



**LIFE INSURANCE CORPORATION OF INDIA**  
**EAST CENTRAL ZONAL OFFICE**  
**“JEEVAN DEEP” EXHIBITION ROAD, PATNA 800001**

LIC of India intends to invite percentage rate tender for following works in the state of Bihar & Jharkhand consists of “Main builders work including internal water supply and sanitary work including internal electrification work for Branch Offices & Officers’ Quarters. The proposed construction shall be of RCC framed structure with shallow / pile foundation and modern architectural finishes of high order.

<b>PREQUALIFICATION OF CONTRACTORS.</b>						
Sl. No	Description of work	Estimated cost (Rs. in lac)	Completion period in months for each work.	Eligibility Criteria		
				Minimum value of single work completed in last 4 years.	Average Annual Turnover last 4 years. (Rs. in Lac)	Minimum Bank Solvency. Rs. in Lac
01	Construction of Branch Office & Officers Quarters Bldg. at Aska in Odissa.	₹ 214.00 lacs.	15	i) At least one work of ₹ 128.40 lacs ii) or two works of Rs. 107.00 lacs	₹ 107.00 lacs	₹ 54.00 lacs
02	Construction of Branch office & officers Quarters Bldg. at Jagatsinghpur in Odissa	₹ 250.00 lacs.	15	i) At least one work of ₹ 150.00 lacs ii) or two works of ₹ 125.00 lacs	₹ 125.00 lacs	₹ 63.00 lacs
03	Construction of Balance work of Branch Office & Officers quarters Bldg. at Navrangpur in Odissa	₹ 100.00 lacs.	06	At least one work of ₹ 50.00 lacs	₹ 100.00 lacs	₹ 20.00 lacs
04	Construction of RMF at BO premises, Burla in Odissa.	₹ 128.00 lacs	12	At least one work of ₹ 64.00 lacs	₹ 64.00 lacs	₹ 26.00 lacs
05	Construction of Guest House at DO compound, Sambalpur in Odissa.	₹ 60.00 lacs.	06	At least one work of ₹ 30.00 lacs	₹ 60.00 lacs	₹ 12.00 lacs
06	Construction of Branch Office Bldg. at Bethhia in Bihar	₹ 173.00 lacs.	15	At least one work of ₹ 86.50 lac	₹ 86.50 lacs.	₹ 35.00 lacs.
07	Construction of Branch office Bldg. at Raxaul in Bihar	₹ 153.00 lacs.	15	At least one work of ₹ 76.50 lac	₹ 76.50 lacs.	₹ 31.00 lacs.
08	Construction of Branch Office at Jhanjharpur in Bihar	₹ 119.00 lacs.	15	At least one work of ₹ 59.50 lac	₹ 59.50 lacs	₹ 24.00 lacs.
09	Construction of Branch Office, Officers Quarters & Guest house Bldg. at Gumla in Jharkhand	₹ 180.00 lacs.	18	At least one work of ₹ 90.00 lac	₹ 90.00 lacs	₹ 36.00 lacs.

Only contractors who have carried out similar nature of work and fulfilling above criteria shall apply to the **Chief Engineer** Engineering Deptt. East Central Zonal Office, Jeevan Deep Building, Exhibition Road, Patna Ph: 0612-2501118, Fax: 0612-2500081, Email: [ecz\\_engg@licindia.com](mailto:ecz_engg@licindia.com) for enrolment form. Enrolment forms will be available on payment of ₹ **1000.00 (Rupees one thousand only)** non refundable for each work in cash during cash hours or in form of demand draft/ pay order in favour of **“Life Insurance Corporation of India”** payable at Patna from **26.12.2011 to 17.01.2012** on working days during office hours. The Enrolment form can also be downloaded from our website: [www.licindia.in/tender\\_notice.htm](http://www.licindia.in/tender_notice.htm). In case of the downloaded enrolment form the same shall be submitted duly filled - up along with the relevant documents and the demand draft/ pay order drawn in favour of **Life Insurance Corporation of India** payable at Patna. The filled in Enrolment form shall be submitted to **the Chief Engineer, Life Insurance Corporation of India, Engineering Department,** East Central Zonal Office, Jeevan Deep Building, Exhibition Road, Patna Ph: 0612-2501118, Fax: 0612-2500081, Email: [ecz\\_engg@licindia.com](mailto:ecz_engg@licindia.com) on or before **23.01.2012**.

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

The name of all empanelled contractors shall be published in our website within 90 days (approximately) from the date of this publication.

