



## ANNEXURE –I

### **Installation of New LED Signage Board on the Southern Side Terrace of LIC Building**

#### **Scope, Terms & Conditions**

(Also see Instructions to Vendors, Application-cum-Profile of Vendor, Annexure II & Annexure III)

**Bids are invited from Vendors who specialize in the field of Installation of LED Signage Boards in High Rise Buildings all over India and whose Registered / Corporate / Branch/Administrative offices are located in the City of Chennai & Neighbouring Districts of Chennai.**

**Scope of tender:** Installation of a New LED Signage Board (33 feet Width X 12 feet Height) on the Southern Side Terrace of LIC Building and for a trouble-free maintenance period of five years. The quote for the board shall, therefore, **include all costs for successful display & maintenance** viz.

- A. The basic cost of the board along with the Timer, Stabilizer, Fire Safety Equipment and cost of Scaffolding, cost of Fabrication, Transport and all other ancillary expenses for successful display of the Board **less cost of buyback materials.**(Refer Point No 4 of Terms and Conditions)
- B. The Annual Maintenance shall be done free of cost for the first two years, i.e. there will be no Annual Maintenance Contract (AMC) Charges payable by LIC for the first two years from the date of successful installation of the LED Signage board, whereas the vendor is supposed to provide periodical maintenance and undertake repair services free of cost during the said period. The rate quoted shall include the AMC Charges for the Third, Fourth and Fifth years only. AMC Charges shall be inclusive of Materials, labour, transport and all other allied costs. The AMC charges shall become payable at the beginning of the respective years for the third, fourth and fifth years, to be reckoned from the date of successful installation of the LED Signage Board (Refer Point No. 5 of Terms and Conditions).

#### **Item: LED Signage Board**

Name of the Vendor:

Name of the contact person:

Mobile number:

**Location: Southern Side Terrace of LIC Building, Anna Salai, Chennai 600 002.**

**Signature of the Vendor with Seal**

## **Installation of New LED Signage Board on the Southern Side Terrace of LIC Building**

### **Scope, Terms & Conditions**

#### **Specifications:**

Please see Annexure III for Specifications. The said annexure shall be duly signed, and submitted along with Annexure I, Annexure II & Application cum Profile of the Vendor.

#### **Pre-qualification of Vendors**

Vendor should have proven expertise in installation of large LED Signage Boards in the Highrise buildings for a minimum period of THREE YEARS as on 31.03.2024

#### **Procedure for opening of bids:**

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

The first sealed cover which is termed as “Technical Bid” shall contain Application cum Profile of the vendor, Annexure I & Annexure III along with the DD/Bankers’ Cheque towards the Earnest Money Deposit for **Rs. 40,000/-** (Rupees Forty Thousand Only) payable at Chennai, drawn in favour of “Life Insurance Corporation of India”. To be superscribed as “**Application cum Profile, Annexure I, Annexure III & EMD - Installation of LED Signage Board on the Southern Side Terrace of LIC Building**”. **Bids submitted without Earnest Money Deposit are liable to be rejected.**

The second sealed cover which is termed as “Financial Bid” shall contain Annexure II only (Financial Quote). To be superscribed as “**Annexure II (Financial Bid) - Installation of LED Signage Board on the Southern Side Terrace of LIC Building**”.

**On both the covers the name, contact number and address of the vendor should be clearly written.**

**Both the sealed covers are to be kept in one single cover duly sealed and superscribed as “Bids for Installation of LED Signage Board on the Southern Side Terrace of LIC Building”, to be submitted on or before 3.00 pm, on 12.07.2024.**

**Only technical bid containing Application cum Profile, Annexures I Annexure III & EMD shall be opened at 3.30 pm the same day i.e 12.07.2024.**

- **The Financial Bids of only those Vendors whose Technical Bids are found suitable, by the Competent Authority, shall be opened. The Financial Bids shall be opened on a later date under due information to such eligible Vendors. The Competent Authority’s decision in this regard shall be final.**

**Signature of the Vendor with Seal**

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**Screening & Shortlisting:**

- There shall be an initial screening based on the Application-cum-Profile received from Vendors with the necessary enclosures. Vendors will be shortlisted based on their profile, expertise and suitability. **The decision of the Competent Authority in this regard shall be final.**
- After short listing, **the Competent Authority, at his discretion**, may appoint a Committee / Committees to inspect such LED Signage Boards installed in highrise buildings of shortlisted Vendors besides checking with the Concerns/Institutions for whom the said LED Signage Boards have been installed as to their satisfaction over the performance of the LED signage Boards already installed and the service of the Vendor.
- In such a case, the Committee/Committees will inspect one of the LED Signage Boards at their Client's premises. The Vendor has to ensure that the Unit shall be in display on the day of inspection.
- The Committee / Committees will also examine whether the expertise of the Vendors is relevant and consistent with the requirements of LIC so as to decide the eligibility of the Vendors to participate in the Financial Bid (Annexure-II).
- In the case of a Committee / Committees being appointed by the Competent Authority for inspection of works by the vendor or decided otherwise by the Competent Authority, the sealed covers of Financial Bid containing the Annexure II shall be opened only in respect of those Vendors approved by the Competent Authority. **The decision of the Competent Authority in this regard shall be final.**
- The date of opening of the sealed covers containing the Financial Bid (Annexure II) shall be intimated to such eligible Vendors in due course.

