

**ENROLMENT OF CONTRACTORS FOR FOLLOWING
CATEGORIES**

NATURE OF WORK:

Category A.1- Annual Repair & Maintenance of **Civil Works** including Painting, Carpentry, Sanitary and Water Supply of the properties of the corporation under DO Amritsar of Cost up to Rs 5.00 Lakh

Category A.2 – Installation, Annual Repair & Maintenance of **Electrical Works**, Data Cabling under DO-Amritsar of cost up to Rs 5.00 Lakh

PRE-QUALIFICATION NOTICE

PRE-QUALIFICATION OF CONTRACTORS FOR ANNUAL RATE CONTRACT

Life Insurance Corporation of India Divisional office Amritsar intends to enroll experienced firms/agencies for the Repair Maintenance work of Civil & Electrical of different nature Cost up to Rs. 5.00 Lac (Approx), Selection Criterion are as detailed below:-

| Category | Nature of works | Estimated cost of work in Rs | Minimum Solvency/ Net Worth certificate in enclosed format issued/certified by Chartered Accountant | | Average Annual Financial Turn-over on similar nature works during last three years ending 31st March of financial year(lakh) 2021-2022 2022-2023 2023-2024 | Qualifying value of work during the last 7 years |
|----------|------------------|------------------------------|---|-----------|--|--|
| | | | Solvency In Rs | Net worth | | |
| A-1 | Civil Works | Up to Rs 5 Lakh | 2.00 Lakh | 0.50 lakh | Rs 5.00 Lakh | Three Similar works each costing not less than 2.00 lakh Or Two Similar works each costing not less than 2.50 lakh Or One similar works each costing not less than 4.00 lakh |
| A-2 | Electrical Works | Up to Rs 5 Lakh | 2.00 Lakh | 0.50 lakh | Rs 5.00 Lakh | |

Notes :-

- Solvency Certificates:** - The Solvency Bankers Certificate should not be more than 6 months older than the last date of submission Application for Empanelment. Solvency / Bankers certificate should have been issued by a Scheduled Commercial (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative Banks or Rural Regional Bank). Sample Form for Solvency Certificate – Annexure-I is attached). As an alternative to solvency / Bankers Certificate, Applicant/ Bidder may submit Net Worth Certificate as given in qualification criteria (Annexure II) issued / certified by Chartered Accountant (Sample Form for Net worth Certificate – Annexure – II is attached).
- Average Annual Financial Turn Over:-** The Applicant should have Average Annual Financial Turn over for last three financial years ending 31st March 2024. Scanned copy of certificate or profit loss statement duly certified from Chartered Accountant to be submitted.
- Qualifying value of work completed during last 7 years:-** The value of executed work (by the bidders in last 7 years) shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum; calculated from the date of completion of the work to the last date of submission of application of Empanelment.

4. “Similar nature” means the characteristics of the completed works should be similar to that for which applications are submitted for Empanelment. For the Civil Category all civil nature of work, plumbing-sanitary work, and wooden works etc shall be considered. In Electrical category all Electrical LT/HT, cabling works, Fire Alarm & Smoke detection works, IT networking work etc shall be considered.
5. The applicants needs to submit performance certificate for all qualifying works, containing details such as Date of Commencement & completion , details of similar nature works, Final Completion Cost duly certified by Authorized official in case of Govt/Semi Govt or Public Sector Undertaking.
6. In case, qualifying works are from Private Sector, the applicants/bidders to submit payment received details duly certified by Chartered Accountant. If called for documents such as copy of final bill or other relevant documents, to be submitted for verification.
7. **Disqualification:** Even if an applicant meets the Qualification Criteria , he shall be subject to disqualification if he or anyone of the constituent partner Director is found to have : i) Made misleading or false representations in the forms , statements , affidavits and attachments submitted in proof of the qualification requirement and / or ii) Records of poor performance during the last seven years, as on date of NIT , such as abandoning the work , rescission of the contract for reason which is attributable to non performance of the contractor, financial failure due to bankruptcy.
8. Joint Venture : Joint Ventures applicants will not be considered.
9. Application for Empanelment and all communication shall be signed only by Proprietor of Proprietorship firm/ Authorized Partner in case of Partnership Firm / Authorized Person of Company , Public, Limited Firm etc. For these purposes , power of Attorney shall not be considered.
10. For category A-2, i.e. Electrical works, agency should have valid A class contractor license.
11. Separate enrolment form for each category has to be submitted by the applicants along with separate DD @ Rs.100/- (Rupees Five Hundred only) plus GST @ 18% i.e. total Rs.118/-

