visit the site before quoting the tender. The L.I.C.I. will provide suitable space only and Agency has to arrange temporary shed for storage of Fuels & Tools etc till contract alive.
23. The tender inviting authority reserves the right to reject any or all the tenders without assigning any reason thereof & does not bind to accept the lowest tender. Any conditional tender shall not be entertained & EMD may be forfeited.
24. LIC shall not be responsible for any postal delay.



25. Price Bid shall be submitted in separate envelope super-scribing “ **Tender for Hiring of 125.0 KVA smokeless, Soundless Acoustic DG Set for Asansol DO**”. The **Technical Bid & Price Bid shall be submitted in separate envelope.**
26. The tender shall remain open for acceptance for 45days from the date of receipt of tender.

**Agreed & Confirmed**

**Yours faithfully**

**Sr. Divisional Manager**

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**Signature of the Contractor  
with office Seal & Date**



**APPENDIX TO THE CONDITIONS OF CONTRACT**

- Name of Work** : **Hiring of 3-Ph. 125.0KVA Smokeless & Noiseless  
DG Set at Asansol D.O.**
- a) Commencement of Contract : After installation & commissioning of the DG set.
- b) Contract period : Three years plus two years extension on mutual agreement.
- c) Supply & installation : Within 45(forty five)days from the date of issuance of Acceptance Letter.
- d) Security Deposit : The security deposit shall be **5%** of one year hiring charges. The E.M.D. of Successful tenderer will be converted to Security Deposit and balance amount shall be deposited within 15 days from the date of acceptance letter which shall not carry any interest.
- e) E.M.D : **Rs.5000.00 (Rupees five thousand)only**
- f) Release of Security Deposit : S.D. will be refunded after successful completion of contract period.
- g) Liquidity Damages : if D.G set is not supplied & installed within 45days from the date of issuance of acceptance letter, L.I.C of India reserve the right to cancel the order and forfeit the E.M.D/S.D.
- h) Opening of Price Bid : The opening of price bid of the qualified vendors shall be intimated later on.

**Sr. Divisional Manager**

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**Signature of the Contractor's  
With Seal & Date**

### **Special Condition**

Exhaust piping needs to be done to ensure that exhaust gases are guided out of the D.G. Set room without any leakage inside, to ensure proper temperature in the room and to meet pollution board requirements. It is recommended to have 'A' class M.S. pipe or a fabricated pipe to minimize overall pipeline weight.

Generally exhaust piping should be designed such, so that backpressure for total system does not exceed 3 inches of mercury.

- a. Minimum bends (max.4 from exhaust main feed) should be there in pipeline.
- b. Exhaust pipe must be supported securely.
- c. Exhaust pipe inside the room should be lagged with asbestos rope/glass wool, aluminum sheet cladding.
- d. Pipeline should be away from combustible material.
- e. The orientation of Exhaust pipe shall be towards the normal wind direction.
- f. Rain cap should be provided.
- g. Flanges should be used for connecting flexible pipe , silencer etc.& asbestos sheet, gasket packing should be used in between the flanges.
- h. Silencer should be located in the exhaust line with necessary supports either within the D.G. Set room in horizontal position or vertically along the outside wall of DG Set room.
- i. Common exhaust pipe for multiple DG. Set shall not be allowed.
- j. Exhaust pipe size shall be as recommended by the D.G Set Manufacturer.

**Sr. Divisional Manager**

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**Signature of Contractor**  
(With seal & date )



## TECHNICAL PART

### PRE - QUALIFICATION OF HIRING OF 125.0KVA DG SET AT ASANSOL DIVISIONAL OFFICE, ASANSOL.

**Life Insurance Corporation of India** invites two bid tender for Monthly Hiring of 125.0KVA, Soundless/Noiseless DG Set at **Asansol Divisional Office, W.B, as below :-**

Sl. No.	Category of contractors	Minimum Solvency	Avg. Annual Turnover of last 3 Fin. Years	Min. Value of Single work Completed in last 3 years.
A	B	C	D	E
i)	Enlisted vendor of Govt./PSU/ Reputed Multinational Co.	2.00 Lac	Rs.5.00 Lac	Rs.3.00 Lac

Only contractors who have valid documents self attested including certificates as desired in enrolment form and those who have carried out similar nature of work and fulfilling above criteria shall apply to **The Sr. Divisional Manager, LIC, Asansol Divisional Office, Jeevan Prakash, West End, G.T Road, Asansol - 713304, West Bengal** for Tender form.

Tender forms ( Technical & Price Bid) will be available from **09.11.2022 to 29.11.2022**. on payment of **Rs.500.00 (Rupees five hundred only)** non -refundable for above in cash during cash hours or in form of demand draft/ pay order in favour of “**Life Insurance Corporation of India**” payable at **Asansol** on working days during office hours.

