



LIFE INSURANCE CORPORATION OF INDIA

ENGINEERING DEPARTMENT, DIVISIONAL OFFICE

SANJAY PLACE , M.G.ROAD AGRA

PRE-QUALIFICATION OF CONTRACTORS FOR REPAIR & MAINTENANCE (Civil & Electrical) ARC/AMC, FIRE ALARM, FIRE FIGHT (ARC /AMC), SUPPLY OF BATTERIES, UPS's CAMC etc UNDER THE JURISDICTION OF DIVISIONAL OFFICE AGRA

Life Insurance Corporation of India intends to make a panel of contractors for Repair/Maintenance work of properties at **Agra & outside Agra under Divisional office, Agra** for Annual Rate Contract (ARC) and AMC for **UPSs, ARC for Supply of Batteries, Fire Alarm & Detection system (ARC/AMC) ,Fire Fighting & Hydrant System(ARC /AMC) etc Under following Classified Groups.**

CATEGORY	NATURE OF WORK
CATEGORY-A	Civil, Painting & Carpentry Works, waterproofing works
CATEGORY-B	Sanitary, Plumbing , Sewerage and Drainage Systems
CATEGORY-C	Electrical installation &IT Cabling work (ARC)
CATEGORY-D	Annual Rate Contract for the Supply of SMF batteries for the existing on line UPS
CATEGORY-E	Comprehensive Annual Maintenance Contract (CAMC)of UPS
CATEGORY-F	ARC and AMC of Fire Alarm & Detection System
CATEGORY-G	ARC & AMC Of Fire Fighting & Wet Riser System.

INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the Annexure A TO G shall be completely filled in all respect and to be submitted to this office along with these instructions for filling and submission of Enrolment Form. Please note that no consideration will be given for postal delays.

- 1- Contractor /agencies will be enlisted in various categories of works as under
- 2- For Electrical work contractor must have Electrical contractor License from Electrical safety department

Prequalification Eligibility criteria for works are as Under

S N	Category for Empanelment on the basis of Estimated cost of works /nature of works	Minimum solvency or Minimum Net Worth		Average Annual Financial Turn Over	Minimum Qualifying value of similar work completed during last 4 (three) years. (Rs. in lacs)
		Solvency	Net worth		
1	2	3	4	5	6
1	ARC /AMC for all nature of works up to Rs 2.00 Lakh	0.80 Lakh	0.10 Lakh	2.00 Lakh	total value of similar nature maintenance work done in a year of Rs 2.00 Lakh
2	ARC /AMC for all nature of works up to Rs 5.00Lakh	2.00 Lakh	0.50 lakh	5.00 lakh	Three Similar Works each costing not less than 2.00 lakh Or Two similar Works each costing 2.50 Lakh Or One Similar Works each costing not less than 4.00 lakh
3	Works with estimated tender cost Amount up to 10.00 Lakh	4.00L	1.00Lakh	5.00lakh	Three Similar Works each costing not less than 4..00 lakh Or Two similar Works each costing 5.00 Lakh Or One Similar Works each costing not less than 8.0lakh

1-Contractors who have carried out similar nature of works and have requisite qualifications as per eligibility criteria given below are only required for applying under respective categories of works. Enrolment form is available in this web site www.licindia.in ('Tenders' section) as well as in '**LIC of India ,Divisional Office ,Sanjay Place, M.G.Road Agra**', which may be downloaded & submitted duly filled in along with non refundable enrolment fees of Rs 590.00 (with GST) .Applicant has to submit enrolment form along with necessary supporting documents and details such as PAN, GST Certificate, credentials of work carried out with Central Govt. Deptt. / State Govt/Deptt. / Central Autonomous Body / State Autonomous Body/ Central Public Sector Undertaking /City Development Authority /Municipal Corporation of City Formed under any act by Central/State Govt. and published in Central / State Gazette etc on or before **23.11.2022 at 15.00**Hrs to **Manager (Estate), LIC OF INDIA, Divisional office ,Sanjay Place M.G.Road, Agra-282002**, in a closed cover super scribed '**Application for prequalification of contractors for(Name of work)** '. Please note that enrollment form without requisite fees and supporting documents shall be summarily rejected.

2-Contractors already enrolled with LIC also have to apply afresh. Contractors have to specially mention the category number where they are interested to work. Competent authority will decide contractor's category of trade depending upon their credentials.



