

FORM FOR ENROLMENT OF CONTRACTORS /

AGENCIES FOR S.I.T.C. OF SURVEILLANCE CAMERAS

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. _____ Service Tax Reg. No.	
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	:



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 get work of electrical installations carried out :

ii) Who is the licence holder & what is his experience :

21. 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 1<sup>st</sup> 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

ANNEXURE – ‘E’

A F F I D A V I T

(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.

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Deponent -----

Note: This Affidavit should be notarized.

## LIFE INSURANCE CORPORATION OF INDIA

CONSTRUCTION OF FIRM – SOLE-PROPRIETORSHIP / PARTNERSHIP /  
LIMITED COMPANY / OTHERS

Sr.No.	Name of sole partner or Director / other High Officials	Age	Share	Technical Sr. Experience			Whether Power of Attorney Holder
				Year to Year	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 lakhs)	Is copy of letter enclosed
1	2	3	4	5	6	7	8

SIGNATURE OF THE CONTRACTOR



## ANNEXURE- K

## ENROLMENT CHECKLIST

## CHECKLIST FOR ENROLMENT:

Sr. No.	Description of Enclosure	Refer Item of form
1.	Partnership deed / Articles of Association / Affidavit (★) (★) Annexure A-1	8 (ii)
2.	Annexure – ‘F’ (as supplied)	8 (iii) (Particulars of Partners)
3.	Annexure – ‘G’ (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.	Moveable property reference	14 (i)
10.	(★) Annexure ‘H’ (as supplied)	16 (List of major works completed during last 3 years)
11.	(★) Annexure ‘I’ (as supplied)	17 (List of work in hand)
12.	(★) Copies of Work Order	17(ii)
13.	(★) Annexure ‘J’ (as supplied)	18 (Particulars of permanent technical staff)

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