



LIFE INSURANCE CORPORATION OF INDIA
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4TH FLOOR)
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072
 PHONE: 033-22129077/22127443,
 E-mail: ez_engineering@licindia.com
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

BID – I & II

PRE-QUALIFICATION BID

Bid no:LICI/EZO/2023-24 /16 dated 28.07.2023

NAME OF WORK: TENDER FOR APPOINTMENT OF ARCHITECT FOR OBTAINING MUNICIPAL APPROVAL FOR THE RECONSTRUCTION OF DILAPIDATED PROPERTY AT PREMISES NO 9,10 & 11 J.L. NEHRU ROAD AND PREMISES AT 1A & 1B ON S.N. BANERJEE ROAD AT KOLKATA.

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Life Insurance Corporation Of India, Eastern Zonal Office,
 Engineering Department, Hindusthan Building, 4th Floor,
 4, Chittaranjan Avenue, Kolkata- 700072, Phone: 033 2212-
 7443, Email: ez_engineering@licindia.com,

Website: www.licindia.in/tenders

COMPETITIVE BIDDING FOR APPOINTMENT OF ARCHITECT FOR OBTAINING MUNICIPAL APPROVAL FOR THE RECONSTRUCTION OF DILAPIDATED PROPERTY AT PREMISES NO 9,10 & 11 J.L. NEHRU ROAD AND PREMISES AT 1A & 1B ON S.N. BANERJEE ROAD AT KOLKATA.

Life Insurance Corporation of India invites bids through [website www.licindia.in/tenders](http://www.licindia.in/tenders) from eligible bidders for the following works as per the details given below:

Bid No.	LIC/EZO/2023-24 /16 dated 28.07.2023
Description of Works	Appointment of ARCHITECT FOR OBTAINING MUNICIPAL APPROVAL FOR Reconstruction of dilapidated property at premises no 9,10 & 11 J.L. Nehru Road and premises at 1A & 1B on S.N. Banerjee Road at Kolkata.
Sale Period (Downloading)	28.07.2023to 10.08.2023
Bid submission closing date & time	10.08.2023at 14.00 hours
Contact Person E-mail:	Rn.Dutta@licindia.com

The complete set of Tender Documents comprising BID- I, II, & III has been made available at e-tender portal <http://www.tenderwizard.com/LIC>.

Note: Any addendum/corrigendum/sale date extension in respect of above tenders shall be issued on website: <http://www.tenderwizard.com/LIC> only. Bidders are therefore requested to regularly visit the said website to keep themselves updated.

Dated 28.07.2023

CHIEF ENGINEER



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PRE-QUALIFICATION NOTICE

Life Insurance Corporation of India intends to invite Quotation of Tender for “Appointment of Architect for the obtaining Municipal Approval for the reconstruction of dilapidated property at premises no 9,10 & 11 J.L. Nehru Road and premises at 1A & 1B on S.N. Banerjee Road at Kolkata.

PRE-QUALIFICATION BID (BID-I)

1. CRITERIA FOR ACCEPTANCE OF BIDS AND PROCEDURE FOR EVALUATION.

1.1 CRITERIA FOR ACCEPTANCE OF TENDERS:

The tenders are being invited in three -bid system i.e. **BID-I** consist of “Pre-qualification Bid” **BID-II** consist of “Tender Processing Fees” and **BID- III** consist of ‘Price Bid & Conditions of Contract”. The tenders received will be evaluated by LIC as per the procedure described hereinafter, to ascertain the eligible offers.

1.2 PROCEDURE FOR EVALUATION OF TENDERS (PRE-QUALIFICATION BID, TECHNICAL BID AND PRICE BID).

1.2.1 PRE-QUALIFICATION BID:

Pre-qualification Bid shall consist of (I) Filled in Enrolment Form enclosed as Annexure “X” in Bid document (II) Copy of Work Experience Certificates/Work in hand/Work Orders/Manpower and Technical recourses details.

I) Enrolment Form:-

The Enrolment Form enclosed as “Annexure “X” issued by LIC should be duly filled in ,signed in all pages and submitted along with the enclosures and necessary documents as specified like copy of PAN Card, GST registration Certificate, copy of registration certificate with Council of Architecture etc.

