



LIFE INSURANCE CORPORATION OF INDIA  
EAST CENTRAL ZONAL OFFICE  
“JEEVAN DEEP” EXHIBITION ROAD, PATNA 800001  
Ph No. 0612- 6457219

### PREQUALIFICATION OF CONTRACTORS.

LIC of India intends to invite tender for following works consists of “Main builders work including internal water supply and sanitary work and internal electrical work for Branch office & officers’ quarters, RMF bldg., Guest house etc at various locations mentioned against the work. The proposed construction shall be of RCC framed structure with modern architectural finishes of high order.

Description of work and Location	Estimated cost [Civil+ Elec ] (Rs. in lacs) (Approx)	Time of completion in months	Eligibility Criteria		
			Minimum value of single work completed in last 4 years.	Average Annual Turnover for last 4 years. Rs. in Lakh	Minimum Bank Solvency Rs. in Lakh
1. RMF cum CAB bldg. at Berhampur	251	15	At least one work of Rs. 151.00 lacs or Two works of Rs. 126.0 Lakh each	126	63
2. BO & OQ at Aska	214	15	At least one work of Rs. 128.00 lacs or Two works of Rs. 107.00 Lakh each	107	54
3. BO & OQ at Keonjhar	172	12	At least one work of Rs. 86.00 lacs	86	34
4. RMF at BO premises, Burla	96	12	At least one work of Rs. 48.00 lacs	48	19
5. Guest house at DO compound, Sambalpur	55	6	At least one work of Rs. 28.00 lacs	28	11

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

Interested contractors experienced in similar nature of work and fulfilling the above criteria may apply by down loading '**enrolment form**' from our web site [www.licindia.com](http://www.licindia.com). The filled in prescribed enrolment form should be submitted to “**The Chief Engineer, Life Insurance Corporation of India, Engineering Department, East Central Zonal Office, “Jeevandeep Bldg” 4<sup>th</sup> floor, Exhibition Road, Patna – 800001**”, along with fees of **Rs 500.00 (Non refundable)** for each work in the form of **Demand Draft / pay Order** drawn in favor of **Life Insurance Corporation of India** payable at **Patna** on or before **31.08.2009**.

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

**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***



**LIFE INSURANCE CORPORATION OF INDIA  
EAST CENTRAL ZONAL OFFICE.**

“JEEVAN DEEP” EXHIBITION ROAD, PATNA 800 001

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

The Enrolment Form alongwith the **Annexures A to G(ii)** shall be completely filled in all respects and to be submitted along with Enrolment fees of **Rs. 500/- ( non-refundable )** for each work by way of D.D. in favour of **Life Insurance Corporation of India** payable at Patna, to **“The Chief Engineer, Life Insurance Corporation of India, Engineering Department, East Central Zonal Office, “Jeevandeep Bldg” 4<sup>th</sup> floor, Exhibition Road, Patna – 800001** along with these instructions for filling & submission of Enrolment Form **on or before 31.08.2009**. 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 agencies 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 as per advertisement should be submitted alongwith 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 turn over should be based on latest Income-tax Clearance Certificate, duly cleared by Income-tax Department.
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 ‘G(ii)**

**Note: These instructions for filling & submission of Enrolment Form shall also be signed and submitted along with Enrolment Form alongwith annexure A to G(ii).**

**LIFE INSURANCE CORPORATION OF INDIA**  
**EAST CENTRAL ZONAL OFFICE.**  
**“JEEVAN DEEP” EXHIBITION ROAD, PATNA 800 001**

**FORM FOR ENROLMENT OF AGENCIES.**

I/We.....am/are  
desirous of being enrolled on the list of agencies for proposed construction of .....(Name of work)  
and hereby apply for the enlistment. 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 -----		
4.	Telephone Number	:	
	Office	:	
	Residence	:	
	Fax No., if any	:	
	E-Mail, if any	:	
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	:	
			Contd...

Sl. No.	Query		Answer										
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 Government Dept./ Organization	:											
12. i)	Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)	:	<table border="1"> <thead> <tr> <th>Year</th> <th>Rs. in Lac.</th> </tr> </thead> <tbody> <tr> <td>i) 2005-2006</td> <td></td> </tr> <tr> <td>ii) 2006-2007</td> <td></td> </tr> <tr> <td>iii) 2007-2008</td> <td></td> </tr> <tr> <td>iv) 2008-2009</td> <td></td> </tr> </tbody> </table>	Year	Rs. in Lac.	i) 2005-2006		ii) 2006-2007		iii) 2007-2008		iv) 2008-2009	
		Year	Rs. in Lac.										
		i) 2005-2006											
		ii) 2006-2007											
		iii) 2007-2008											
iv) 2008-2009													
ii)	What evidence of proof is enclosed to support the amounts of yearly turnover	:											
iii)	Enclose for the last four years income tax clearance certificate	:	Certificate enclosed for Assessment years .....										
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 DM/Collector/First Class Magistrate/Approved valuer/Revenue authorities	:											
ii)	Whose supporting certificate is enclosed	:	Rs..... of..... Date.....										

