



**LIFE INSURANCE CORPORATION OF INDIA.
EASTERN ZONAL OFFICE
ENGINEERING DEPARTMENT
HINDUSTHAN BUILDING, 3RD FLOOR
4, CHITTARANJAN AVENUE, KOLKATA – 700 072.**

PREQUALIFICATION OF CONTRACTORS.

LIC of India intends to invite tender for “ Main builders work including internal water supply and sanitary work for Housing for Sr Citizen’s at mouza Ghatikia and Aiginia, Bhubaneswar, Orissa” with an estimated cost of Rs. 2500.00 Lakh. The work comprises of 3 Towers of Stilt with 8 stories, 2 buildings each of 2 stories and 1 building of 1 storey.

Type of job.	Estimated cost	Time of Completion	Eligibility Criteria		
			Minimum value of single work completed in last 4 years.	Average Annual Turnover over last 4 years.	Minimum Bank Solvency.
	Rs. in Lakh	In months.	Rs. in Lakh	Rs. in Lakh	Rs. in Lakh
Builders work including sanitary, plumbing and ancillary structures.	2500.00	18	1. At least one job of Rs. 1750.00 or 2. Two jobs of Rs. 1500.00 each. or 3 Three jobs of Rs. 1250.00 each.	1250.00	750.00

NOTE: For working contractors of LIC of India, the above criteria will be relaxed by 25%.

Contractors experienced in similar work fulfilling the above criteria and desirous of participating for this work should only apply to the Chief Engineer at the address given above in the prescribed Enrolment Form. Enrolment Forms shall be downloaded and accompanied with Rs. 1000/- (Rupees one thousand only) Demand Draft drawn in favour of LIFE INSURANCE CORPORATION OF INDIA payable at Kolkata (non - refundable) and shall be submitted duly filled within **14.04.2008** to the undersigned at the address given above. Filled in form not accompanied by DD of Rs. 1000.00 shall not be considered.

Chief Engineer reserves the right to reject / issue of tender to any contractor at his sole discretion without assigning any reason.

CHIEF ENGINEER



LIFE INSURANCE CORPORATION OF INDIA

**ENGINEERING DEPARTMENT
EASTERN ZONAL OFFICE**

**HINDUSTHAN BUILDING, 3RD FLOOR
4, CHITTARANJAN AVENUE
KOLKATA – 700 072.**

E mail : ez_engg@licindia.com

ENROLMENT FORM

Name of job : Builders work including sanitary, plumbing and ancillary structures for Housing for Sr Citizen's at mouza Ghatikia and Aiginia, Bhubaneswar, Orissa



**LIFE INSURANCE CORPORATION OF INDIA.
EASTERN ZONAL OFFICE
ENGINEERING DEPARTMENT
HINSUSTHAN BUILDING, 3RD FLOOR
4, CHITTARANJAN AVENUE, KOLKATA – 700 072.**

INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM

The Enrolment Form alongwith the Annexure A1, A2 and B to G shall be completely filled in all respect alongwith cost of Enrolment Form of Rs. 1000/- (non-refundable) by way of DD in favour of Life Insurance Corporation of India payable at Kolkata, addressed to the Chief Engineer, Life Insurance Corporation of India, Eastern Zonal Office, Hindusthan Building(3rd Floor), 4, C.R. Avenue, Kolkata – 700 072 alongwith these instructions for filling and submission of Enrolment Form on or before **14.04.2008**. 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 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.

Enclo. : Enrolment Form with
Annexures 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 Annexures A1, A2 and B to G.

**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
EASTERN ZONE**

FORM FOR ENROLMENT OF CONTRACTORS

I / We _____ am / are desirous of being enrolled _____ on list of contractors for Main builders work including internal water supply and sanitary work for Housing for Sr Citizen's at mouza Ghatikia and Aiginia, Bhubaneswar, Orissa 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 Lac
i)	2003-04	
ii)	2004-05	
iii)	2005-06	
iv)	2006-07	

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. _____ Lac with _____
ii) Rs. _____ Lac 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 three 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 licence 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 licence 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 14.04.2008.

SIGNATURE OF ISSUING OFFICER

AFFIDAVIT

(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.**

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

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

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)	Commen- cement of work month Year	Comple- tion of work month Year	Penalty levied for delay of comple-tion, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	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)	8 (ii)
2.	Annexure (A-2) as supplied	8 (ii) (Particulars of Partners)
3.	Annexure – E (as supplied)	9 (Particulars of enrolment in LIC and other Organization)
4.	Proof of Turnover	11 (ii)
5.	Latest I.T.C.C.	11 (iii)
6.	Solvency Certificate	12 (ii)
7.	Certificate of Bank Guarantee	12 (iii)
8.	Immovable Property Certificate	13 (ii)
9.	Movable Property reference	14 (i)
10.	(★) Annexure 'C' (as supplied)	15 (Particulars of shuttering tools/ plant)
11.	(★) Annexure 'D' (as supplied)	16 (List of major works completed during last 3 years)
12.	(★) Annexure 'E' (as supplied)	17 (List of work in hand)
13.	(★) Copies of work order	17 (ii)
14.	(★) Annexure 'F' (as supplied)	18 (Particulars of permanent technical staff)

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