II) Copy of Work Experience Certificates/Work in hand/Work Orders/Manpower and Technical recourses details

The Architect/Consultant should submit the details of work carried out by them for last seven years (Government/PSUs/Reputed Corporate) with authentic copy of work order/acceptance letter and copy of work completion certificate.. The Completion certificate for qualified projects must be with address & contact numbers of issuing authority. The participating Architect should also submit details of major work in hand as on date. **The details should be self attested by giving registration number of Council of Architecture, New Delhi.**

The details mentioning the full information regarding permanent technical staff employed should be submitted.



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Note: List of only those works which were similar in nature and carried out by the firm requesting for enrolment is to be given.

III) Evaluation Criteria of “Pre-qualification Bid”-

The submitted Enrolment Form along with copy of self attested documents as stated above i.e. “Pre-qualification Bid” will be evaluated by LIC of India considering the following important parameters-

- 1) The bidders should be registered with Kolkata Municipal Corporation as an Architect
- 2) Should have successfully obtained Municipal Approval for construction of multistory office, Commercial building , Hospitals, Hotels, Educational institutes from Kolkata Municipal Corporation with last seven years .

- a. At least one Project with Built up area of not less than **98,900 Sft.**

1.2.2 TECHNICAL BID:

Technical bid shall be of Bid Document issued by LIC

Technical Bid Document:

The Bid Document issued by LIC should be duly filled in, signed in all pages and submitted along with the enclosures and necessary documents as specified in the bid document. The Technical Bid shall be evaluated on the basis of certified copies of the valid documents submitted by the Bidder. If the required documents are not attached, it will be assumed that the bidder is not qualifying the particular criteria, and then they will not get any marks for those particular criteria.

1.2.3. PRICE BID

Those Architects as approved by Competent Authority shall only qualify for the consideration of opening of the ‘Price Bid’.

1.3 ACCEPTANCE OF BID:

The Price bids of the Architect who will be eligible for opening of Price Bids as per pre-qualification criteria **will be opened as per scheduled date in the presence of Architect or their authorized representatives. The venue, date & time will be intimated to qualifying Architect. The Architect who quotes the lowest price will be considered for appointment as Architect for the Project.**

The Tender Documents consist of **BID- I, BID-II & BID- III**. The tenderer shall go through the **BID-I, BID-II and BID-III** and quote their offer accordingly. The Tenderer shall go through the **BID-I, BID-II and BID-III** of the tender documents before submitting the tender.



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1.4 Architect has to submit the Tender as under:

1.4.1 BID--I: Tender document Fee of Rs. **500/- (Rupees Five Hundred only)** (non-refundable) in the form of Demand Draft/Pay order in favour of “**Life Insurance Corporation of India**” payable at “**Kolkata**” shall be deposited in a sealed envelope duly superscribed as **Envelope-1**.

BID-II: PRE-QUALIFICATION BID - Tenderers should be uploaded the all documents as per pre-qualification criteria along with relevant qualifies documents as per Proforma in the website <http://www.tenderwizard.com/LIC>.

1.4.2 BID--III: FINANCIAL BID consisting of **CONDITIONS OF CONTRACT** and schedule of quoted rate on **lump sum** basis. The **lump sum rate** in figure shall be quoted in the template provided. No other document, conditions shall be submitted along with documents of **FINANCIAL BID** in a sealed envelope duly superscribed as “**Envelope-3**”.. This bid consist of Two Parts.. **CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS** (is to be stamped & signed of each pages by lowest tenderer only as & when ask for and shall quote their rates on Lumpsum basis as per format given in the online e-tender. in the website <http://www.tenderwizard.com/LIC>.

1.4.3 All these are to be submitted within schedule date of submission of the tender.

Note:

- (a) The Architect will be selected only after satisfactory verification of the genuineness of the submitted documents as the proof of Credentials. Any Architect applied and fulfilling the selection criteria may not be considered for enlistment if unsatisfactory performance report/s is/are received for the completed projects from their previous employer/s. The credentials of works executed under Joint-Ventures system and applications from Joint Venture agencies shall not be accepted.
- (b) The Chief Engineer reserve the right to not open Financial bid of Tender or any/ all the Applicants at his sole discretion without assigning any reason whatsoever.
- (c) Only for pre-qualification criteria of minimum value of similar nature of work done in last 7 (seven) years period will be considered.

Date: 28.07.2023

CHIEF ENGINEER

SCHEDULE OF TENDERING PROGRAM.



