



**SOUTHERN ZONAL OFFICE**  
**C.C. Dept., 11<sup>th</sup> Floor, LIC Building,**  
**153 Anna Salai, Chennai 2.**  
Tel. 28616038/39



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**153 Anna Salai, Chennai 2.**  
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**TENDER FOR SUPPLYING AND FIXING OF  
BACKLIT LED MODULE WRAP UP  
SIGNAGE BOARDS IN VARIOUS  
BUILDINGS OF LIC SOUTHERN ZONE  
IN CHENNAI**

**LAST DATE & TIME FOR RECEIPT OF TENDERS : 07.03.2024 at 3 PM**  
**DATE & TIME OF OPENING OF TENDERS :07.03.2024 at 3.30 PM**



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## **TENDER NOTICE**

L.I.C. of India, Southern Zonal Office, C.C Dept. Chennai invites applications from the **Empanelled Vendors** of CC Department, Southern Zonal Office, Chennai for the installation of BACKLIT LED MODULE WRAP UP SIGNAGE BOARDS at various Buildings / Locations of LIC in the Chennai City.

Tender Documents may also be downloaded from our web site [www.licindia.in](http://www.licindia.in) by clicking “BACKLIT LED MODULE WRAP UP SIGNAGE BOARDS at various Buildings / Locations of LIC in the Chennai City.” under the link “Tenders”.

The filled in tenders are to be submitted on or before 07.03.2024 by 3 p.m. Bid document will be opened on 07.03.2024 at 3.30 pm. In case, any holiday is declared by the Government on 07.03.2024, the tenders will be received / opened on the next working day at the same timings.

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reason whatsoever.

Place : CHENNAI

**REGIONAL MANAGER (CC)**

Date : 29.02.2024

ANNEXURE – I

**Installation of Backlit LED Module Wrap Up Signage Boards at various LIC Buildings /**

**Locations at Chennai - Scope , Terms and Conditions**

**(Also see Annexure II - Scope and Specifications)**

**Scope of tender:** Installation of BACKLIT LED MODULE WRAP UP SIGNAGE BOARDS at various LIC Buildings / Locations of Chennai City and their trouble-free maintenance for a period of **five years**. The quote for the board shall therefore, **include all costs for successful installation & maintenance of the boards for a period of five years.**

The rates quoted shall be inclusive of maintenance of signage boards for a period of five years and there will be no other Charges payable for a period of five years, from the date of installation. The rate quoted shall include maintenance of the installed boards for a period five years which shall be inclusive of Materials, labour and all other allied costs.

**Specifications:**

Please see Annexure II for Scope of the work and Specifications for Installation of the boards at individual locations. The said annexure shall be duly signed, and submitted along with Annexure I.

**Signature of the Vendor with Seal**



**Installation of Backlit LED Module Wrap Up Signage Boards at various LIC Buildings /  
Buildings / Locations at Chennai -Scope , Terms and Conditions**

**Procedure for opening of bids:**

The Vendors desirous of participating in the tender shall submit the bids as follows:

The sealed cover shall contain both Annexure I & II along with the DD/Bankers' Cheque for Earnest Money Deposit. To be superscribed "**Annexures I & II - TENDER FOR SUPPLYING AND FIXING OF BACKLIT LED MODULE WRAP UP SIGNAGE BOARDS IN VARIOUS BUILDINGS OF LIC SOUTHERN ZONE IN CHENNAI**".

The Annexure I containing the Terms and Conditions shall be signed by the Authorised Signatory of the vendor along with seal in each page, in token of acceptance of the terms and conditions. The Annexure II contains the Financial Bid with the scope of work and specification for each board. The Summary Page of the Financial Bid has to be duly filled and signed by the Authorised signatory along with seal.

The Cover containing both Annexure I & II shall be duly sealed and superscribed "TENDER FOR SUPPLYING AND FIXING OF BACKLIT LED MODULE WRAP UP SIGNAGE BOARDS IN VARIOUS BUILDINGS OF LIC SOUTHERN ZONE AT CHENNAI", " to be submitted on or before **3.00 pm on 07.03.2024**.

The sealed cover containing the Annexures I & II shall be opened at **3.30 pm** the same day i.e **7<sup>th</sup> March 2024**.

**Earnest Money Deposit (EMD)**

- All the vendors desiring to participate in the said tender, shall remit an **Earnest Money Deposit (EMD)** of INR **40000/-** (Rupees Forty Thousand Only) The EMD amount shall be remitted by way of a crossed Demand Draft / Bankers' Cheque from a Scheduled Commerical Bank, drawn in favour of "Life Insurance Corporation of India" payable at Chennai, valid for a period of Three Months, drawn on a date not earlier than the date of issue of this tender. **The DD/Bankers' Cheque shall be placed in the Sealed Cover containing the Annexure I & II, as a separate cover.**
- The Earnest Money Deposit of all the unsuccessful vendors shall be refunded within a period of 15 days from the date of opening of the tender.

