



ENGINEERING DEPARTMENT, N.C.Z.O JEEVAN VIKAS ,16 / 98,MAHATAMA GANDHI MARG , KANPUR
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PREQUALIFICATION TENDER NOTICE

LIFE INSURANCE CORPORATION OF INDIA as Consultants intends to invite Percentage Rate tenders from reputed agencies for the works of modernization of Regional Office, The Oriental Insurance Co.Ltd., 43, Hazratganj, Lucknow

Sl. NO.	Name Of work	Estimated cost Rs. in Lacs	Completi on time in months	Min. qualifying requirements Rs. in lacs during last three years		
				Single value of works executed	Average Annual turn over	Solvency
01.	a) Civil,Interior, renovation works, Electrical works, Fire Alarm & I.T cabling .	52.00	4	31.00	26.00	5.00
02.	-Do- Air conditioning system	10.00	4	6.00	5.00	1.00

Firms experienced in similar works fulfilling eligibility criteria may apply to The Chief Engineer, LIC of India, North central Zonal Office, Kanpur on behalf of OIC Ltd.RO, LKO..Enrolment forms can be obtained **from 25.04.07 to 10.05.07** on payment of Rs: 500.00 non refundable in cash or in the form of Demand Draft in favour of “Life Insurance Corporation of India” payable at Kanpur. Forms can also be down-loaded from Web site: www.licindia.com . Enrolment forms down-loaded should be submitted with DD for Rs: 500/ . Filled in enrolment forms should reach the office of the Chief Engineer, LIC of India, North Central Zonal Office, 16/98 , M.G. Road, Kanpur **on or before 14.05.07**.The Chief Engineer reserves the right to accept / reject any enrolment form at his sole discretion without assigning any reason whatsoever.

Chief Engineer

Date: 18.04.07

We also undertake Engineering Consultancy Services



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

ENGINEERING DEPARTMENT,

Life Insurance Corporation of India

NORTH CENTRAL ZONAL OFFICE

"JEEVAN VIKAS", 16 / 98, M.G.MARG,
P.B.No.181, KANPUR – 208 001

FORM FOR ENROLMENT OF CONTRACTORS

JOB NO :

NAME OF JOB :



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT, NORTH CENTRAL ZONAL OFFICE,
“JEEVAN VIKAS”, 16 / 98, M.G.MARG, P.B.No.181, KANPUR – 208 001.

INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM

The Enrolment Form alongwith the **Annexures A to H** shall be completely filled in all respects and to be submitted to this office alongwith these instructions for filling & submission of Enrolment Form & Enrolment fee of Rs. 500/- in the form of D.D. in favor of L.I.C. of India on or before **14.05.2007**. 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 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 minimum amount of 10 % of estimated cost 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 contractors 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 'H'

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

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

LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT, NORTH CENTRAL ZONAL OFFICE,
“JEEVAN VIKAS”, 16 / 98, M.G.MARG, P.B.No.181, KANPUR – 208 001.

FORM FOR ENROLMENT OF CONTRACTORS

I/We.....am/are
desirous of being enrolled on the list of contractors for Job No..... ,Name of work:- -----
----- and hereby apply for the same. I/We give the following details for your
consideration:

Sl. No.	Query	:	Answer
1.	Name of the firm	:	
2.	Address	:	
3.	Telephone Number Office	:	
	Residence	:	
	Fax No., if any	:	
	E-Mail, if any	:	
4.	Month and year in which the firm was established in present name	:	
5.	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)	:	
6.	Particulars of sister construction firms if any	:	
7. 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	:	

Sl. No.	Query		Answer	
8.	Fill and enclose Annexure-B giving details of enrolment with LIC of India in the past and with other Organizations	:		
9.	Has the applicant or his partners or Directors been black listed in the past by any Central or State Government Dept./ Organization	:		
10. i)	Annual Turn Over for last three years (enclose documentary evidence or proof to support figures)	:	Year	Rs. in Lacs
			i)	
			ii)	
			iii)	
ii)	What evidence of proof is enclosed to support the amounts of yearly turnover	:		
iii)	Enclose for the last three years income tax clearance certificate	:	Certificate enclosed for Assessment years	
11. i)	Name and complete postal address of bankers	:		
ii)	Enclose solvency certificate indicating amount	:		
iii)	Bank Guarantee limit with various banks	:	i) Rs.....lacs with..... ii) Rs.....lacs with..... Total Rs.	
12. 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.....	
13. i)	Particulars of movable properties along with Banker's reference	:		
13.i)	Value of tools & plants	:	Rs.	
	Other Assets	:	Rs.	
ii)	Whose reference is enclosed	:		

Sl. No.	Query		Answer
14.	Fill in and enclose list of tools & plants as per Annexure-C enclosed	:	
15.	Fill in enclosed Annexure D giving full particulars about major works completed during the past three 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	:	
16.	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	:	
17.	Whether full information regarding permanent technical staff employed given in Annexure-F	:	
18.	Whether check list submitted as per Annexure-H	:	
19.	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.....SUBMITTED

BY..... FOR

(NAME OF WORK) : -----

NOTE: THE FILLED IN ENROLMENT FORM SHOULD REACH IN THE OFFICE ON OR BEFORE :
14.05.2007

SIGNATURE OF RECEIVING OFFICER

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 lastyears.

