

LIFE INSURANCE CORPORATION OF INDIA

Divisional Office,
Jeevan Prakash, P B No. 1133,
Ernakulam

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

1. The last date for submission of Enrolment form is 30/12/11 up to 3:00 PM. The offers received after the last date and time mentioned above will not be considered.
2. The filled Enrolment form should be submitted to the address given below :

**The Sr. Divisional Manager,
LIC of India
Divisional Office, L I C Bldg,
Jeevan Prakash, M G Road,
P B No. 1133
Ernakulam 682 011**
3. The tenders will be opened by the "Tender Opening Committee" on the same day i.e. 30/12/2011 at 3.30 PM in the presence of bidders or their authorized representatives if they are willing to attend.
4. The Enrolment form along with Annexures should be completed in all respects and to be submitted to this office along with this instructions for filling and Enrollment fee of RS.250/- in the form of DD in favour of LIC of India, payable at Ernakulam on or before 30/12/11 .
5. Please note that no consideration will be given for postal delays.
6. The firms to note that all particulars required as per the form with necessary enclosures as suggested & Annexures shall be filled in completely in relevant blanks strictly as per the format.

7. PLEASE NOTE THAT THE SUBMISSION OF THIS ENROLMENT FORM does not confer any right on you to claim issue of tenders and the Senior Divisional Manager reserve the right to issue tender to any/ all applicants without assigning any reason whatsoever.

Signature of Contractor

Encl : Enrolment Form with Annexures (A) & (B)

Note that these Instructions for filling & Submission of Enrolment form shall also be signed and submitted along with Enrolment form with Annexures & Enrolment fee of Rs.250/-.

Agency / Firms fulfilling the following criteria will be eligible for participating in the bid.

1. Yearly average turnover of the contractor for last 03 (three) financial years should be at least
 - a. Rs.1,50,000/-. For 62.5 KVA and above
 - b. Rs.1,00,000.00 for 41 KVA and above
 - c. Rs.47,000.00 for 10 KVA to 40 KVA
2. That is for 62.5 KVA & above capacity, the Agency / Firm must have completed at least one similar nature of work amounting to Rs. 1.50 Lakhs or at least 02 (Two) similar works each amounting to Rs. 0.75 Lakhs or at least 04 (Four) similar works each amounting to Rs. 0.50 Lakhs, in last three years. The works must be of similar nature involving complete works such as Civil works , installation of D.G.sets, earthing work, integration with existing electric distribution system, electrical cabling works of public sector undertakings / institutions (Govt. / Semi – sponsored Institutes / Reputed MNCs / Organizations).
3. VAT Clearance certificate upto 31.03.2011. Agency / Firm should submit the Sales Tax / VAT certificates along with the bid.
4. Income Tax return for last three years. Agency / Firm should submit the Income Tax clearance certificates along with bid.
5. Trade License certificate and Professional License No.
6. Valid registration certificate from CPWD / PWD / MES / Railways / Govt. / Semi Govt. Organizations or any other private Organization of repute.
7. List of organizations where D.G.Sets are installed on hire basis in last three years with supporting documents such as work order / Letter of Intent.
8. Performance certificate of best two works of similar nature issued by the respective Officer of the Deptt. / Company along with Name, Designation and Deptt. to be submitted.

Supporting documents in regard to the above mentioned points should be attached along with “ Technical Bid”.

No Brokers / Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

**Sr. Divisional
Manager**

Re : Tender for SITC of 10 KVA – 62.5 KVA and above soundless / noiseless D.G. Set in acoustic enclosure on hire basis at Offices under Ernakulam Division

TECHNICAL BID

TO BE SUBMITTED IN ENVELOPE

| SI No | Description | Remarks |
|--------------|--|----------------|
| 1 | Name of the Firms / Agency : | |
| 2 | Address & Phone No | |
| | Fax No. | |
| | E - Mail ID | |
| 3 | Name of the contact person. | |
| | Phone No. | |
| 4 | Name of the Proprietors / Partners | |
| 5 | PAN Card (Enclose attested copy). | |
| 6 | Trade License Certificate (Enclose copy). | |
| 7 | Sales Tax / VAT Registration and Clearance certificate (Enclose attested copy). | |
| 8 | Professional License No (Enclose copies). | |
| 9 | Service Tax Registration Certificate (Enclose attested copy). | |
| 10 | List of clients with D.G.Set supplied on hire basis with date and location of installation during last three years (Enclose as per | |

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|----|--|--|
| | annexure - A). | |
| 11 | List of contracts in hand (Enclose as per annexure - B). | |
| 12 | Copies of work order (Enclose attested copies). | |
| 13 | Income Tax return for the last three years (Enclose attested copies). | |
| 14 | Average annual turn over of the firm / agency (Enclose Certified copy) | |
| | i) F.Y ----- to F.Y ----- ----- | |
| | ii) F.Y ----- to F.Y ----- ----- | |
| | iii) F.Y ----- to F.Y ----- ----- | |
| | iv)Average | |
| 15 | Performance certificate issued by clients during last three years (Enclose attested copies). | |

Signature of vendor with seal

Place :

Date :

:

List of works completed.

Annexure – A.

| Sl No | Details of the Organisation / Firm | | Capacity of D.G Set (KVA) | Type of D.G Set | Details of Order | | | |
|-------|------------------------------------|----------------|----------------------------|-----------------|---------------------|----------------------|-----------------|------------------------|
| | Name of Firm / Agency | Postal Address | | | Reference No & Date | Date of Commencement | Contract period | Contract amount (Rs.) |
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**Signature of the Firm / Agency
(With seal & date)**

List of contracts in hand.

Annexure –B.

| Sl No | Details of the Organisation / Firm | | Capacity of D.G Set (KVA) | Type of D.G Set | Details of Order | | | |
|-------|------------------------------------|----------------|----------------------------|-----------------|---------------------|----------------------|-----------------|------------------------|
| | Name of Firm / Agency | Postal Address | | | Reference No & Date | Date of Commencement | Contract period | Contract amount (Rs.) |
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**Signature of the Firm / Agency
(With seal & date)**