**Signature of the Vendor with Seal**

**Installation of Backlit LED Module Wrap Up Signage Boards at various LIC Buildings / Buildings / Locations at Chennai – Scope, Terms and Conditions**

- The Earnest Money Deposit (EMD) of the successful vendor shall form part of the **Security Deposit** (as mentioned in Point No 4 of the Terms and Conditions) and the vendor shall remit such balance amount, so that the EMD amount and the balance deposit amount, amounts to 10% of the basic cost of the bid amount (excluding GST).
- The EMD of the successful vendor will be forfeited, if the lowest bidder withdraws from undertaking the work. Further, **if the L1 vendor fails to pay interest-free Security Deposit to LIC** within the specified period, **the EMD will be forfeited.**

**Terms & Conditions:**

1. The Backlit LED Module Wrap Up Signage Boards shall be installed at all the places as mentioned in the tender documents and the Vendor shall undertake a **trouble-free maintenance** of the board for a period of **five years** from the date of successful installation and display.
2. All the Backlit LED Module Wrap Up Signage Boards shall strictly conform to the specifications stipulated in Annexure II.
3. The rate quoted for the installation of Backlit Signage Boards, as mentioned above, shall be inclusive of **all costs for successful display** viz. cost of the unit, fabrication cost, electrical connection, transportation costs, scaffolding costs if any, installation and **maintenance for trouble-free functioning of the board for a period of five years..** **Only the cost of the overall quote (excluding GST) including maintenance costs less buy back costs wherever applicable for all the seven works together** shall be considered to decide the L1 Vendor based on the Financial Quote (Annexure-II). **No other maintenance charges shall be paid by LIC for a period of five years.** The rate quoted by the Vendor shall include the cost of replacement of spares and also components, labour and transport and all other incidental charges, so as to **ensure trouble-free maintenance for a period of five years.**
4. The successful vendor, before issuance of work order, shall make an **interest-free deposit with LIC amounting to 10% of the Basic Cost of the bid amount (exclusive of GST) quoted in column(9)** of the financial bid in Annexure II. The said deposit shall be

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**Installation of Backlit LED Module Wrap Up Signage Boards at various LIC Buildings /  
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maintained in the books of LIC till the completion of the maintenance period viz. five years from the date of successful installation of the boards.

5. Apart from the above, before commencing the work, necessary insurance policies should be taken by the vendor. The policy should be in the **combined name of LIC of India & Vendor's name** and the insurance amount for Contractor All Risk policy should be full amount including 7.5% contract value for All Risk policy & Workmen Compensation as per Government Labour wages.
6. **The vendors may inspect all the work sites before quoting the Tender Amount, including the Basic Structure and facilities available at the work site. The existing old Back Lit wrap up Boards have to be removed and taken away by the L1 vendor, and the rate quoted shall include the buyback value wherever applicable.**
7. Time is the essence of the Contract. The entire work has to be completed within a period of **20 days** from the date of receipt of the Work Order from LIC.
8. The penalty for non-completion of the aforesaid work within the stipulated time limit as mentioned above will attract a penalty of 0.50% of the Contract Amount for every week of delay, subject to a maximum of 10% of the accepted tender amount.
9. **The successful vendor shall take prior approval** of the materials used in the said installation work. **The worksite shall be subject to surprise / frequent visit for inspection by the LIC officials.** LIC will provide power within 5 meter radius from the point of erection.
10. **Any repair shall be attended to and the backlit LED Module Wrap up Signage Boards, shall be put back in a working condition within two working days.** In extraordinary circumstances, when more time is warranted, the Vendor shall intimate in advance and it will be discretion of the Competent Authority to extend this time limit.
11. LIC of India shall have the discretion, **in the case of failure by the Vendor to restore the display within the time stipulated in (10) above**, to meet the charges for repair through other sources besides **imposing appropriate penalty** which shall be **charged to the said interest-free deposit**. If the Vendor fails to maintain successful display within the

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stipulated time mentioned in (10) above in **more than two occasions**, the **entire amount of deposit shall stand forfeited** besides getting black-listed from future works of LIC. Subject to the above, the security deposit made shall be refunded to the successful L1 vendor, after the maintenance period of five years of the installation of the Backlit LED Module Wrap Up Signage Boards.

12. LIC of India reserves the right to decide the successful Vendor amongst the bids and the decision of the Competent Authority in this regard shall be final and no correspondence, verbal or writing, shall be entertained in this regard by unsuccessful Vendors.
13. Acceptance or rejection of the Tender / quote shall be the sole discretion of the Life Insurance Corporation of India.
14. Any dispute regarding the tender shall be adjudicated before the Court of Competent Jurisdiction in Chennai City only.
15. **LIC of India reserves the right to cancel the tender process on situations warranting the same.**
16. **The authorized signatories of the Vendors shall sign on all the pages of the Tender Document in acknowledgement of having accepted the terms and conditions.**

**Declaration:**

I/We hereby declare that the information given above are true and agree to the Terms & Conditions mentioned above. I/we further undertake that the cost quoted for installation of Backlit LED Module Wrapup Glow Sign Boards is inclusive of the cost of the Unit besides the cost for transporting the Unit to the respective LIC buildings, cost of scaffolding, cost of installation, fabrication, electrical connections and any other direct or indirect costs etc for successful display as described earlier in this Annexure -I, cost of trouble-free maintenance for five years from the date of successful installation and display of the Unit. We declare that the Glow Sign Boards shall conform to the Specifications stipulated by LIC. We certify that we have inspected the premises of LIC where the Backlit LED Module Wrapup Glow Sign Boards are proposed to be installed.

**Signature of the Vendor with Seal**

Place

Date: