



**Engineering Dept., South Central Zonal Office, “Jeevan Bhagya”, Saifabad,  
Hyderabad – 500 063 Tel 040-23236102 .E-mail: [scz\\_engineering@licindia.com](mailto:scz_engineering@licindia.com)**

**PRE-QUALIFICATION TENDER NOTICE.**

Life Insurance Corporation of India intends to invite tenders for the following work:-

Name of work	Estimated Cost of Work	Time limit for completion	Minimum Bank Solvency	Minimum value of similar type of single building work completed in last 4 years.	Average annual turn-over for last 4 years not less than
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Construction of Branch Office Building at Machilipatnam, Andhra Pradesh	<b>Rs.122 lakhs</b>	12 months	<b>Rs.25 lakhs</b>	At least One work of value <b>Rs. 61 lakhs</b>	<b>Rs. 61 lakhs</b>
Construction of Branch Office Building (Extn) at Tenali, Andhra Pradesh	<b>Rs.69 lakhs</b>	12 months	<b>Rs.14 lakhs</b>	At least One work of value <b>Rs. 34.50 lakhs</b>	<b>Rs.34.50 lakh</b>
Construction of Branch Office Building and Officers Quarters at Chilakaluripeta, Andhra Pradesh	<b>Rs.171 lakhs</b>	15 months	<b>Rs.35 lakhs</b>	At least One work of value <b>Rs. 85 lakhs</b>	<b>Rs.85 lakhs</b>

**NOTE: For working contractors of LIC of India, the above criteria will be relaxed by 25 %.**

The above work includes Builders work, water supply & sanitary installation, pavement, site development, internal and external electrical installations and ancillary works. The proposed construction shall be of RCC framed structure including stilt for parking, Ground and one upper floor for Office and Quarters and facilities with modern architectural finishes. Only contractors who have carried out Building construction works of similar nature and fulfilling the above criteria shall apply for Enrolment form. The Enrolment forms will be issued up to **07.10.2011**. The details are also available in our website [www.licindia.in/tender\\_notice.htm](http://www.licindia.in/tender_notice.htm) and enrolment forms can be downloaded from there. The filled in Enrolment forms along with enclosures, shall be submitted on or before **14.10.2011**.

The Chief Engineer, LIC of India reserves the right to reject/issue of enrolment forms/tender for any agency/contractors at his sole discretion without assigning any reason.

**Date: 16.09.2011**

**CHIEF ENGINEER**

## **INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM**

The Enrolment Form along with the **Annexures A to H** shall be completely filled in all respects and to be submitted on or before **14.10.2011** to "**The Chief Engineer, LIC of India, South Central Zonal Office, " Jeevan Bhagya", Saifabad, Hyderabad – 500 063** " along with these instructions for filling & submission of 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 and Annexures shall be filled in completely in relevant blanks 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 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.
4. Latest Solvency Certificate from any Nationalised / Scheduled Bank for minimum amount of 20 % of estimated cost as per advertisement should be submitted along with Enrolment Form.
5. 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.
  - (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 contractors 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'.
6. 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.

**Signature of Contractor**

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

**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.

# **FORM FOR ENROLMENT OF CONTRACTORS**

## **NAME OF WORKS:**

- 1) Construction of Branch Office building at Machilipatnam
- 2) Construction of Branch Office building (Extn.) at Tenali
- 3) Construction of Branch Office building & Officers Quarters at Chilakuripeta

**Note: Please strike out whichever is not applicable.**

## **SIGNATURE OF CONTRACTOR**



SR.NO.	QUERY	ANSWER
11.	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Dept./ Organisation :	
12.	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)	Year i) 2007-08 ii) 2008-09 iii) 2009-10 iv) 2010-11 Rs. in Lac
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover :	
	iii) Enclose latest income returns files/ assessed :	Assessment year _____
13.	i) Name and complete postal address of bankers. :	
	ii) Enclose solvency certificate indicating amount.	
	iii) Bank Guarantee limit with Various banks	i) Rs. _____ Lac with _____ ii) Rs. _____ Lac with _____
		----- Total Rs. -----
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?	

SR.NO.	QUERY	ANSWER
16.	Fill in and enclose list of tools & plants as per Annexure-C enclosed.	
17.	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.	
18.	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. :	
19.	Whether full information regarding permanent technical staff employed given in Annexure 'F' :	
20.	i) How do you normally carry out works of water supply, sanitary and plumbing installations :	
	ii) Who is the licence holder and what is his experience of this work :	
21.	i) How do you normally get work of electrical installations carried out :	
	ii) Who is the licence holder & what is his experience :	
22.	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 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

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: FOR OFFICE USE ONLY :

ENROLMENT FORM NO. \_\_\_\_\_ ISSUED TO \_\_\_\_\_

NOTE: THE FILLED IN ENROLMENT FORM SHOULD REACH IN THE OFFICE ON OR BEFORE

SIGNATURE OF ISSUING OFFICER

**AFFIDAVIT**

(On Non Judicial Stamp paper of Rs.\_\_\_\_\_-/- 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 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

## 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

## 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 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 Nos.2, 3 & 4 above. Contractors are requested to fill in the above proforma and add additional pages if required. Please do not write “**Enclosed**” in the above columns.

SIGNATURE OF CONTRACTOR

## 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)

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 Nos.2, 3 & 4 above. Contractors are requested to fill in the above proforma and add additional pages if required. Please do not write “**Enclosed**” in the above columns.

SIGNATURE OF CONTRACTOR

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**

**ANNEXURE – G**

**LIFE INSURANCE CORPORATION OF INDIA**

**ANNUAL TURNOVER FOR THE LAST FOUR YEARS**

Sl. No.	Financial Year	Total contract amount received	IT returns filed/ assessed enclosed Yes/No	C.A.R. copy enclosed Yes/No	Name of work & Department	Is copy enclosed	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	2007-2008						
2.	2008-2009						
3.	2009-2010						
4.	2010-2011						

**ANNEXURE – H****ENROLMENT CHECKLIST**

## CHECKLIST FOR ENROLMENT:

<b>Sr. No.</b>	<b>Description of Enclosure</b>	<b>Refer Item of form</b>
1.	Partnership deed / Articles of Association / Affidavit (★) (★) Annexure A-1 (Appendix VII – B)	9 (ii)
2.	Annexure (A-2) as supplied	9 (ii) (Particulars of Partners)
3.	Annexure – E (as supplied)	10(Particulars of enrolment in LIC and other Organization)
4.	Proof of Turnover	12 (ii)
5.	Latest I.T returns files/assessed	12 (iii)
6.	Solvency Certificate	13 (ii)
7.	Certificate of Bank Guarantee	13 (iii)
8.	Immovable Property Certificate	14 (ii)
9.	Movable Property reference	15 (i)
10.	(★) Annexure 'C' (as supplied)	16 (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)	18 (List of work in hand)
13.	(★) Copies of work order	18 (ii)
14.	(★) Annexure 'F' (as supplied)	19 (Particulars of permanent technical staff)

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