



Engineering Department, Central Zonal Office ,  
“Jeevan Shikha”, 60 –B, Hoshangabad Road, Bhopal  
Phone Nos. 0755 - 2676220, 2676218 , 2559632,

**PREQUALIFICATION TENDER NOTICE.**

Life Insurance Corporation of India intends to invite percentage rate tenders from reputed Contractors for the following work with estimated cost and other eligibility criteria as under:

Sl. No.	Name of work	Estimated cost in lacs	Completion time in months	Min. qualifying requirements in lacs during last 4 years		
				Minimum value of work executed in Govt./ Semi Govt. / PSU.	Av Annual Turn-over	Minimum Solvency
1.	Modernization of D.O. Building at Gwalior.	175.00	5	At least one work of value of Rs. 87.50 Lacs.	Rs. 175.00 Lacs.	Rs. 35.00 Lacs.

The Scope of work includes modernization , flooring, column cladding, wood work, partitions, wall paneling, painting, false ceiling, plumbing, sanitary installations, cash counters work, furniture work and internal electrical installation work such as cubical panels power distribution, cabling, point wiring, luminaries works.

Contractors experienced in similar works fulfilling the above eligibility criteria and desirous of tendering for this work should only apply to the **Dy. Chief Engineer (i/c)**, L.I.C. of India, Central Zonal Office, 60-B, Hoshangabad Road, Bhopal-462011 for enrolment form. Enrolment forms are available on payment of **Rs. 500.00 (Rupees Five Hundred only)** non refundable for above Modernization work in cash during cash hours or in form of demand draft in favour of “**Life Insurance Corporation of India**” payable at **Bhopal**, from **03.10.2011 to 15.10.2011** on working days during office hours. Contractors, who comply to parameters for the proposed work may submit their credentials along with duly filled in enrollment form. The Enrolment form can also be downloaded from our website : [www.licindia.in/tender\\_notice.htm](http://www.licindia.in/tender_notice.htm). In case of the downloaded enrolment form the same should be submitted duly filled- up along with the relevant documents and the demand draft for **Rs. 500/- ( Rs. Five Hundred only)** non refundable. The filled in Enrolment Form should be submitted on or before **22.10.2011** to the **Dy.Chief Engineer (i/c)**, L.I.C. of India, Jeevan Shikha Building, Central Zonal Office, 60-B, Hoshangabad Road, Bhopal-462011. For working contractors of L.I.C. of India, the above criteria may be relaxed by 25%.

**L.I.C. OF INDIA** reserves the right to reject / issue of Enrolment form/Tender to any contractor or select any contractor at sole discretion without assigning any reason.

The name of all empanelled contractors shall be published in our website within 90 days (approximately) from the date of this publication.

**DY. CHIEF ENGINEER.(I/C)**

**We also undertake Engineering Consultancy Services**



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Engineering Department, Central Zonal Office ,  
"Jeevan Shikha", 60 –B, Hoshangabad Road, Bhopal  
Phone Nos. 0755 - 2676220, 2676218, 2559632

***FORM FOR ENROLMENT OF CONTRACTORS***

**JOB NO : 01**

**NAME OF JOB : Proposed Modernization of Divisional Office at  
Gwalior.**



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Engineering Department, Central Zonal Office ,  
“Jeevan Shikha”, 60 –B, Hoshangabad Road, Bhopal  
Phone Nos. 0755-2676220, 2676218 , 2559632

### INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the **Annexures A to H** shall be completely filled in all respects and to be submitted to this office along with 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 **22.10.2011**. 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 Nationalized/Scheduled Bank for minimum amount of **20 % of estimated cost** 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 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 balance sheets duly certified by registered accountants.

6. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the **L.I.C OF INDIA** reserves the right not to issue tender to any/all applicants without assigning any reason whatsoever.

DY. CHIEF ENGINEER.(I/C)

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 along with annexure A to H.