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1.5. Last Dates of various activities by bidder:

- i) Downloading of Tender Documents : Up-to 13.00 Hrs on 10.08.2023
 ii) Pre-bid meeting : On 03.08.2023 at 11.30 Hrs.
 iii) Tender Closing Date & Time : Up-to 14.00 hrs of 10.08.2023
 Submission of "**BID-I, BID-II & BID-III**"
 with signed and stamped in each page by the
 Architect/Consultants.
 iv) Opening of **BID I & BID II** : On 10.08.2023at 15:30 Hrs

KEY DATES

Sr. No.	Department Stage	Contractor Stage	Start Date and Time	Expiry Date and
1	-	Downloading of Tender Document	28.07.2023 17.01 Hrs	10.08.2023 13.00 Hrs
2		Pre-bid meeting	On 03.08.2023 11.30 Hrs.	
3		submission of " BID-I, BID-II & BID-III " in the office of LIC of India, EZO,Kolkata.	28.07.2023 17.01 Hrs	10.08.2023 14.00 Hrs
4	Opening of BID-I & BID-II	-		10.08.2023 15.00 Hrs

NOTE: The date of opening of BID- III (Financial BID & Conditions of Contract) shall be intimated at a later date to Architect cum Consultants, who fulfill the selection criteria.

The venue of the Physical Submission of BID-I, BID-II & BID-III and Pre-bid Meeting:

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 Eastern Zonal Office,
 Engineering Department (4th floor),
 "Hindusthan" Building,
 4 CR Avenue,
Kolkata-700072.



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INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS

NOTE: Architect should note that non-compliance of the following instructions will render the tender liable for rejection.

1.6 Address to which the BID-I, BID-II & BID - III i.e. Pre-qualification Bid & Technical Bid ,Tender document Fee and Financial Bid including Condition of Contract signed and stamped in each page by the Architect in a sealed envelope marked BID-I, BID-II & BID-III is to be submitted physically:

**The Chief Engineer,
Life Insurance Corporation of India,
Eastern Zonal Office,
Engineering Department (4th floor),
“Hindusthan” Building,
4 CR Avenue,
Kolkata- 700072.**

- 1.7 Last date for receipt of tenders: As per Key Dates is **up to 14.00 hours of 10.08.2023.**
- 1.8 Architect should ensure that the tender is received before the due date and time specified in the Key Dates of the tender.
- 1.9 Architect should fill in all the relevant information in prescribed forms and put his signature on the relevant places as required.
- 1.10 The quoted amount should be filled in as per the format given in the Tender.
- 1.11 Architect should note that he is to quote lump sum rates basis only.
- 1.12 No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate documents.
- 1.13 Tender processing fee accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque of any Nationalized Bank/Approved Scheduled Bank drawn in favour of “LIFE INSURANCE CORPORATION OF INDIA” payable at “**Kolkata**”. Any tender, which is not accompanied by Tender Processing fee, shall be summarily rejected.
- 1.14 The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The Architect/Consultants can submit the self attested copy of the same.



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- 1.15 Architect are warned that Cash, or Encashable Cheque, or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Tender processing fee remittance will not be accepted.
- 1.16 Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer.
- 1.17 Architect should note that tender shall remain open for consideration valid upto **three months from the last date of submission of tender.**
- 1.18 The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part or to reject any or all tenders without assigning reasons thereof.
- 1.19 Architect should quote their rates in “**LUMP SUM**” basis in **prescribed form provided in both FIGURES and WORDS.**
- 1.20 **In case, there is any discrepancy in the quoted fee in the figures & words, the fee quoted lower between the two shall be considered as final.**



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TENDER EVALUATION PROCEDURE

1.21 Tenders are invited in Three Bid tendering system.

1.21.1 BID-I : Pre-qualifying & BID-II :Tender processing fees: This bid will be filled in enrolment form with credentials of Architect including Demand Draft/Pay Order/Banker's Cheque of Tender document fees of Rs.500/- (Rupees Five Hundred only) . “Pre-qualification” will be selection of Architect on the basis of Annual turnover, confidential /Inspection report/s & Value of work done of similar nature etc as mentioned in the selection Criteria. All the necessary required papers i.e. self attested copies of annual turnover (certified by Chartered Accountant), copy of work/ works executed, Completion Certificates. All required documents duly self attested only to be submitted.