Tender form can also be downloaded from our website: [www.licindia.in/ tender\\_notice.htm](http://www.licindia.in/tender_notice.htm). For the downloaded enrolment form, the same shall be submitted duly filled - up along with the relevant documents and the demand draft/ pay order of **Rs.500/-** as mentioned above, drawn in favour of **Life Insurance Corporation of India** payable at **Asansol**. Separate applications are to submitted for each category of DG sets. The filled in Enrolment form shall be submitted to **The Sr. Divisional Manager, LIC, Asansol Divisional Office, Jeevan Prakash, West End, G.T Road, Asansol - 713304, West Bengal** , within **30.11.2022, before 14.00hrs**.

**Note: 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, prior to the date of publication of NIT.**

**The name of all empanelled contractors shall be published in our website.**

**The Sr. Divisional Manager reserves the right to reject/issue of tender to any contractor at his sole discretion without assigning any reason whatsoever.**

**Sr. Divisional Manager**

**Date : 11.08.2022.**

**Place : Asansol**

**Asansol Divisional Office, E & OS Department, “Jeevan Prakash Building” West End, G.T. Road, Asansol – 713 304, Tel: 0341- 225-4750, 225-4598, 225-7523, Fax No. : 0341- 225-4748, e-mail : os.asansol@licindia.com**



## **INSTRUCTIONS FOR FILLING AND SUBMISSION OF TENDER FORM**

The Tender Form for Technical Bid along with the Annexure A1, A2 and B to G shall be completely filled in all respect along with Tender Fee of Rs.500/- (non-refundable). The EMD amount If tender Form(s) is/are downloaded from our website, a demand draft/ pay order of Rs.500/- (non-refundable) for each category in favour of Life Insurance Corporation of India payable at **ASANSOL**, addressed to **The Sr Divisional Manager, LIC, Asansol Divisional Office, Jeevan Prakash, WEST END, G.T ROAD, ASANSOL - 713304, West Bengal**, along with these instructions for filling and submission of Enrolment Form within **14.00hrs. on 30.11.2022**. 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. Separate applications are to be submitted for each category of DG sets.

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 from any Nationalised/Scheduled Bank should be submitted along with Enrolment Form.

5. The Contractors are advised to follow the instructions given below:

(a) Tender 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 D & E).

(c) 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) 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.

6. Separate application must be submitted for each category along with non refundable amount of Rs.500/- each towards processing fee if Enrolment Form(s) is/are downloaded from our website in the form of Demand Draft / Pay Order drawn in favor of LIC of India payable at **Asansol**. This is applicable when an applicant submits application for more than one item of works.

**Asansol Divisional Office, E & OS Department, "Jeevan Prakash Building" West End, G.T. Road, Asansol – 713 304, Tel: 0341- 225-4750, 225-4598, 225-7523, Fax No. : 0341- 225-4748, e-mail : os.asansol@licindia.com**



**7. The following documents should be enclosed alongwith the Enrolment Form :**

- (a) Trade Licence Certificate is to be submitted.
- (b) Professional Licence No. is to be submitted
- (c) Valid registration certificate from CPWD/PWD/Railways/Govt./Semi-Govt. organisations or any other private organisations of repute to be produced.
- (d) List of clients with DG Set supplied on hire basis with date and location of installation during last three years.
- (e) List of current contracts with capacity of D.G Set.
- (f) Attested copies of work order.
- (g) Performance certificate for best of two works of similar nature issued by the respective officer of the Dep't/company along with Name, Designation and Dep't., to be submitted.
- (h) Income Tax return for the last three years. Agency/Firm should submit the Income Clearance certificates along-with the application
- (i) Certified copy of average annual turn over of the firm / agency.
- (j) GST Registration Certificate
- (k) PAN Card.

**If any of the above documents are not enclosed along-with the enrolment form/s by the Firms/Agency, such firms shall be declared as Non-Bonafied/Non-Eligible and their enrolment form will not be considered.**

**8.** Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Chief Engineer 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 F.

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**Signature of Contractor**  
**With seal and address.**

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

**Sr. Divisional Manager**

**Asansol Divisional Office, E & OS Department, "Jeevan Prakash Building" West End, G.T. Road, Asansol – 713 304, Tel: 0341- 225-4750, 225-4598, 225-7523, Fax No. : 0341- 225-4748, e-mail : os.asansol@licindia.com**



**LIFE INSURANCE CORPORATION OF INDIA**  
**ASANSOL DIVISIONAL OFFICE.**

**TECHNICAL BID**

I / We give the following details for your consideration :-

SL. NO.	QUERY		ANSWER
1)	Name of the firm	:	
2a)	Address	:	
2b)	Local 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	:	
	E-mail No	:	
5)	Telegraphic Address, if any	:	
6)	Month and year in which the firm was established in present name.	:	
7)	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).	:	