Application for enrolment duly completed and addressed to

**Tender Receiving officer,
LIC of India,
DO Amritsar**

should be submitted at the below mentioned address on or before 31.12.2024 up to 17:00 Hrs

**LIC of India,
OS Department, Divisional Office Amritsar,
Jeevan Prakash Building
4 & 5 District Shopping Complex Ranjit Avenue
Amritsar 143001**

in a closed envelope super scribed as

**“Application for enrolment of Contractor under Category:..... Name
of the category:.....”**

along with non-refundable application fee of **Rs 118**-including GST (**Separate Fee for Separate Category**) in the form of Demand Draft only in favor of **LIC of India, payable at Amritsar** or can be deposited at our cash counter in cash during cash hours on any working day excluding Saturday, Sundays and holidays.

12. In case of change in the name of Firm/ Changes in partners, proper authentic document / memorandum / registration in support of such changes shall be submitted by the applicant before Empanelment or afterwards as case may be, for scrutiny and processing.
13. Exemption on deposit of Enrolment Fee will be given to MSE/ NSIC registered bidder.
14. Enrolment form (Application form) can be downloaded from our web site www.licindia.in under section Tenders
15. Sr. Divisional Manager reserves the right to reject / select any contractor at his sole discretion without assigning any reason/s whatsoever.

**Sd-
Senior Divisional Manager**



**Life Insurance Corporation of India,
Office Services Department, Divisional Office- Amritsar**

ENROLMENT FORM

**LIFE INSURANCE CORPORATION OF INDIA
Divisional Office Amritsar
Jeevan Prakash Building
4 & 5 District Shopping Complex-143001
Email id : os.amritsar@licindia.com,**

FORM FOR ENROLMENT OF CONTRACTORS

I / We _____ am / are desirous of being enrolled on list of contractors for-

| Sl. No. | Nature of Work and category |
|---------|-----------------------------|
| 1 | |

I / We give the following details for your consideration.

| Sl.no | QUERY | | ANSWER |
|-------|---|---------------------|--------|
| 1 | Name of the firm | : | |
| 2 | Address | | |
| 3 | PAN No | | |
| | Goods & Service Tax Registration No | | |
| 4 | Contact Details | Office Phone No. | |
| | | Residence Phone No. | |
| | | Mobile No. | |
| | | Fax No. | |
| | | Email | |
| 5 | Month and year in which the firm was established in present name. | | |
| 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. On Rs 100 stamp paper | | |
| | iii) Fill-in enclosed Annexure A-2. | | |

| | | | |
|----|---|---------|------------|
| 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 Govt. Deptt./ Organisation | | |
| 10 | i) Annual Turn Over for last three years (enclose documentary evidence or proof to support figures) | | YEAR |
| | | | Rs. in Lac |
| | | i | 2021-22 |
| | | ii | 2022-23 |
| | iii | 2023-24 | |
| | ii) Evidence of proof is enclosed to support the amounts of yearly turnover (certified copy of CA/Profit loss statement) | | |
| 11 | Enclose solvency certificate or net worth certificate indicating amount (The certificate should not be more than 6 months old). Annexure-G & D | | |
| | | | |
| 12 | Having sufficient of tools & plants to carry out work. . Value of tools & plants. List dully self declaration be enclosed | | |
| 13 | Fill in & enclose Annexure-C giving full particulars about major works completed during past 7 years NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given. Work completion certificate/performance certificate for qualified projects must be enclosed | | |
| 14 | Work in Progress: | | |
| | i) Whether full details of major work on hand given in Annexure 'E' Note: The details must be enclosed. | | |
| 15 | Whether full information regarding permanent technical staff employed given in Annexure 'F' | | |
| 16 | i) How do you normally carry out works of water supply, sanitary, carpentry and plumbing etc | | |
| 17 | i) How do you normally get work of electrical installations carried out | | |
| | ii) Who is the license holder & what is his experience | | |



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation of India,
Office Services Department, Divisional Office- Amritsar

| | | | |
|----|---|--|--|
| | Note;- Valid license should be enclosed | | |
| 18 | Any other information the applicant might like to give | | |

Seal & Signature of the Contractor

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.

