



LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT, SOUTHERN ZONE, CHENNAI.
Tel 044-28616130 , 28604121 e-mail: sz_engg@licindia.com

ENROLMENT OF VENDORS FOR UPS SUPPLY

The envelope containing documents should be super scribed “**ENROLMENT OF VENDORS FOR UPS SUPPLY**” It should contain all the relevant information of the firm of the vendor. The vendor should fill up all the details with the supporting documents given in Annexure-1. Only those Vendors who fulfill the following criteria are eligible to enroll.

1. The Company should be in existence for a minimum period of 10 years.
2. The Company should be a manufacturer of UPS or as an Authorized Dealers/Channel Partners for the UPS during the last 10 years & is in force for the current year (enclose copy of letter from OEM as per enclosed format, if the applicant is channel partner or dealer) and should have executed contracts for Supply of **Uninterrupted Power Supply Systems (the equipments for which the application is submitted)** for Public/Private Sector like Banks, LIC of India/Government of India undertakings. Copies of Major Contracts executed during the last five years for the **Equipments for which the application is submitted** should be enclosed.
3. **The Annual Sales Turnover shall not be less than Rs.15 Crore for the last 5 years.**
4. The company shall have offices at Metro/Major locations in Tamil Nadu & Kerala and service centers for providing after sales services preferably at locations like Chennai, Coimbatore, Madurai, Salem, Vellore, Tirunelveli, Thanjavur, Ernakulam, Trivandrum, Kozhikode, Thrissur & Kottayam The company shall be able to provide the warranty/AMC services at the locations, where the equipments are supplied, either directly or through their authorized representatives or through their OEM representatives. The company shall be able to attend break down services within 4 to 6 hours after registering the complaints in Chennai. For other places, the breakdown services shall be attended within 12 to 24 hours. In case, the UPS repair takes time more than 24 hours, the company shall be in a position to substitute the defective unit temporarily until the system is repaired and put into service. The companies those can provide such services only will be empanelled.
5. Dealer/Channel Partner. (Enclose copy of letter from OEM as per enclosed format, if the applicant is Dealer or Channel Partner).In case if manufacturer, dealer and channel partner of the same product apply, preference will be given to manufacturer.
6. **The companies having valid ISO-9001 certification shall only be eligible for empanelment.**
7. Last date of submission of Enrolment Form 03-01-2011 and the same shall be submitted at the following addresses:-
The Chief Engineer, LIC of India, Southern Zonal Office, 9th Floor, “LIC Building”, 153, Anna Salai, Chennai – 600002



FORM FOR ENROLMENT OF VENDORS FOR UPS SUPPLY

I / We _____ am / are desirous of being enrolled on list of agency for supply and installation of _____ and hereby apply for the same. I / We give the following details for your consideration.

Sl. No.	Pre-qualification Criteria	Compliance
1.	Name of the firm	
2.	Address of Reg. office and Head Office	
3.	Telephone Number Office Fax No. Email	
4.	PAN, TIN, VAT Reg. No., SERVICE TAX No. (Copies to be enclosed)	
5	Month and year in which the firm was established in present name whether the Company was existing for a minimum period of 10 years	
6.	What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt.Ltd., Public Ltd., etc.	
7.	Whether the firm is a manufacturer of UPS or whether an authorized channel partner/ dealer during the last 5 Years and is in force during the current year (Enclose Channel Partner/ Dealership letter from OEM)	
8.	Particulars of dealer ship/channel partnership	
9.	The firm should have quality certification like ISO-9001, Enclose copies	
10.	Has the firm been black listed in the past by any Central or State Govt.Deptt./Organisation	
11.	Should have executed contracts for Supply of up to 10 KVA capacity UPS for Public/ Pvt Sector during the last 5 years (Enclose Copies of Purchase Orders)	
12	List of clients to whom similar capacity UPS is supplied (To be enclosed)	
13.	Product must have been deployed in the Market and	



	working satisfactorily (Enclose Copies of Purchase Orders)	
14.	Annual Sales Turnover not less than Rs.15 Crore for last 5 years (Enclose audited Balance Sheets) 2005-06 2006-07 2007-08 2008- 09 2009-10	
15.	Whether service centers details given in Annexure – I & II	
16.	Whether the firm is able to provide break-down services within 4 to 6 hrs. in Metros and within 12 to 24 hrs in other locations mentioned in TamilNadu & Kerala	
17.	If the bid is submitted by Authorised Dealer/ Channel Partner. (Enclose Letter from OEM) a) Dealership/ Channel Partnership Certificate from OEM & b) Commitment Letter from OEM to Honour Warranty/ AMC commitments.	
18.	Quality/Performance/Benchmark Certifications for the Products, Service etc, If any.	
19.	MAKE/BRAND OFFERED	
20.	Whether the firm has valid ISO-9001 certification? If yes, please enclose copy of certificate.	
21.	Any other information the applicant might like to give	

DECLARATION

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 AUTHORISED
RESPRESENTATIVE OF THE FIRM**



ANNEXURE - I

Particulars of Regional / Branch Offices/Service Centers

Number of Offices:

Tamil Nadu:

Kerala :

Pondicherry :

Other Places

Total Number of Offices:

Please furnish information about Regional/ Branch Offices/ Service Centers in the following format

Tamil Nadu & Kerala

City / State	Address	Name of Person In-charge and Phone No	No. Of Qualified Support Engineers & their qualifications	Whether adequate trained Manpower, knowledge base & stock of spares available for support

Date:

Signature of Authorized Official with Seal



ANNEXURE – II

Particulars of Service Centers Managed by Third Parties / Franchisee

Number of Offices: Tamil Nadu,

Kerala

Pondicherry

Rest of India

Total Number of Offices

City / State	Name and Address of the service provider	Name of Person In-charge and Phone No	No. Of Qualified Support Engineers & their qualifications	Whether adequate trained Manpower, knowledge base & stock of spares available for support

Date:

Signature of Authorized Official with Seal



ANNEXURE – III

A. List of Major Clients and related references: supplied during the last five years – provide copies of major contracts executed/ copy of Purchase Orders for each of the model)

Name of the clients & contact details	Details of equipment supplied

Date:

Signature of Authorized Official with Seal



ANNEXURE – IV

(This format has to be issued by Original Equipment Manufacturer on their Letter Head duly signed by authorized signatory)

Place:

Date:

Chief Engineer

LIC of India,
153, Anna Salai,
Chennai- 600 002

Dear Sir,

We hereby certify that M/S (Name & Address) is an Authorized Channel Partner/ Authorized Dealer (Strike out the not applicable) for Supply off (Equipment details) of ... (Specify Make) manufactured by our company for the last (Specify) Years.

Further, we certify that the Authorized Channel Partner/ Authorized Dealer ship agreement with M/S is in force and is valid up to (Specify Period).

Further, we hereby certify that M/S is authorized to participate in the tender process for procurement of Uninterrupted Power Supply Systems on our behalf and submit bids.

We undertake to honor the Warranty and AMC terms & conditions as per the tender documents independent of continuation of the channel partnership/ authorized dealership arrangement with M/s either directly or through any of our channel partners/ authorized dealers.

We hereby undertake that the Model offered & empanelled will be available & supplied during the currency of the empanelment. Further, we confirm that the undersigned is authorized to issue this letter.

Yours faithfully,

**(Name, Designation, Address, Phone Number of the
Authorized Signatory with Company Seal)**