Signature of Contractor

Enrolment Form No. \_\_\_\_\_  
(To be filled by office)

**LIFE INSURANCE CORPORATION OF INDIA**  
 Engineering Department, Central Zonal Office ,  
 "Jeevan Shikha", 60 –B, Hoshangabad Road, Bhopal  
 Phone Nos. 0755-2676220, 2676218,2559632

**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.	PAN No		
	TIN No.		
	VAT Registration No.		
	Service Tax Registration No.		
4.	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		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 Organizations	:													
11.	Has the applicant or his partners or Directors been black listed in the past by any Central or State Government Dept./ Organization	:													
12. i)	Annual Turn Over for last three years (enclose documentary evidence or proof to support figures)	:	<table border="1"> <thead> <tr> <th>Year</th> <th>Rs. in Lacs</th> </tr> </thead> <tbody> <tr> <td>i) 2007-08</td> <td></td> </tr> <tr> <td>ii) 2008-09</td> <td></td> </tr> <tr> <td>iii) 2009-10</td> <td></td> </tr> <tr> <td>iv) 2010-11</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Year	Rs. in Lacs	i) 2007-08		ii) 2008-09		iii) 2009-10		iv) 2010-11			
Year	Rs. in Lacs														
i) 2007-08															
ii) 2008-09															
iii) 2009-10															
iv) 2010-11															
ii)	What evidence of proof is enclosed to support the amounts of yearly turnover	:													
iii)	Enclose for the last four years balance sheets duly certified by accountants	:	Certificate enclosed for Assessment years .....												
13. 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.												
14. 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.....												

15.i)	Particulars of movable properties along with Banker's reference	:	
	Value of tools & plants	:	Rs.
	Other Assets	:	Rs.
	Total		
ii)	Whose reference is enclosed	:	
16.	Fill in and enclose list of tools & plants as per Annexure-C enclosed	:	
17.	Fill in enclosed Annexure D giving full particulars about major works completed during the past four 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	:	
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 <b>water supply, sanitary and plumbing</b> installations		
	ii) Who is the license holder and what his experience of this work is.		
21	i) How do you normally get work of electrical installations carried out		
	ii) Who is the license 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 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 CONTRACTOR**

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**: FOR OFFICE USE ONLY:**

**ENROLMENT FORM NO.....SUBMITTED**

**BY..... FOR**

(NAME OF WORK) : **Proposed Modernization of Divisional Office at Gwalior.**

**NOTE: THE FILLED IN ENROLMENT FORM SHOULD REACH IN THE OFFICE ON OR BEFORE :  
22.10.2011.**

**SIGNATURE OF RECEIVING OFFICER**

LIFE INSURANCE CORPORATION OF INDIA

AFFIDAVIT

(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 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 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

## 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**

**LIFE INSURANCE CORPORATION OF INDIA  
PARTICULARS OF SHUTTERING TOOLS AND PLANT (CIVIL)**

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

**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 (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				

**SIGNATURE OF CONTRACTOR**

## LIFE INSURANCE CORPORATION OF INDIA

## LIST OF MAJOR SIMILAR NATURE WORKS COMPLETED DURING LAST FOUR 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)

SIGNATURE OF CONTRACTOR

## 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**

**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**

**ENROLMENT CHECKLIST****CHECKLIST FOR ENROLMENT :**

<b>Sr. No.</b>	<b>Description of Enclosure</b>	<b>Refer Item of form</b>
1.	Partnership deed / Articles of Association / Affidavit (★) (★) Annexure A-1	9 (ii)
2.	Annexure (A-2) as supplied	9 (ii) (Particulars of Partners)
3.	Annexure – E (as supplied)	10 (Particulars of enrolment in LIC and other Organization)
4.	Proof of Turnover	12 (ii)
5.	Latest I.T.C.C.	12 (iii)
6.	Solvency Certificate	13 (ii)
7.	Certificate of Bank Guarantee	13 (iii)
8.	Immovable Property Certificate	14 (ii)
9.	Movable Property reference	15 (i)
10.	(★) Annexure ‘C’ (as supplied)	16 (Particulars of shuttering tools/ plant)
11.	(★) Annexure ‘D’ (as supplied)	17 (List of major works completed during last 4 years)
12.	(★) Annexure ‘E’ (as supplied)	18 (List of work in hand)
13.	(★) Copies of work order	18 (ii)
14.	(★) Annexure ‘F’ (as supplied)	19 (Particulars of permanent technical staff)

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**