

**EMPANELMENT OF MANUFACTURERS/ SUPPLIERS/ AGENCIES/ CONTRACTORS / ARCHITECTS/ STRUCTURAL CONSULTANTS.**

A. Life Insurance Corporation of India intends to invite applications from reputed manufacturers / suppliers/ agencies/ contractors/ Architects/ Structural consultants for (i) **Supply and installation of Modular Furniture ( value of work Rs 2.02 crores )** (ii) **Modernization work consisting of false ceiling, full height partitions, flooring etc. ( Value of work Rs. 1.60 crores)** (iii) **Supply of Chairs etc., ( Value of work Rs. 69 lakhs)** (iv) **Electrical installation works including allied works such as telephone wiring, structured cabling for LAN and addressable fire alarm system etc. ( Value of work Rs. 1.37 crores)** ( v) **Air- conditioning work ( Value Rs. 2.00 crores)** (vi) **SITC of D.G sets ( value Rs 94 lakhs)** for the modernization of 14 storeyed LIC building at Anna Salai, Chennai from reputed agencies who are manufacturing and installing superior quality products of high order.

Description of the work	Location	Estimated cost in lakhs (Approx.)  Rs.	Time of completion	Eligibility criteria in lakhs Rs.		
				Min. value of single work completed in last 4 years	Average annual turnover in last 4 years	Min. bank solvency
1. SITC of Air conditioning system for LIC Building, Chennai	ZO, Chennai	200	12 months	100	100	40
2. Modernisation of office building work consisting of false ceiling, double skin, full height partitions, cash counter, flooring etc.	ZO, Chennai	160	12 months	80	80	32
3. Supply and installation of modular furniture such as Tables, work station, low ht. partition etc.	ZO, Chennai	202	12 months	One work of Rs. 121 lakhs or two works of Rs. 101 lakhs	101	51
4. Internal electrical installation works in wiring, fitting, fixtures, supplying and fixing of data cabling, fire alarm fitting, electrical panel board etc.	ZO, Chennai	137	12 months	69	69	27
5. Supply and installation of chairs etc.	ZO, Chennai	69	12 months	35	35	14
6. SITC of 500 KVA DG set with necessary cable etc.	ZO Chennai.	94	6 months	47	47	19



**ENGINEERING DEPT., SOUTHERN ZONAL OFFICE,  
LIC BUILDING, 153, ANNA SALAI, CHENNAI -2.  
Tel 044-28616130 , 28604121 e-mail: [sz\\_engg@licindia.com](mailto:sz_engg@licindia.com)**

- B. Applications are invited from reputed Architects having membership of Indian Institute of Architects/ Council of Architecture with minimum experience of 5 years in design of buildings, residential quarters etc., costing Rs. 1 crore and above.
- C. Applications are invited from reputed structural consultants preferably M.Tech (Structural) with minimum experience of 5 years in design of RCC commercial buildings and residential buildings etc., costing Rs. 1 crore and above.

The Chief Engineer, LIC of India reserves the right to reject/issue of enrolment forms/tender to any agency/contractors at his sole discretion without assigning any reason.

**NOTE: For working contractors/agencies of LIC of India, the criteria mentioned above will be relaxed by 25%. Only reputed Brand Manufacturers cum suppliers having ISO Certification in relevant fields shall apply.**

Date:05.01.2010

**CHIEF ENGINEER**

## INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM

Filled in Enrolment form shall be submitted to:

The Chief Engineer,  
LIC of India,  
Southern Zonal Office,  
**LIC Bldg., 153, Anna Salai, Chennai – 600 002.**  
**Phone: 044-28616130, 28604121.**  
**e-mail: [sz\\_engg@licindia.com](mailto:sz_engg@licindia.com)**

The Enrolment Form along with the **Annexures A to D** shall be completely filled in all respects and submitted on or before 08.02.2010 along with these instructions for filling & submission of Enrolment Form. 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 contractors/ 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 for an amount as mentioned elsewhere should be submitted alongwith Enrolment Form.

