



LIFE INSURANCE CORPORATION OF INDIA
KHARAGPUR DIVISIONAL OFFICE

NOTICE

Applications are invited from the Engineering Firms having their Office at Kolkata /Howrah /Purba Medinipur /Paschim Medinipur for the empanelment of Engineering firms for various primes, medium and small civil and electrical jobs of repairing and maintenance of Kharagpur Divisional Office and other offices under its control. The Engineering Firms desirous to be empanelled with us for various civil & electrical jobs & fulfilling conditions as per Annexure 'A' may apply for getting empanelled on the panel of Kharagpur Divisional Office for jobs undertaken at Divisional Office and offices under its control. The applications in questionnaire form along with the enclosures as per Annexure 'A' are to be sent at following address so as to reach us on or before 15th January 2010 at 3 p.m.

MANAGER (OS)
LIC OF INDIA
KHARAGPUR DIVISIONAL OFFICE
O.T. Road, P.O. – Inda, Kharagpur,
Dt.- West – Midnapore, Pin – 721 305

Enclo : Part – I & Part - II

The cover should be super scribed as “**Application for Empanelment of Engineering Firms**” Sr. Divi.
Manager

NOTE : 1) Firms who are on our Divisional Office existing panel should also apply for fresh empanelment.

2) Firms who have been blacklisted / removed earlier, should not apply. If applied, their applications will not be considered.

ANNEXURE ‘A’

Conditions for empanelment:

- 1) The Engineering Firm should be in profession for at least 3 years. (Copy of registration certificate must be enclosed).
- 2) Annual Turnover should be up to Rs.2 lakh for small jobs, Rs.2 lakh to Rs.10 lakh for medium jobs and above Rs.25 lakh for big jobs in any of 3 financial years. (Attach Balance Sheet/ CA certificate for 3 years).
- 3) The Engineering Firm should be on the approved list of at least 3 reputed Firms from Kolkata /Howrah / Purba Medinipur / Paschim Medinipur out of which at least one should be Public Sector or Government Undertaking.
- 4) The Engineering Firm should have registration from state or local Authorities for undertaking of profession (copies of State registration and B.M.C. license to be enclosed).
- 5) The Engineering Firm should have at least 2000 sq. ft. area of operation for workshop activities & sufficient storage space at one place only.

PART – I

QUESTIONNAIRE FOR Engineering Firms

PART I : GENERAL INFORMATION

- 1) Name of the Firm (In Block Letters):.....
- 2) Date of Establishment / Incorporation:.....

- 3) Address, Telephone No. & email-id :
- 4) Address of Office (if separate) Telephone No. & email-id.
- 5) Status: Whether Partnership / Private Limited Company / Public Limited Company
- 6) Names of the Partners / Directors :
- 7) Name of Chief Executive with his present address and telephone nos. :
- 8) Name of Representative (s) indicating Designation who would be calling on us and attending to our jobs :
- 9) Name of Bankers with address and telephone nos.:
- Bk. A/C. No. Type of A/c.
- Enclose Solvency Certificate indicating amount
- Bank Guarantee limit with various Banks
- 10) Is the Firm registered under the Factories act? If so, state :
- a) License No. : _____
- b) Date of last renewal of license (copy of the license to be enclosed) : _____
- c) PAN No. : _____
- d) ESIS No., if any : _____
- e) EPF Registration No., if any : _____
- f) TIN No. _____
- g) VAT Registration No. _____
- 11) Whether holding certificate under shops and establishment act, duly renewed.
Copy should be enclosed.....
- 12) State the latest Income tax :
- 13) VAT Clearance Certificate. Assessed year and the amount of Tax assessed Copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to be enclosed:
- 14) How do you propose to compensate the loss to the Corporation arising out of theft, Fire or otherwise in respect of material supplied to you by us:

- 15) Are you agreeable to make deliveries and services to Corporation's offices within and out of Kharagpur when so directed?
- 16) Are you agreeable to abide strictly the terms and conditions of the Tenders and Contracts (copies annexed)
- 17) Area occupied by the Firm (workshop):
- 18) Total Numbers of Employees : Permanent _____ Temporary _____
Skilled _____ Unskilled _____
- 19) Number of shifts you work normally :
- 20) Timing of sifts :
- 21) Weekly Holidays :
- 22) Names of the offices of the LIC whose work you may have done during the last 3 years. Mention only those offices for whom you have done sizable jobs or have done constant work.(Details of job done to be given)
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- 23) Name, Addresses and Telephone Nos. of some of your most valued clients :
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- 24) Approximate value of your output per year :
- 25) Do you carry stocks of material? If so, what stocks do you generally hold?
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.....
- 26) State the nature of engineering job undertaken by you (Full details to be given)
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.....
- 27) Do you undertake AMC of various engineering articles? If yes, please give details
.....
- 28) Mention any other specialties of your Establishment :

NOTE : Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

PART – II

- 1) Enclose list of immovable properties with complete postal address, full description & reasonable market value of property duly supported by certificate of D.M. / Collector/ First Class Magistrate/ approved valuer (enclose supporting certificate). Rs. _____ of _____ Date _____
- 2) Particulars of movable properties along with Banker's reference.
(i) Value of tools & plants : Rs. _____ (ii) Other assets:
Rs. _____ Total : Rs. _____ (enclose reference)
- 3) Enclose details list of tools & plants.
- 4) Enclose list of major works completed during last 3 – years (only those works which are similar with work for enrolment)
- 5) Details of work in progress (enclose list).
- 6) Details of permanent technical staff employed (enclose list, if necessary)
- 7) 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?
- 8) i) How do you normally get work of electrical installations carried out?
ii) Who is the license holder and what is his experience of this work?
- 9) Please furnish details particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs, which may be entrusted to you.
- 10) Any other information the applicant might like to give

I / We request Life Insurance Corporation of India, Kharagpur Divisional Office, Kharagpur to consider inclusion of my / our name in the list of their approved Engineering firms and agree to give full satisfaction to the Corporation in the event of their doing so.

Dated :

Signature

NOTE : The Corporation reserves the right to cancel the name of the printer from its approved lists at its absolute discretion without assigning any reason.