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 furnishing false particulars in the enrolment form or 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 rescind

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 **31.12.2024**

A F F I D A V I T

(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.**

ANNEXURE A2

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 | As Employe | As contract | |
| 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 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

Annexture C

LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

| Sl. No | Name & complete postal address | | | Order | | | Value of work as per final bill (Rs. in Lac) | Commencement of work, month Year | Completion of work, month Year | Penalty levied for delay of completion if any |
|--------|--------------------------------|-----------|--|--------|--------|------------------|--|----------------------------------|--------------------------------|---|
| | Site of Work & Nature of work | Authority | Work Authority under whom work was carried out | Ref No | Amount | Is copy enclosed | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Seal & Signature of Contractor

BANKERS CERTIFICATE FROM A BANK

This is to certify that to the best our knowledge and information that M/s / Shri
.....having marginally noted address as a
customer of our bank / are is respectable and can be treated as good for any engagement up to a
limit of Rs(Rupees.....(Rupees.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the
officers.

Signature of Authorized official For the Bank

- Note: 1. Bankers Certificate should be on letter head of the Bank, addressed to Tender issuing Authority.
2. In case of partnership firm, certificate should include name of all partners as recorded with the Chartered Accountant
3. The application will not be considered valid if any change to the above format is made

ANNEXURE – E

LIFE INSURANCE CORPORATION OF INDIA

LIST OF WORK IN HAND

| Sr. No. | Name and Complete Postal Address of | | Ref. No. & Date | 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 | |
|---------|-------------------------------------|---|-----------------|---------------------|------------------|------------------------------|--------------------------------------|---|------|
| | Owner | Authority under whom work was carried out | | 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

Annexture G

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

It is to certify that as per the audited Balance Sheet and Profit & Loss Account during the financial year, the Net Worth of M/s(Name & Registered address of Individual /Firm/ Company) as on 31st March(on either 31st March 2023 or 31st March 2024 is Rs(Rupees) after considering all liabilities . It is certified that computation of Net Worth based on my /our scrutiny of Books of Accounts, Records and Documents is true and correct to the best of my/ our knowledge.

It is further certified that the Net Worth of the Company has not eroded by more than 30% in the last three years ending on 31st March..... (Year for the Net Worth is submitted)

Signature of Chartered Accountant

Name of Chartered Accountant:

Membership No of ICAI:

Date

Seal

Note : 1. The Net Worth Certificate should be on letter head of the Chartered Accountant.

2. In case of partnership firm, certificate should include name of all partners as recorded with the Chartered Accountant

**PERFORMANCE REPORT OF WORKS REFERRED IN PRE-QUALIFICATION TO BE
 SUBMITTED IN FOLLOWING FORMAT**

1. Name of the work :-
2. Agreement No if any. :-
3. Cost of the work :-
4. Date of Start :-
5. Date of completion
 - (i) Stipulated date of completion :-
 - (ii) Actual date of completion :-
6. If actual date of completion is beyond original stipulated date of completion
 - (a) Extended period without imposition of Penalty Liquidated damages forNumber of days/ Months
 - (b) Extended period with Penalty/ Liquidated damages for :.....No of days / Months

Performance Report

| | | | |
|------|--|---|--|
| I. | Contractors Site organization | : | (a) Well organized (b) Adequate (c) Poorly organized |
| II. | Quality of materials with reference to specifications | : | a) Good, (b) Satisfactory (c) Poor |
| III. | Workmanship and Supervision | : | a) Good, (b) Satisfactory (c) Poor |
| IV. | Labor Relations and facilities | : | a) Good, (b) Satisfactory (c) Poor |
| V. | Attitude towards settlement of disputes and differences | : | Co-operative (b) Non Co-operative |
| VI. | Safety Record Were there any accidental / structural collapses at site If answer to (a) is Yes, state whether due to | : | Yes/ No i) Negligence ii) Improper work iii) Reasons beyond control |

Any other Remarks:.....

Signature of Authorized officer (with seal & date)

Note : This format shall be part of Pre-qualification form and the agencies shall obtain Performance Certificate from the Employer in above format and submit along with pre-qualification document.

CHECKLIST

| Sr. No. | Description of Enclosure | Submitted Yes/No |
|---------|---|---------------------|
| i. | Partnership deed / Articles of Association / Affidavit Annexure A-1 | |
| ii. | Annexure (A-2) | |
| iii. | Enrollment with LIC Annexure 'B' | |
| iv. | Work completed Annexure 'C' | |
| v. | Work in Hand Annexure – E | |
| vi. | Detail of Technical Staff Annexure 'F' | |
| vii. | Proof of Turnover | |
| viii. | Solvency Certificate/ Net Worth Certificate Annexure 'D' & "G" | |
| ix. | Copies of work order | |
| x. | Performance certificate Annexure 'H' | |

SEAL & SIGNATURE OF CONTRACTOR