SL. NO.	QUERY		ANSWER												
9)	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.	:													
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 Govt. Deptt./ Organization														
12)	a) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)	:	<table border="1"> <thead> <tr> <th></th> <th>Year</th> <th>Rs in Lakh</th> </tr> </thead> <tbody> <tr> <td>i)</td> <td>2018 – 2019</td> <td></td> </tr> <tr> <td>ii)</td> <td>2019 - 2020</td> <td></td> </tr> <tr> <td>iii)</td> <td>2020 - 2021</td> <td></td> </tr> </tbody> </table>		Year	Rs in Lakh	i)	2018 – 2019		ii)	2019 - 2020		iii)	2020 - 2021	
			Year	Rs in Lakh											
		i)	2018 – 2019												
		ii)	2019 - 2020												
iii)	2020 - 2021														
b) What evidence of proof is enclosed to support the amounts of yearly turnover.	:														
c) Enclose latest income tax clearance Certificate	:	Certificate enclosed for Assessment year _____													
13)	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.....												

SL. NO.	QUERY	ANSWER
14)	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 _____
15)	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?	_____
16)	Fill in & enclose Annexure-C giving full particulars about major works completed during past three 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.	_____
17)	Work in Progress	_____
	i) Whether full details of major work on hand given in Annexure 'D' Note: The details must be notarized.	_____
	ii) Are copies of work orders for such large works enclosed.	_____



SL. NO.	QUERY		ANSWER
	Work in progress :-		
18)	Whether full information regarding permanent technical staff employed, given in Annexure 'E'	:	
19)	Any other information the applicant might like to submit.	:	

\_\_\_\_\_  
Signature of the contractor  
With seal and office address



## 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 the contractor

**: FOR OFFICE USE ONLY :**

ENROLMENT FORM NO. \_\_\_\_\_

ISSUED TO \_\_\_\_\_

**NOTE:** The Filled -in Enrolment Form should reach this office WITHIN 15.00hrs., on or before 30.11.2022.

**SIGNATURE OF ISSUING OFFICER**

**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 its 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 Year to	As Employee	As contractor	
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**

ANNEXURE – C

LIFE INSURANCE CORPORATION OF INDIA  
LIST OF MAJOR WORKS COMPLETED DURING LAST THREE 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 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

ANNEXURE – D

LIFE INSURANCE CORPORATION OF INDIA

LIST OF WORKS IN HAND.

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 carried out	Ref. No. & Date	Contract Amount (Rs. in Lac)	Is copy enclosed				
1		3	4	5	6	7	8	9	10	11

SIGNATURE OF CONTRACTOR



**ANNEXURE – E**

**LIFE INSURANCE CORPORATION OF INDIA**

**PARTICULARS OF PERMANENT TECHNICAL STAFF**

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>	<b>Age</b>	<b>Academic Qualification</b>	<b>Service with the Firm</b>	<b>Details of Experience Year to Year</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

**SIGNATURE OF THE CONTRACTOR**

**Asansol Divisional Office, E & OS Department, “Jeevan Prakash Building” West End, G.T. Road, Asansol – 713 304, Tel: 0341- 225-4750, 225-4598, 225-7523, Fax No. : 0341- 225-4748, e-mail : os.asansol@licindia.com**



**ENROLMENT CHECKLIST**

**CHECKLIST FOR ENROLMENT:**

<b>Sr. No.</b>	<b>Description of Enclosure</b>	<b>Refer Item of form</b>
<b>1</b>	<b>Partnership deed / Articles of Association / Affidavit (*) (*) Annexure A-1</b>	9 (ii)
<b>2</b>	<b>Annexure (A-2) as supplied</b>	9 (ii) (Particulars of Partners)
<b>3</b>	<b>Annexure – E (as supplied)</b>	10 (Particulars of enrolment in LIC and other Organization)
<b>4</b>	<b>Proof of Turnover</b>	12 (ii)
<b>5</b>	<b>Latest I.T.C.C.</b>	12 (iii)
<b>6</b>	<b>Solvency Certificate</b>	13 (ii)
<b>7</b>	<b>Certificate of Bank Guarantee</b>	13(iii)
<b>8</b>	<b>Immovable Property certificate</b>	14(ii)
<b>9</b>	<b>Immovable Property certificate</b>	15 (i)
<b>10</b>	<b>(*) Annexure ‘C’ (as supplied)</b>	16 (List of major works completed during last 3 years)
<b>11</b>	<b>(*) Annexure ‘D’ (as supplied)</b>	17 (List of works in hand)
<b>12</b>	<b>(*) Copies of work order</b>	17 (ii)
<b>14</b>	<b>(*) Annexure ‘E’ (as supplied)</b>	18 (Particulars of permanent technical staff)

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

\_\_\_\_\_  
**Signature of the Contractor,  
With Office Seal & Date**