Separate enrolment form for each category has to be submitted by the applicant along with **Separate DD @ Rs. 500/- (Rupees Five Hundred Only) plus 18% GST i.e total Rs. 590.00/-** as enrolment fees. Enrolment form (Application form) can be downloaded from our web site www.licindia.in/ tender (section) Sr. Divisional Manager reserves the right to reject / select any contractor at his sole discretion without assigning any reason /s whatsoever.

3-Contractors to note that all particulars required as per Form and Annexure shall be in completely as per the format.

5-The Form not submitted as per the above instructions within stipulated period are liable to be rejected

4-The eligible contactors who will be selected for issue of tenders after scrutiny of enrolment Forms shall be informed by letter. Please note that no enquires or correspondence regarding the selection for issue of tenders shall be entertained.

6-The contactors are advised to follow the instructions given below

A-Enrolment Form shall be filled up in clear handwriting in capital letters or typed

B-Full address of the of site of works owner or authority under whom the works have been carried out should be given (Please refer Annexure D&E)

C-The contractor should ensure to submit the satisfactory completion certificate giving the value of works, year of completion and it should be tallied with the value of final bill in Annexure-D

D-The Annual turnover should be based on latest Income Tax clearance Certificate, duly cleared by Income tax Department

7- please note that the submission of the enrolment form does not confer any right on you to claim issue of tenders and the Sr Divisional Manger reserves the right not to issue tender to any /all applicants without assigning any reason whatsoever.

Place-

DATE

SENIOR DIVISIONAL MANAGER



LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE, "JEEVAN PRAKASH" SANJAY PLACE- AGRA

APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR

ANNUAL RATE CONTRACT FOR R/M WORK, CAMC OF UPS, SUPPLY OF SMF BATTERIES , FIRE ALARM & DETECTION SYSTEM ,FIRE FIGHTING & WET RISER SYSTEM ETC.

CATEGORY	NATURE OF WORK	TICK FOR APPLIED CATEGORY
CATEGORY-A	Civil, Painting & Carpentry Works, waterproofing works	
CATEGORY-B	Sanitary, Plumbing , Sewerage and Drainage Systems	
CATEGORY-C	Electrical installation &IT Cabling work (ARC)	
CATEGORY-D	Annual Rate Contract for the Supply of SMF batteries for the existing on line UPS	
CATEGORY-E	Comprehensive Annual Maintenance Contract (CAMC)of UPS	
CATEGORY-F	ARC and AMC of Fire Alarm & Detection System	
CATEGORY-G	ARC & AMC Of Fire Fighting & Wet Riser System.	

NOTE: Agencies should submit the Enrolment fees of Rs 500/- (Rupees five hundred Only) plus 18% GST =Rs 590/-for each category separately

LIFE INSURANCE CORPORATION OF INDIA, ENGINEERING DEPARTMENT, DIVISIONAL OFFICE SANJAY
PLACE-AGRA

APPLICATION FORM FOR ENROLMENT OF CONTRACTORS

Please note that all documents required to be submitted along with filled in Enrollment form are to be self-attested by the authorized person of the applicant with an undertaking that full responsibility is taken by him/her on behalf the applicant for veracity of submitted documents.

I/We am/are
 desirous of being enrolled on the list of agencies for proposed.....

(Name of work) and hereby apply for the enlistment.

SI No	Name of Work	Please mention the Work for which applied.

I/We give the following details for your consideration:

SI.No	QUERY		ANSWER
1	Name of the firm	:	
2	Address:		
3	Local Address:		
4	PAN No		
	TIN No.		
	Goods & Service Tax (GST) No.		
5	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		Fax No.	
		Email	
6	Telegraphic Address, if any		
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) Average annual financial Turn-over on Construction works during last 4 years ending 31 st March of the Previous Financial Year (in Lac) (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no.)	YEAR	Rs. in Lakh	
		i	2018-2019	
		ii	2019-2020	
		iii	2020-2021	
		iv	2021-2022	
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover			
iii) Enclose latest income tax clearance Certificate		Certificate enclosed for Assessment year		
iv) Enclose statement of Accounts of last 4 years as mentioned above duly certified by the Chartered Accountant				
14	i) Name and complete postal address of bankers			
	ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be attached):		Name of Bank: Account No: IFSC Code:	