The Chief Engineer reserves the right to reject / issue of tender to any agency at his sole discretion without assigning any reason whatsoever.

**25.12.2011**

**CHIEF ENGINEER**



Life Insurance Corporation of India.

**ENGINEERING DEPARTMENT, EAST CENTRAL ZONAL OFFICE**

**4<sup>th</sup> FLOOR, "JEEVAN DEEP", EXIBITION ROAD,  
PATNA - 800 001.**

**Email: [ecz\\_engg@licindia.com](mailto:ecz_engg@licindia.com)**

***ENROLMENT FORM***

NOTE

- 1) Separate enrollment fees is to be submitted for each work.



LIFE INSURANCE CORPORATION OF INDIA  
EAST CENTRAL ZONAL OFFICE  
JEEVAN DEEP, EXHIBITION ROAD, PATNA- 800001  
Phone No: 0612-2501118  
[E-Mail-ecz\\_engg@licindia.com](mailto:E-Mail-ecz_engg@licindia.com)

INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM

**LIFE INSURANCE CORPORATION OF INDIA.**

The Enrolment Form along with the Annexure A1, A2 and B to G shall be completely filled in all respect along with cost of Enrolment Form of Rs. 1000.00 ( non-refundable) by way of demand draft /pay order in favour of Life Insurance Corporation of India payable at Patna, addressed to the Chief Engineer, **Life Insurance Corporation of India, Engineering Department, East Central Zonal Office, Jeevan Deep Building, Exhibition Road, Patna Ph: 0612-2501118, Fax: 0612-2500081** along with these instructions for filling and submission of Enrolment Form on or before **23.01.2012**. 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.
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 Nationalized / Scheduled Bank 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 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.
  - (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 different items of works along with non refundable amount of Rs.1000.00/- each towards processing fee in the form of Demand Draft / Pay Order drawn in favor of LIC of India payable at Patna. This is applicable when an applicant submits application for more than one item of works.

7. 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.

Chief Engineer

Enclo. : Enrolment Form with Annexure A1, A2 and B to G

Signature of Contractor

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

**LIFE INSURANCE CORPORATION OF INDIA  
ENGINEERING DEPARTMENT**

**EAST CENTRAL ZONE, PATNA**

**FORM FOR ENROLMENT OF CONTRACTORS**

I / We \_\_\_\_\_ am / are desirous of being enrolled on list of contractors  
for \_\_\_\_\_  
\_\_\_\_\_ and hereby apply for the same.

Sl. No.	Name of Work	Please mention the work for which applied.
1		

I / We give the following details for your consideration.

Sl.no	QUERY	ANSWER
1	Name of the firm	:
2	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.		
		Email		
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).			
8	Particulars of sister construction firms, if any :			
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 <b>Annexure A-1.</b>			
	iii)Fill-in enclosed <b>Annexure A-2.</b>			

10	Fill and enclose <b>Annexure B</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	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)		YEAR
			Rs. in Lakh
		i	2007-08
		ii	2008-09
		iii	2009-10
	iv	2010-11	
	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 _____
13	i) Name and complete postal address of bankers		
	ii) Enclose solvency certificate indicating amount ( <b>The certificate should not be more than 3 months old</b> ).		

	iii)Bank Guarantee limit with Various banks	i) Rs. _____ Lac with _____ ii) Rs. _____ Lac with _____ iii) Rs. _____ Lac with _____  TOTAL
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 and enclose list of tools & plants as per <b>Annexure-C</b> enclosed.	
17	Fill in & enclose <b>Annexure-D</b> giving full particulars about major works completed during past <b>Four</b> years <b>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 &amp; contact numbers of issuing authority</b>	

18	Work in Progress:		
	i) Whether full details of major work on hand given in <b>Annexure 'E'</b> <b>Note: The details must be notarized through first class magistrate.</b>		
	ii) Are copies of work orders for such large works enclosed		
19	Whether full information regarding permanent technical staff employed given in <b>Annexure 'F'</b>		
20	i) How do you normally carry out works of <b>water supply, sanitary and plumbing</b> installations		
	ii) Who is the license holder and what his experience of this work is.		
21	i) How do you normally get work of <b>electrical installations</b> carried out		
	ii) Who is the license holder & what is his experience		
22	Any <b>other information</b> 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 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

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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 23.01.2012.**

SIGNATURE OF ISSUING OFFICER

**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)

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	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 – E

**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)

SIGNATURE OF CONTRACTOR

**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**

**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	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.C.C.	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)	17 (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)

**SIGNATURE OF THE CONTRACTOR**