



LIC OF INDIA,
DIVISIONAL OFFICE, JEEVAN GODAVARI,
MORUMPUDI ROAD, RAJAHMUNDRY-533107

EMPANELMENT OF CONTRACTORS FOR SITC OF DG SETS ON HIRED BASIS

Life Insurance Corporation of India intends to pre-qualify agencies experienced in SITC of different capacities of DG sets soundless/noiseless in Acoustic enclosure on hired basis at our 11 Nos of BO under Rajahmundry Division located in East and West Godavari Districts of Andhra Pradesh. The details of the work and requirements are as under :

Category/Capacity of Genset	Estimated Cost of Work	Minimum solvency(20% of Estimated Cost)	Average Annual Turn Over for last 4 years 50% estimated cost)	Minimum value of single work(Hiring Charges per annum in single work order) completed in last four years.
Category-I 10KVA to 40KVA	610000/-	122000/-	305000/-	60000/-
Category-II 41KVA to 62.5KVA	750000/-	150000/-	375000/-	96000/-
Category III above 62.5KVA	1060000	212000/-	530000/-	108000/-

2. Contractor should have supplied and installed at least one noiseless & smokeless DG set on hire basis of capacity with one or more order the category applied for in Govt Deptt/PSUs/financial institutions during last four years.

All the working/enlisted contractors should also apply for. Empanelment through this NIT however the above eligibility criteria may be relaxed by 25% for working contractors of LIC Of India.

INTERESTED AGENCIES FULFILLING THE ABOVE ELIGIBILITY CRITERIA may apply for issue of enrolment forms against payment of ' Rs. 300.00/-, (Non refundable) for each category, to be paid in cash/DO in favor of LIC Of India payable at Rajahmundry from 07.03.11 TO



31.03.11 at the above address or the agencies downloading the enrolment form Website **www.licindia.in** shall deposit the fee in the form of DD along with the filled in enrolment form.

The last date of receipt of filled in enrolment form is 15.04.11 (16;30 Hrs.).

Sr Divisional Manager reserves the right to issue / reject the enrolment form to any agency at his sole discretion without assigning any reason thereof.

Sr Divisional Manager



INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the **Annexure A to E** shall be completely filled in all respects and to be submitted to this office along with these instructions for filling & submission of Enrolment Form & Enrolment fee of **Rs. 300/-for each work in** the form of D.D. in favor of **L.I.C. of India ,payable at Rajahmundry,** on or before 15.04.11 (**16.30 Hr**) and the agencies downloading the enrolment form from website shall deposit the fee in the form of DD along with the filled in enrolment form . 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.

The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.

The eligible contractors who 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. '

Latest **Solvency Certificate from any Nationalized/Scheduled Bank** for minimum amount as mentioned in the "**Minimum qualifying requirement**" as per advertisement should be submitted along with Enrolment Form.

The contractors are advised to follow the instructions given below:-: ' .

(a) Enrolment Form shall be filled-up in clean handwriting in ,capital, 'letters or typed

Full address of the site of work, owner or authority under whom the works have been carried out should be given.

The contractors should ensure to submit the satisfactory 'Completion Certificate giving the value of work, year of completion and it should tally with the value of final bill in Annexure 'D'.

The annual, turn over should be based on latest. Income-tax:clearance Certificate, duly cleared by Income-tax Department

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. ",



Signature _____ of _____

Contractor _____

Encl : Enrolment Form with Annexures 'A' to 'H'

For down loading Annexures click below:

Note: These instructions for filling & submission of Enrolment Form shall also be signed and submitted along with Enrolment Form along with annexure A to H



.Annexure A

Enrolment Form

No.....

(To be filled by office)

**LIFE INSURANCE CORPORATION OF INDIA
 DIVISIONAL OFFICE, "JEEVAN GODAVARI"
 MORUMPUDI ROAD, RAJAHMUNDRY-533103.
 FORM FOR ENROLMENT OF CONTRACTORS**

I/We

.....
 am/are desirous of being enrolled on the list of contractors for the
 Job, Name of
 works:-----

and hereby apply for the same.

