

Ref: SDO/OS/ Air-Cooler/2023-2024

DATE: 18.03.2024

To,

M/S. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Madam/Sir,

**Re: Hiring & Maintenance Contract (All in All) of Air Coolers**

We need services of Air coolers for our various offices (including our Mofussil Branch Office) for a period of 2.5 months commencing from 15/04/2024 to 28/06/2024. In this connection, we intend to entrust the following job/avail the following services on contractual (All in All) basis and for the purpose, invite tenders in the sealed cover. **Tender date: 18/03/2024 to 01/04/2024.**

**Supply of Air coolers with stand on hire-basis (16" PVC Desert Air coolers With Stand).**

We need service of 152 (Surat City locations-86, Mofussil Locations - 66) (As per Annexure-A) 16" PVC Desert Air coolers with stand at our various offices and intend to avail the services on hire basis for the contract period. The coolers offered to be supplied to us should be of good quality and in up to date condition and they also have to be kept in working condition throughout the contract period.

**General terms of the contract :**

1. We intend to avail above services for a period of **2.5 months** from **15/04/2024 to 28/06/2024** (contract period) which may be extended for One month depending upon setting on of the monsoon season. The service provider will be paid extra charges on pro-rata basis for the extended period.
2. We intend to avail above services in the form of **All-in-All** contract & as such, **No extra charges of whatsoever nature will be paid / reimbursed to the vendor. (Installation of cooler / Replacement of parts etc/conveyance charges / fare for visit to our moffusil branches etc.)**
3. The service provider (contractor) will have to keep adequate stock of pumps, motors, grills and other spare parts to ensure that the complaint/break-down calls are immediately attended. If such calls are not attended and problem are not solved within 24 hours in Surat city & within 48 hours at moffusil centers, the proportionate service charges for the break-down period will not be paid.


4. Service charges/bills will be paid on monthly basis on completion of every month during the contract period and they will not be paid in advance.
5. **Services of the service provider will be reviewed on weekly basis during the entire contract period and if not found satisfactory, the contract will be terminated forthwith without assigning any reason and without paying any compensation/ charges for the services rendered and the contract will be awarded to another party at the sole discretion of L I C Of India, Surat Division.**
6. After completion of the contract period, the vendor will have to shift all Air coolers at the place as directed by our office and lift immediately all the hired coolers from our premise. LIC of India is not liable to pay any charges after completion of contract period.
7. The contract will be a composite contract for City as well as Mofussil locations and the Service provider accepting the contract will have to render contracted services at the city and designated Mofussil centers as per Annexure-A. The offer given by any vendor in exclusion of either locations (i.e. only for city centers or only for mofussil locations) is liable to be rejected.

**Terms and Conditions for Tendering:**

1. You have to quote your rate in financial Bid. Your rate should be net, inclusive of all charges like delivery charges/ installation and F.O.R. at end location, but Excluding GST.
2. Sealed envelope superscribed as "**Tender for Hiring & Maintenance Contract (All in All) of Air Coolers at offices under Surat D.O**" should reach at the office of the Manager (OS) at address **Manager (OS), L.I.C. Of India, Surat Divisional Office, O.S. Dept., Gr.floor, Mugalisara, Surat 395003 on or before 02.04.2024 Up to 12.30 Hrs. Tender will be opened on 02/04/2024 at 16.00 Hrs.**
3. Please deposit Rs.118/- towards tender fee (non-refundable) in cash or by DD in favor of L.I.C.of India at our office during cash hours before 01.04.2024 (Cash hours Monday to Thursday 10.15 to 4.30 P.M (1.30 to 2.00 Recess) On Friday 10.15 to 4.45 P.M (1.30 to 2.15 Recess) .except (Saturday, Sunday and public holidays) with photocopy of GST certificate & photocopy of pan card.
4. You have to enclose copy of receipt of tender fee along with Annexure-A.
5. You have to enclose copy of GST Certificate, copy of pan card and original cancelled cheque. (cheque with print of your name)
6. The Vendors / Bidders having registration under MSME will be eligible for Exemption from tender fee. This exemption is valid only up to validity period of certificate as per Government regulations.
7. The tender without Tender fee will not be considered in any case.

