

**LIFE INSURANCE CORPORATION OF INDIA  
ENGINEERING DEPARTMENT  
\_\_\_\_\_ ZONE**

**FORM FOR ENROLMENT OF CONTRACTORS**

I / We \_\_\_\_\_ am / are desirous of being enrolled \_\_\_\_\_  
on list of contractors for (Name of work) \_\_\_\_\_  
and hereby apply for the same. I / We give the following details for your consideration.

SR.NO.	QUERY	ANSWER
1.	Name of the firm	:
2.	Address	:
3.	PAN No. _____ TIN No. _____ VAT Registration No. _____ if no copies to be enclosed.	
4.	Telephone Number Office	:
	Residence	:
	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 Annexure A-1.	
	iii) Fill-in enclosed Annexure A-2.	

10. Fill and enclose Annexure 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 three years (enclose documentary evidence or proof to support figures) : 

Year	Rs.in Lac
i)	
ii)	
iii)	
- 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.
- iii) Bank Guarantee limit with Various banks : i) Rs.\_\_\_\_\_ Lac with \_\_\_\_\_  
ii) Rs.\_\_\_\_\_ Lac with \_\_\_\_\_  
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Total Rs. \_\_\_\_\_  
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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 Annexure-C enclosed.
17. Fill in & enclose Annexure-D giving full particulars about major works completed during past three 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.

**ANNEXURE – A2**

**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

**ANNEXURE - B**

**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**

<b>Sr. No.</b>	<b>Item</b>	<b>Specification</b>	<b>Quantity</b>	<b>Estimated Value</b>	<b>Remarks</b>
(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 THREE 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)

**SIGNATURE OF CONTRACTOR**

**LIFE INSURANCE CORPORATION OF INDIA**

**LIST OF WORK IN HAND**

<b>Sr. No.</b>	<b>Name and Complete Postal Address of</b>			<b>Order</b>			<b>Date of commencement of work</b>	<b>Scheduled date of completion of work</b>	<b>Progress made and expected date of completion and reasons for delay, if any</b>
	<b>Site of Work &amp; Nature of Work</b>	<b>Owner</b>	<b>Authority under whom work was carried out</b>	<b>Ref.No. &amp; Date</b>	<b>Amount (Rs. in Lac)</b>	<b>Is copy enclosed</b>			
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>

**SIGNATURE OF CONTRACTOR**

**ANNEXURE - F**

**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**

**ANNEXURE – G****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)	8 (ii)
2.	Annexure (A-2) as supplied	8 (ii) (Particulars of Partners)
3.	Annexure – E (as supplied)	9 (Particulars of enrolment in LIC and other Organization)
4.	Proof of Turnover	11 (ii)
5.	Latest I.T.C.C.	11 (iii)
6.	Solvency Certificate	12 (ii)
7.	Certificate of Bank Guarantee	12 (iii)
8.	Immovable Property Certificate	13 (ii)
9.	Movable Property reference	14 (i)
10.	(★) Annexure ‘C’ (as supplied)	15 (Particulars of shuttering tools/ plant)
11.	(★) Annexure ‘D’ (as supplied)	16 (List of major works completed during last 3 years)
12.	(★) Annexure ‘E’ (as supplied)	17 (List of work in hand)
13.	(★) Copies of work order	17 (ii)
14.	(★) Annexure ‘F’ (as supplied)	18 (Particulars of permanent technical staff)

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