I/We give the following details for your consideration:

Annexure A

Sl No	Description	Remarks
1	Name of the Firms / Agency :	
2	Address & Phone No	
	Fax No.	
	E - Mail ID	
3	Name of the contact person.	
	Phone No.	
4	Name of the Proprietors / Partners	
5	PAN Card (Enclose attested copy).	
6	Trade Licence Certificate (Enclose copy).	
7	Sales Tax / VAT Registration and Clearance certificate (Enclose attested copy).	
8	Professional Licence No (Enclose copies).	

9	Service Tax Registration Certificate (Enclose attested copy).	
10	List of clients with D.G.Set supplied on hire basis with date and location of installation during last three years (Enclose as per annexure - A).	
S1 No	Description	Remarks
11	List of contracts in hand (Enclose as per annexure - B).	
12	Copies of work order (Enclose attested copies).	
13	Income Tax return for the last three years (Enclose attested copies).	
14	Average annual turn over of the firm / agency (Enclose Certified copy) .	
	i) F.Y ----- to F.Y -----	
	ii) F.Y ----- to F.Y -----	
	iii) F.Y ----- to F.Y -----	
	iv) Average	
15	Performance certificate issued by clients during last three years (Enclose attested copies).	

Signature of vendor with

seal.

Place :

Date :



ANNEXURE B

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 15 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 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 IN ENROLMENT FORM SHOULD REACH IN THE OFFICE;;
ON OR BEFORE: 15.04.11 BY 16.30HRS

SIGNATURE OF RECEIVING OFFICER



ANNEXURE C

LIC OF INDIA

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

Rio.....
.....
..... "

..... 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 office at
District..... dealing in
buisness of Government Contracts attatched thereof.
Hence this Affidavit.

Deponent:

(Note:This affidavit should be notarised.)

ANNEXURE D

list of works completed.

Sl No	Details of the Organisation /		Capacity of D.G Set (KVA)	Type of D.G Set	Details of Order			
	Name of Firm / Agency	Postal Addres s			Referenc e No & Date	Date of Commenceme nt	Contra ct period	Contract amount (Rs.)

**Signature of the Firm / Agency
(With seal & date)**



ANNEXURE E

List of contracts in hand.

Sl No	Details of the Organisation / Firm		Capacity of D.G Set (KV A)	Type of D.G Set	Details of Order			
	Name of Firm / Agency	Postal Address			Reference No & Date	Date of Commencement	Contract period	Contract amount (Rs.)

**Signature of the Firm / Agency
(With seal & date)**



ANNEXURE G .

**LIFE INSURANCE CORPORATION OF INDIA
ENROLMENT CHECKLIST**

CHECKLIST FOR ENROLMENT:

SR NO	Description of Enclosure	Refer Item of Form	Enclosed / Not enclosed
1	Partnership deed/ Articles of Association/Affidavit (Annexure A)	4	
2	Annexure B		
3	Proof of Turn Over	11&12	
4	Latest ITCC	5, 6, 7, 8, 9, 13&14	
5	Solvency Certificate		
6	Certificate of Bank Guarantee		
7	Immovable Properties Certificate		
8	Movable Properties reference		
9	Annexure -D		
10	Annexure-E		
11	Copies of Work Order		

Signature Of the Contractor



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office, jeevan Godavari,
Morumpudi Road, Rajahmundry-533103.

Annexure-H

"
The following documents duly attested should necessarily be enclosed along with filled in enrollment form:

- (a) Trade License Certificate
- (b) Professional License No.
- (c) Service Tax registration Certificate.
- (d) List of clients with D.G. Sets supplied on hire basis with date & location of installation during last four years.
- (e) List of Current contracts with capacity of DG Set.
- (f) Attested Copies of work order. .
- (g) Performance certificate issued by clients during last four years.
- (h) Income Tax return for the last four years.:
- (i) Certified copy of average annual turn over of the firw/Agency
- (j) Sales Tax/VAT Registration and Clearance Certificate
- (k) PAN Card.

Please note that if the above documents are not enclosed along with the filled in enrolment from the firm might be delclared as non eligible.

Signature of contractor