8. EMD of Rs.10,000/- to be deposited by Cash or DD in favor of " Life Insurance Corporation of India" payable at surat.
9. The Successful bidder will have to Deposit 5% of the total Contract value as Security Deposit within 15 days from the award of the Tender.
10. Actual numbers of Air coolers to be taken on hired basis may increase or decrease during contract period according to our need and payment will be made accordingly.
11. Contract period of Air Coolers may increase or decrease during contract period according to the situation.
12. OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. Bidders are bound to accept the revised quantity or duration.
13. If any damage is caused to our premise, furniture or goods while rendering the service, the loss caused will have to indemnify by service provider.
14. The LIC of India reserves the right to accept or reject any or all of the offers/ tenders or part thereof without assigning any reason whatsoever.

Yours Faithfully

  
Sr. Divisional Manager



Name and address of the firm:

Mob. No.: \_\_\_\_\_ e-mail:- \_\_\_\_\_

GST NO.: \_\_\_\_\_ PAN NO. \_\_\_\_\_

**Financial Bid**

**Reg:- Tender for hiring & Maintenance Contract (All in All) of Air coolers.**

As per your inquiry letter ref: SDO/OS/Air-Cooler/2023-24 dtd.18.03.2024,  
We furnish here-in-below our competitive rates for your requirement.

Sr.no	Description	No. of approximate Air Coolers	Rate(In Figures) Per Month per Air Cooler (inclusive all expense etc.) Without GST	Total
01	Supply of Desert Air cooler (Big size) with Stand on hire basis with maintenance			
(a)	For Surat City Locations	86		
(b)	For Outstation locations i.e. Bardoli, Vyara, Navsari, Chikhli, Billimora, Sachin	66		
	<b>Total Amount {1(a)+1(b)}</b>		<b>152</b>	
	<b>Total Amount in Words</b>			

L1 will be decided on the basis of Total Amount of above Financial Bid.

We accept all the terms & conditions laid down in your Tender notice letter ref: SDO/OS/Air cooler/2023-24 dtd.18.03.2024.

Yours faithfully

Date: \_\_\_\_\_

Signature of vender with stamp

**ANNEXURE-A**

<b>Sl. No</b>	<b>NAME OF THE BLDG / PROPERTY UNDER SURAT DIVISION</b>	<b>LOCATION</b>	<b>Qty Required</b>
1	Divisional Office, Surat	Jeevan Prakash LIC Complex, Muglisara, Surat	40
2	CBO-3, Surat	Jeevan Prakash LIC Complex, Muglisara, Surat	8
3	CBO-4, Surat	Jeevan Prakash LIC Complex, Muglisara, Surat	8
4	CBO-6, Surat	Yash Plaza Bldg, Opp.Dhanamil Complex, Varachha Road, Surat	10
5	CBO-8, Surat	Dhanmora Complex, Adajan patiya, Surat	10
6	CBO-11, Surat	Udhna Udhnyognagar Sannggh bldg. Udhana, Surat	10
7	BARDOLI Branch	New Navaratna Towers, Sardar Baug, Bardoli	10
8	VYARA Branch	BSNL Office,Nr. Old bus stand, Main Bazar Vyara	10
9	NAVSARI-1 Branch	Sardar Patel Bhavan, M.G.Road, Navsari	10
10	NAVSARI-2 Branch	Executive Point, Sattapir, Navsari	12
11	BILIMORA Branch	Sai Arcade, Somnath Road, Billimora	10
12	CHIKHLI Branch	Jaydeep Shopping Centre, Thaala, Chikhali	12
13	RMF Centre, Sachin	1st,2nd,3rd Floor, Plot No. 327/1, Rd.No.-3, GIDC,Sachin Surat - 394230	2
		<b>Total</b>	<b>152</b>