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 therefor.

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

ANNEXURE-B

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANISATION

I. ENROLMENT WITH LIC :

Name of works for 1) 3)
Which enroled by 2) 4)
LIC in the past

Sr. Nos. for which tenders were submitted :

Sr. Nos. for which work order was received :

II. ENROLMENT WITH OTHER 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

ANNEXURE-C**LIFE INSURANCE CORPORATION OF INDIA
PARTICULARS OF TOOLS AND PLANT (CHAIR)**

Sl.No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
01	Press machine				
02	Welding machine				
03	Stitching machine				
04	Others				
05					
06					

SIGNATURE OF CONTRACTOR

ANNEXURE-C**LIFE INSURANCE CORPORATION OF INDIA
PARTICULARS OF TOOLS AND PLANT (ELECTRICAL)**

Sl.No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	Earth tester				
2	Megger				
3	Auto Transformer				
4	Load bank				
5	Cell tester				
6	Voltmeter				
7	Ammeter				
8	Multimeter				
9	Crimping tools (hydraulic)				
10	Others				

SIGNATURE OF CONTRACTOR

ANNEXURE-C**LIFE INSURANCE CORPORATION OF INDIA****PARTICULARS OF TOOLS AND PLANT (FIRE FIGHTING)**

Sl.No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
01	Welding machine				
02	Cutter set (pipe cutting set)				
03	Chain pulley				
04	Drill machine				
05	Grinder				
06	Hydraulic testing machine				
07	Spanner				
08	Pipe wrench				
09	Volt meter (AC – DC)				
10	Ampear meter				
11	Meggar				
12	Line tester				
13	Screw drivers / Hammers				
14	Complete tool box / kit				
15	Others				
16					

SIGNATURE OF CONTRACTOR

ANNEXURE-C**LIFE INSURANCE CORPORATION OF INDIA****PARTICULARS OF TOOLS AND PLANT (MODULAR FURNITURE)**

Sl.No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
01	Moulding machine				
02	Post form laminating machine				
03	Edge banding machine				
04	Others				
05					
06					

SIGNATURE OF CONTRACTOR

ANNEXURE-C**LIFE INSURANCE CORPORATION OF INDIA****PARTICULARS OF TOOLS AND PLANT (STRUCTURAL GLAZING)**

Sl.No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
01	Hammer machine (Bosch or Dewalt)				
02	Dewalt mitre saw (with auto degree cutting facility)				
03	Rauter machine				
04	Drill machine (Basch or Dewalt Y- king)				
05	Steel props for scaffolding				
06	Others				
07					
08					

SIGNATURE OF CONTRACTOR

ANNEXURE-D**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	Commencement 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

ANNEXURE-E

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 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

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

ANNEXURE-G**LIFE INSURANCE CORPORATION OF INDIA****ANNUAL TURNOVER FOR THE LAST THREE 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.	2004-2005				
2.	2003-2004				
3.	2002-2003				
4.	2001-2002				
5.	2000-2001				

SIGNATURE OF CONTRACTOR

ANNEXURE H**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)	7 (ii)	
2.	Annexure(A-2) as enclosed	7(iii) (particulars of partners)	
3.	Annexure B (as enclosed)	8 (particulars of enrolment in LIC and other Organisation)	
4.	Proof of turnover	10(ii)	
5.	Latest I.T.C.C.	10(iii)	
6.	Solvency Certificate	11(ii)	
7.	Certificate of Bank Guarantee	11(iii)	
8.	Immovable properties certificate	12(ii)	
9.	Movable properties reference	13(ii)	
10.	Annexure C (as enclosed)	14 (particulars of tools and plant)	
11.	Annexure D (as enclosed)	15 (List of major works completed during last 3 years)	
12.	Annexure E (as enclosed)	16 i(List of work in hand)	
13.	Copies of work order	16(ii)	
14.	Annexure F (as enclosed)	17 (particulars of permanent technical staff)	

SIGNATURE OF CONTRACTOR