Contd....

Sl. No.	Query		Answer
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 enclosed Annexure D giving full particulars about major works completed during the past four years  Note : List of only those works which were similar in nature and carried out by the 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 license holder and what is his experience of this work	:	
21. i)	How do you normally get works of electrical installations carried out.	:	
ii)	Who is the license holder and 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 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 WITH SEAL**

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**: FOR OFFICE USE ONLY:**

**ENROLMENT FORM NO.....SUBMITTED**

**BY..... FOR (NAME OF WORK) : -----**

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

**31.08.2009.**

**SIGNATURE OF RECEIVING OFFICER  
LIC OF INDIA, ECZO, PATNA.**

LIFE INSURANCE CORPORATION OF INDIA

A F F I D A V I T

(On Non Judicial Stamp Paper of appropriate value 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 notarised .

## LIFE INSURANCE CORPORATION OF INDIA

**CONSTITUTION OF FIRM - SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER DETAILS OF CONSTITUENTS**

Sl.No.	Name of sole partner or Director/ other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to year	As Employee	As Contractor	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

***SIGNATURE OF CONTRACTOR***  
**SEAL & DATE**

# LIFE INSURANCE CORPORATION OF INDIA

ANNEXURE-B

## PARTICULARS OF ENROLMENT WITH GOVT. AND OTHER REPUTED ORGANISATIONS

ENROLMENT WITH LIC :

- Name of works for 1)  
Which enrolled by 2)  
L.I.C. in the past 3)  
4).

Sl. No. of which tenders where submitted :

Sl. No. of which work – order was received :

ENROLMENT WITH ORGANISATIONS :

Sl. No.	Name and address of Authority with whom you are enroled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in lacs)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**SIGNATURE OF CONTRACTOR  
SEAL & DATE :**

**LIFE INSURANCE CORPORATION OF INDIA**  
**PARTICULARS OF SHUTTERING TOOLS AND PLANT**

Sl.No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	a) Shuttering plates b) Shuttering wooden plates c) Wooden props d) Steel props				
2.	Concrete Mixers				
3.	Concrete Vibrators i) Petrol Driven ii) Electric Driven				
4.	Tower Hoists				
5.	Trucks				
6.	Welding Equipments				
7.	Pump – Sets				
8.	Floor – Polishing Machine				
9.	Cranes				
10.	Others				

**SIGNATURE OF CONTRACTOR**  
**SEAL & DATE**

## LIFE INSURANCE CORPORATION OF INDIA

**LIST OF MAJOR SIMILAR NATURE WORKS COMPLETED DURING LAST THREE YEARS**

Sl. No.	Name and Complete Postal Address of			Order			Value of work as per final bill Rs. in Lacs	Commence ment of work month & year	Completion of work month & year	Penalty levied for delay of completion, if any
	Place of work & Nature of work	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lacs)	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 No.s.2, 3 & 4 above

**SIGNATURE OF CONTRACTOR  
SEAL & DATE**

## LIFE INSURANCE CORPORATION OF INDIA

LIST OF WORKS IN HAND

Sl. 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
	Place of work & Nature of work	Owner	Authority under whom work was carried out	Ref. No. & Date	Amount (Rs. in Lacs)	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 No.s.2, 3 & 4 above

**SIGNATURE OF CONTRACTOR  
SEAL & DATE**

**ANNEXURE-F**

**LIFE INSURANCE CORPORATION OF INDIA**

**PARTICULARS OF PERMANENT TECHNICAL STAFF**

Sl. 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 CONTRACTOR  
SEAL & DATE**

**LIFE INSURANCE CORPORATION OF INDIA****ANNUAL TURNOVER FOR THE LAST FOUR YEARS**

Sl. No.	Financial Year	Total contract amount received	IT Certificate enclosed Yes/No	Audited Balance sheet copy enclosed Yes/No	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	2008-2009				
2.	2007-2008				
3.	2006-2007				
4.	2005-2006				
5.					

**SIGNATURE OF CONTRACTOR  
SEAL & DATE**

## LIFE INSURANCE CORPORATION OF INDIA

**ENROLMENT CHECKLIST****CHECKLIST FOR ENROLMENT :**

Sl.No.	Description of Enclosure	Refer item of form	Enclosed/Not Enclosed
1.	Partnership deed / Articles of Association / Affidavit  (Annexure A-1)	9 (ii)	
2.	Annexure(A-2) (as supplied)	9(iii) (particulars of partners)	
3.	Annexure B (as supplied)	10 (particulars of enrolment in LIC and other Organisation)	
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 properties certificate	14 (ii)	
9.	Movable properties reference	15 (ii)	
10.	Annexure C (as supplied)	16 (particulars of tools and plant)	
11.	Annexure D (as supplied)	17 (List of major works completed during last 4 years)	
12.	Annexure E (as supplied)	18 i (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 CONTRACTOR