



Northern Zonal Office, Engg., Dept., Jeevan Prakash, 2nd Floor,
25, K.G.Marg, NEW DELHI-110 001

PRE-QUALIFICATION TENDER NOTICE

Life Insurance Corporation of India intends to invite percentage rate tenders for the following works:-

Sl. No.	Work Details	Estim ated Cost (Rs in lacs)	Com pletio n Perio d in Mont hs	Eligibility Criteria		
				Minimum value of single work completed in last 4 years (Rs in Lac)	Average annual turn-over for last 4 years (Rs in Lac)	Minimum Solvency (Rs in Lac)
I.	RAJASTHAN					
1.	BO & OQ at Sagwara	130	12	65	65	26
2.	56 flats at Jaipur	700	18	420 OR Two works of 350 each	350	175
3.	Ver Ext.of BO &GH at Mandore	130	15	65	65	26
4.	Ver. Ext. of D.O. at Udaipur	200	18	100	100	40
5.	B.O. at Bhim	54	10	27	27	11
6.	B.O. at Bhinder	51	10	26	26	11
7.	B.O. at Bilara	56	10	28	28	12
II	PUNJAB					
8.	BO at Pathankot	124	10	62	62	25
9.	B.O cum Inv't Bldg. at Jalandhar	158	18	79	79	32
10.	B.O. & O.Q. at Mansa	109	12	55	55	22
III	HARYANA					
11.	Ver. Ext. of OQ at Ambala	27	06	14	27	06
12.	BO at Hissar	130	12	65	65	26
IV	HIMACHAL PRADESH					
13.	BO at Nallagarh	59	10	30	30	12

BO—Branch Office; **OQ**—Officers' Quarters; **Inv't**--- Investment
GH—Guest House; **Ver. Ext.**—Vertical Extension ; **Bldg.**---- Building

The works include Building & allied works. Contractors who have carried out such works and have requisite qualifications as per details given above are required to apply on enrolment form along with enrolment fee of Rs. 500/- (Non Refundable) in the form of DD drawn in favour of LIC of India payable at Delhi. The details are also available in our website www.licindia.com/tender_notice.htm and enrolment forms can be downloaded from there also but the enrolment fee shall be payable as usual. The contractors have to submit enrolment form with supporting documents and details such as registration and the works carried out in Government/Semi-government/ Public undertakings, within 15 days from the date of publication of this notice. Please note that enrolment form without enrolment fee and supporting documents shall be summarily rejected. The working contractors of LIC also have to apply & for them above criteria shall be relaxed by 25%. Chief Engineer reserves the right to reject issue of tender to any contractor at his sole discretion without assigning any reasons thereof & to utilize the panel so formed for any other work (up to Rs 200 lac) besides aforementioned works in the Northern Zone Regions .

Chief Engineer

**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
NORTHERN ZONAL OFFICE
“25 K.G. Marg , New Delhi-110001**

ENROLMENT FORM



**LIFE INSURANCE CORPORATION OF INDIA.
NORTHERN ZONAL OFFICE
ENGINEERING DEPARTMENT
“ 25 KG Marg,N.Delhi-110001 .**

INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM

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 500.00(Rupee Five Hundred only) (non-refundable)** by way of DD in favour of **Life Insurance Corporation of India** payable at N.Delhi, addressed to **the Chief Engineer, Life Insurance Corporation of India, Northern Zonal Office, Engineering Department, 25 KG Marg ,N.Delhi-110001** along with these instructions for filling and submission of Enrolment Form on or before **24.08.09** 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 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 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. 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.

Encl. : 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.

Enrolment Form No. _____
(To be filled by office)

**LIFE INSURANCE CORPORATION OF INDIA.
NORTHERN ZONAL OFFICE
ENGINEERING DEPARTMENT
“ 25 KG Marg,N.Delhi-110001 .**

FORM FOR ENROLMENT OF CONTRACTORS

I/We.....
.....am/are desirous of being enrolled on the list of contractors for -----
----- 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 organisations :
11. Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt.Deptt./Organisation :
12. i) Annual Turn Over for last **four** years (enclose documentary evidence or proof to support figures) : Year Rs. in Lakh
i)
ii)
iii)
iv)
- 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. _____ Lakh with _____
ii) Rs. _____ Lakh 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 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 **four** 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 license 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 license 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

: FOR OFFICE USE ONLY :

ENROLMENT FORM NO. _____ ISSUED TO _____

NOTE: THE FILLED IN ENROLMENT FORM SHOULD REACH IN THE OFFICE ON
OR BEFORE **24.08.2009**

SIGNATURE OF ISSUING OFFICER

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.

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

ANNEXURE – C**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 carried	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

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

ANNEXURE – F

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF PERMANENT TECHNICAL STAFF

Sr. 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 THE CONTRACTOR

ANNEXURE - G**ENROLMENT CHECKLIST**

CHECKLIST FOR ENROLMENT:

Sr. No.	Description of Enclosure	Refer Item of form
1.	Partnership deed / Articles of Association / Affidavit (*) (*) Annexure A-1 (Appendix VII – B)	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 3 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)

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