	<p>iii) Enclose solvency certificate indicating amount. (The certificate should not be more than 3 months old). Please provide following details about solvency certificate</p> <p>a) Complete address of the Bank who has issued solvency certificate.</p>		
	<p>b) Telephone No. of the Bank connecting Branch Head:</p> <p>c) E-mail ID of the Bank:</p>		
	iv) Bank Guarantee limit with Various banks.		<p>i) Rs.....Lac with.....</p> <p>ii) Rs..... Lac with.....</p> <p>iii)Rs.....Lac with.....</p>
15	<p>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 value.</p> <p>ii) Whose supporting certificate is enclosed</p>		<p>Rs. _____</p> <p>of _____</p>
16	<p>i) Particulars of movable properties along with Banker's reference</p> <p>Value of tools & plants</p> <p>Other Assets</p> <p>Total</p> <p>ii) Whose reference is enclosed?</p>		<p>Rs.</p> <p>Rs.</p> <p>Rs.</p>
17	Fill in and enclose list of tools as per Annexure-C enclosed.		
18	Fill in & enclose 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 enrollment is to be Given.		
19	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		
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 works is.		
	lii) 'A' Class Electrical License no. with validity and the department issued from.		
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.

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

A F F I D A V I T

(On Non Judicial Stamp paper of **Rs. 100/-** in case the individual who is the sole proprietor of the firm)

Is/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 shall be notarized.

**CONSTITUTION OF FIRM –
SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER**

DETAILS OF CONSTITUTES

Sr. No.	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience		
				Year to Year to	As Employee	As contractor
1	2	3	4	5	6	7

SIGNATURE OF CONTRACTOR

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)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

SIGNATURE OF CONTRACTOR

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

(APPLICABLE FOR CATEGORY A ONLY)

LIST OF MAJOR WORKS COMPLETED DURING LAST FOUR YEARS

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

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)

NOTE : To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax

Numbers / E-mail Address etc. are furnished under Column No.s.2, 3 & 4 above

LIST OF WORK IN HAND

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

sn.	Name and Complete Postal Address of			Order		Date of commencement of work	Valve of works	Scheduled date of completion of work	Progress made and expected date of completion and reasons for delay, if any
	Site of works/nature of works	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

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 CONTRACTOR

ENROLMENT CHECKLIST

Sr. No.	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1.	Partnership deed / Articles of Association/Affidavit(□) (□)AnnexureA-1	10 (ii)	
2.	Annexure (A-2) as supplied	10 (iii) (Particulars of Partners)	
3.	Annexure – B (as supplied)	11 (Particulars of enrolment in LIC and other Organization)	
4.	Proof of Turnover	13 (i)	
5.	Latest I.T.C.C.	13 (iii)	
6.	NEFT Details	14 (ii)	
7.	Solvency Certificate	14 (iii)	
8.	Certificate of Bank Guarantee	14(iv)	
9.	Immovable Property certificate	15(ii)	
10.	Movable Property certificate	16 (ii)	
11	(□)Annexure'(as supplied)	17 (Particulars of tools/ plant)	
12.	(□)Annexure'(as supplied)	18 (List of major works completed during last 7 years)	
13.	(□)Annexure'(as supplied)	19 (i) (List of work in hand)	
14.	(□)Copies of work order	19 (ii)	
15.	(□)Annexure'(as supplied)	20 (Particulars of permanent technical staff)	
16	(□)Annexure'(as supplied)	Performance report	
17	GST Registration details	Filled in form	

SIGNATURE OF THE CONTRACTOR



Annexure-I

To

Sr. Divisional Manager / Manager (Estate)

Life Insurance Corporation of India

Divisional Office, "Jeevan Prakash"

Sanjay Place, M.G. Road –Agra (U.P.)

BANKERS / SOLVENCY CERTIFICATE FROM BANK

This is to certify that to the best of our knowledge and information that M/s_____ 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_____).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature of Authorized official)

For the Bank

NOTE:

1. Banker's certificate should be on letter head of the bank, addresses to the Tender issuing authority.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
3. The bid will not be considered valid, if changes to the above format is made.

Annexure-II

FORM FOR CERTIFICATE OF NETWORTH FROM CHARTED 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 the computation of Net Worth based on my /our scrutiny of the books of accounts.

Record 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.

GST REGISTRATION DETAILS FORMAT

SR. No.	Requirement	Submissions
1.	Name of Construction Associate as per GST Registration Certificate	
2.	Address as per GST Registration Certificate	
3.	City	
4.	Police Station	
5.	Postal Code	
6.	Region / State (to provide complete State name)	
7.	Permanent Account Number	
8.	GST IN ID / PROVISIONAL Number (copy of acknowledgement is required)	
9.	Business nature as per Registration with GST	
10.	Service Accounting Code / HSN Code	
11.	Contact Person	
12.	Phone Number / Mobile Number	
13.	E-mail ID	
14.	Compliance Rating if updated by GST IN	

NB: The specific details should also be asked for all new contracts and it should be an integral part of the Contract Document.