On the due date of opening of Pre-qualification Bid, the **BID – I including BID –II Tender processing fees** will be opened first and the Pre-qualification Bid (**BID – I & BID-II**) of Architect whose Tender document fees found in order shall be opened.

1.21.2 BID- III (Financial Bid & Conditions of contract): The Price Bid consists of Conditions of contract & quoted rates in **LUMP SUM basis**. The Architect shall fill in the LUMP SUM Rate both in words. **The Architect shall note that no condition should be mentioned in the Price Bid. The conditional Tender is liable to be rejected.** The Financial Bid will be opened on the scheduled date. Date of opening of FINANCIAL BID will be conveyed to the Architect who qualify in **BID- I & BID-II**. The LUMP SUM Rate quoted in Tender shall remain valid **three months** from the last date of submission of Tender.



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INSTRUCTIONS FOR FILLING AND SUBMISSION OF PRE-QUALIFICATION BID

1.22 The Enrolment Form along with the Annexure A1, A2 and B to G shall be completely filled in all respect along with these instructions for filling and uploading of Enrolment Form.

1. Architect 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 Pre-qualifying Bid of the eligible Architect cum Consultants, which fulfill the selection criteria, shall be evaluated. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Tender processing fees of Rs. 500/- (Rupees Five Hundred only) from any Nationalized/Scheduled Bank in favour of "**Life Insurance Corporation of India**" payable at "**Kolkata**" as mentioned in the pre-qualification tender notice should be submitted along with **BID - I**.
5. The Architect are advised to follow the instructions given below :
 - (a) Enrolment Form shall be filled in the 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 Architect/Consultants 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.
 - (e) Copy of Agreement in case of works carried out for private agencies should be enclosed.
6. All the documents submitted are to be self attested by the authorized signatory.
7. Please note that the submission of Pre-qualification BID does not confer any right to claim for selection for further tendering process.
8. Chief Engineer reserves the right to reject the Pre-qualification BID of the applicant without assigning any reason whatsoever.

Encl: Enrolment Form with Annexure A1, A2 and B to G

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Annexure- "X"

FORM FOR PRQ-UALIFICATION ARCHITECT/CONSULTANTS.

Please note that all documents required to be submitted along with filled in Enrolment form are to be self attested by the authorized person of the applicant with an undertaking that full responsibility is taken by him/her on behalf the applicant for veracity of submitted documents.

I/We.....am/are desirous of being enrolled for the proposed Architectural services in LIC for **APPOINTMENT OF ARCHITECT FOR OBTAINING MUNICIPAL APPROVAL FOR THE RECONSTRUCTION OF DILAPIDATED PROPERTY AT PREMISES NO 9,10 & 11 J.L. NEHRU ROAD AND PREMISES AT 1A & 1B ON S.N. BANERJEE ROAD AT KOLKATA.** and hereby apply for the enlistment. I/We give the following details for your consideration:

SI.No	QUERY		ANSWER
1	Name of the firm	:	
2	Address:		
3	Local Address:		
4	PAN No		
	Goods & Service Tax (GST) No.		
5	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		Fax No.	
		Email	
6	Month and year in which the firm was established in present name		
7	Details of (I) Registration of Indian Institute of Architecture. (Copy Enclosed) (II) Registration No. of the Council of Architecture & validity (Copy Enclosed) (III) Registration /license no of KMC and validity		



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SI.No	QUERY	ANSWER	
8.	Particulars of old firm (if present firm is new), if main partners of the present firm were working as Architect/Consultant, in some other name in the past (The partnership deed of old firm to be enclosed)		
9	Particulars of Associate Architect/Consultant firms if any with documentary evidence.		
10	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.		
11	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations.		
12	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization.		
13	i) Annual Turn Over for last four years	YEAR	Rs. in Lakh
		i 2018-2019	
		ii 2019-2020	
		iii 2020-2021	
		iv 2021-2022	



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SI.No	QUERY	ANSWER
14	i) Name and complete postal address of bankers	
	ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be attach):	Name of Bank: Account No: IFSC Code:
15.	Fill in enclosed Annexure - D giving full particulars about major works completed during the past seven years Completion certificate for qualified projects must be self attested by giving registered number of Council of Architecture, New Delhi. 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	
17	I) Whether full details of major work on hand given in Annexure- "E" . Note: The details must be self attested.	Rs. _____ of _____ Date _____
	ii) Are copies of work orders for such large works enclosed?	
	Whether full information regarding permanent technical staff employed given in Annexure- "F"	
18	Whether check list submitted as per Annexure -G	
19	Any other information the applicant might like to give.	