5. The contractors/ agencies 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 'A' & 'B')

(c) The contractors/ 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 'A'.

6. Please note that the submission of this enrolment form does not confer any right to claim issue of tenders/ empanelment and the Chief Engineer reserves the right not to issue tender to any/all applicants without assigning any reason whatsoever.

**Signature of applicant**

**Encl : Enrolment Form with Annexures 'A' to 'D'**

**FORM FOR ENROLMENT OF CONTRACTORS/AGENCIES**

Sl. No.	Query		Answer	
1.	Name of the firm	:		
2.	Address	:		
3.	PAN No.-----TIN No.-----VAT Registration No.----- Service Tax No.-----.(Photocopies to be enclosed)			
4.	Telephone Number	Office	:	
		Residence	:	
		Fax No., if any	:	
		E-mail, if any	:	
5.	Month and year in which the firm was established in present name	:		
6.	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)	:		
7.	Particulars of sister construction firms if any	:		
8.	Has the applicant or his partners or Directors been black listed in the past by any Central or State Government Deptt./ Organisation	:		
9. i)	Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)	:	Year	
			Rs. in Lac	
			i) 2005-06	
			ii) 2006-07	
			iii) 2007-08	
		iv) 2008-09		
ii)	What evidence of proof is enclosed to support the amounts of yearly turnover (Annexure-C)	:		

Sl. No.	Query		Answer
10. i)	Name and complete postal address of bankers(Please fill the particulars in Annexure-D)	:	
ii)	Enclose solvency certificate indicating amount	:	
11.	Details of Manufacturing unit with complete address	:	
12.	Types of modular furniture with technical details like MS powder coated/GI or aluminium frame with Pre-laminated boards if any	:	
13.	Details of ISO certification along with proof documents	:	
13.(i)	How do you get work of Electrical Design/ Structural design carried out( For Electrical agencies/ Architects only)		
(ii)	Who is the licence holder & what is his experience		
14.	Any other information the applicant might like to give.		

Note: The Contractors/Agencies are need to fill up the following particulars in the attached Annexures along with Enrolment form.

Annexure – A	:	List of Major works carried out during last four years
Annexure – B	:	List of works in hand/ In progress
Annexure – C	:	Details and Proof of Yearly Turn over particulars

### 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 APPLICANT**

**ANNEXURE-A****LIST OF MAJOR SUPPLIES AND INSTALLATIONS COMPLETED DURING LAST FOUR YEARS**

Sl. No.	Name and Complete Postal Address of			Work Order/ Work Completion certificate			Value of work as per final bill Rs. in Lacs	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 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 APPLICANT**

**ANNEXURE-B****LIFE INSURANCE CORPORATION OF INDIA****LIST OF WORKS IN HAND/IN PROGRESS**

Sl. No.	Name and Complete Postal Address of			Work Order			Date of commencement of work	Scheduled date of completion of work	Progress 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 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 APPLICANT**

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

Sl. No.	Financial Year	Total contract amount received	IT returns filed/assessed enclosed Yes/No	C.A.R. copy enclosed Yes/No	Name of work & Department	Is copy enclosed	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	2005-2006						
2.	2006-2007						
3.	2007-2008						
4.	2008-2009						

**SIGNATURE OF APPLICANT**

**ANNEXURE-D**

**ENROLMENT CHECKLIST**

**CHECKLIST FOR ENROLMENT**

Sl.No	Description of Enclosure	Refer item of form	Enclosed/Not Enclosed
1.	*Annexure A (as supplied)	List of major works completed during last 4years	
2.	*Annexure B (as supplied)	List of work in hand/In Progress	
3.	Annexure C (as supplied)	9(ii) [Proof of Yearly turnover]	
4.	Solvency Certificate	10(ii)	
5.	*Copies of work order		

**PLACE :**

**DATE :**

**SIGNATURE OF APPLICANT**