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DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of Architect 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 Life Insurance Corporation of India Authority has the right to 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 Architects 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 Architect or firm, the Life Insurance Corporation of India may remove my/our name from the list of Architect and any contract that I/We may be holding at the time may be rescinded. All documents are self attested by me/us by quoting my/our Council of Architecture registration number.

PLACE :

DATE :

SIGNATURE OF Architect/ Consultants WITH SEAL



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ANNEXURE – A1

A F F I D A V I T

(On Non Judicial Stamp paper 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 shall be notarized.**



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ANNEXURE A2

**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	As Employee	As Architect/ consultant	
1	2	3	4	5	6	7	8

SIGNATURE OF ARCHITECT/CONSULTANT



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ANNEXURE – B

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 ARCHITECT/CONSULTANT



LIFE INSURANCE CORPORATION OF INDIA
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4TH FLOOR)
 HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072
 PHONE: 033-22129077/22127443,
 E-mail: ez_engineering@licindia.com
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

ANNEXURE – C

LIST OF PROJECTS FOR WHICH ARCHITECT HAS OBTAINED MUNICIPAL APPROVAL (MENTIONED IN N.I.T.) DURING LAST SEVEN YEARS

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Total FSI area in sqft	Date of Municipal Approval
	Name of project	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Fees Amount (Rs. in Lac)	Is copy enclosed		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

SIGNATURE OF ARCHITECT/CONSULTANTS

CONTRACTOR

CHIEF ENGINEER



LIFE INSURANCE CORPORATION OF INDIA
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4TH FLOOR)
 HINDUSTHAN BUILDING, 4, C.R. AVENUE, KOLKATA – 700072
 PHONE: 033-22129077/22127443,
 E-mail: ez_engineering@licindia.com
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

ANNEXURE – D

LIST OF WORK IN HAND

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Date of commencement of consultancy work	Scheduled date of completion of consultancy work	Progress made and expected date of completion and reasons for delay, if any
	Name of project	Owner	Authority under whom work was carried out	Ref. No. & Date	Fees Amount (Rs. in Lac)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

SIGNATURE OF ARCHITECT/CONSULTANTS

CONTRACTOR

CHIEF ENGINEER



LIFE INSURANCE CORPORATION OF INDIA
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4TH FLOOR)
HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072
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ANNEXURE – E

PARTICULARS OF PERMANENT TECHNICAL STAFF/ARCHITECTS/ENGINEERS/DRAFTERS

Sr. No.	Name	Designation	Age	Academic Qualification	Length Service with the Firm	Details of Experience Year to Year
(1)	(2)	(3)	(4)	(5)	(6)	(7)

SIGNATURE OF ARCHITECT/CONSULTANTS



LIFE INSURANCE CORPORATION OF INDIA
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4TH FLOOR)
 HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072
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ANNEXURE – F**PRE-QUALIFICATION BID CHECKLIST****ENROLMENT CHECKLIST**

Sr. No.	Description of Enclosure	Refer Item of form	Submitted YES/NO
1.	Details of (I) Registration of Indian Institute of Architecture. (Copy Enclosed) (II) Registration No. of the Council of Architecture & validity (Copy Enclosed) (III) Registration /license no of KMC and validity	7 (i) & 7 (ii)	
2	Partnership deed / Articles of Association / Affidavit (□) (□) Annexure A-1	10 (ii)	
3	Annexure (A-2) as supplied	10 (iii) (Particulars of Partners)	
4	Annexure – B (as supplied)	11 (Particulars of enrolment in LIC and other Organization)	
5	NEFT Details	14 (ii)	
6	(□) Annexure 'C' (as supplied)	15 (List of major works completed during last 7 years)	
7	(□) Annexure 'D' (as supplied)	16 (i) (List of work in hand)	
8	(□) Copies of work order	16 (ii)	
9	(□) Annexure 'E' (as supplied)	17 (Particulars of permanent technical staff)	

SIGNATURE OF THE CONTRACTOR