**Signature of the Vendor with Seal**

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**Earnest Money Deposit (EMD)**

- All the vendors desiring to participate in the said tender, shall remit an **Earnest Money Deposit (EMD)** of INR 40,000/-. (Rupees Forty Thousand Only) The EMD amount shall be remitted by way of a crossed Demand Draft / Bankers' Cheque from a Scheduled Commercial 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 Application cum profile, Annexure I & III.**
- 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 Financial Bid.
- The EMD of the successful vendor in the Financial Bid (L1) will be refunded, without any interest, on payment of interest-free deposit of 10% of the total value of the bid amount as mentioned in (6) below. Alternatively, the EMD paid by the vendor shall be converted to a part of the Security Deposit and the vendor shall remit balance of such amount, which together with the EMD amount constitutes 10% of the bid amount as Security Deposit. **The EMD of such Vendor will be forfeited, if the bidder withdraws from undertaking the work. Further, if the L1 vendor fails to pay interest-free security deposit to LIC within a period of one week from the receipt of Work Order, the EMD will be forfeited. If the vendor after the remittance of Initial Security Deposit backs out / fails from carrying out the work, then the entire 10% of Security Deposit amount, remitted by the vendor shall stand forfeited**

**Signature of the Vendor with Seal**

## **Installation of New LED Signage Board on the Southern Side Terrace of LIC Building**

### **Scope, Terms & Conditions**

#### **Terms & Conditions:**

1. The LED Signage Board shall be successfully installed and displayed at the Southern Side Terrace of LIC Building. Besides, 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. The LED Signage Board shall strictly conform to the specifications stipulated.
3. The vendor shall arrange for timers to ensure switching on/off facilities of the Board as per the timings as may be decided by LIC.
4. The rate quoted in the Financial Bid, for the installation of LED Signage Board shall be inclusive of **all costs for successful display** viz. cost of the unit, scaffolding cost, transportation cost, installation and **maintenance for trouble- free display for five years. Only the cost of the overall quote (excluding GST) including maintenance, less the buyback amount for the existing Front Lit Flex Board (D),** shall be considered to decide the L1 Vendor based on the Financial Quote (Annexure-II).
5. **The Annual Maintenance shall be done free of cost for the first two years** (Please refer Point B above). The Vendor shall not be paid any other charges or costs whatsoever other than the amount quoted for AMC during the third, fourth and fifth years. The AMC charges for the third, fourth and fifth years shall include the cost of replacement of spares, cost of every other component including the labour charges, so as to ensure trouble-free maintenance. The AMC charges shall be payable at the beginning of the respective years for the Third, Fourth and Fifth years, to be reckoned from the date of successful installation of the LED Signage Board.
6. The successful L1 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 (A)** of the financial bid in Annexure II. The said deposit shall be maintained in the books of LIC till the completion of the maintenance period viz. AMC of five years, for the LED Signage Board. The interest free deposit shall be refunded at the end of five years from the date of successful installation of LED Signage Board.

**Signature of the Vendor with Seal**

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7. 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 name** and the insurance amount for Contractor All Risk policy should be for full amount including 7.5% contract value for All Risk policy & Workmen Compensation as per Government Labour wages.
8. Vendor shall follow all rules/regulations in force and should possess the license for employing labour and also follow all safety measures, labour bye- laws and shall be responsible for any lapse.
9. The vendors may inspect the worksite on the Southern Side Terrace of the LIC Building before quoting the Tender Amount, including the Basic Structure and facilities available at the work site. **The existing Front Lit Flex Board should be removed from the support and taken away by the successful vendor, and the vendors shall quote the buyback amount for the same.**
10. Time is the essence of the Contract. The entire work has to be completed within a period of **30 days** from the date of receipt of the Work Order from LIC.
11. The penalty for non-completion of the aforesaid work within the stipulated time limit as mentioned above shall be 1% of the Contract Amount for every week of delay, subject to a maximum of 10% of the accepted tender amount.
12. The successful vendor shall take prior approval of all the materials used in the said installation work and shall use only the approved brands as mentioned in the tender document. Equivalent brands may be approved by the Competent Authority, only in case of non-availability of the specified brands in the market, being established. The worksite shall be subject to surprise / frequent visit for inspection by the LIC officials.
13. **Any repair shall be attended to and the LED Signage Board be put back in a working condition within 24 hours (inclusive of public holidays).** In extra-ordinary circumstances, when more time is warranted, the Vendor shall intimate in advance and it will be the discretion of the Competent Authority to extend this time limit.
14. LIC of India shall have the discretion, in the case of failure by the Vendor to restore the display within the time stipulated in (13) above, to meet the charges for repair through other

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- 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 stipulated time mentioned in (13) above on more than two occasions, the entire amount of deposit shall stand forfeited besides getting black-listed from future empanelment with LIC.** Subject to the above, the deposit made shall be refunded after the maintenance period of Five years from the date of successful installation of the LED Signage Board.
15. LIC of India reserves the right to decide the successful Vendor amongst the bids received based on the experience, capability etc. 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.
  16. Acceptance or rejection of the Tender / quote shall be at the sole discretion of the Life Insurance Corporation of India.
  17. Any dispute regarding the tender shall be adjudicated before the Court of Competent Jurisdiction in Chennai City only.
  18. LIC of India reserves the right to cancel the tender process on situations warranting the same.
  19. The authorized signatories of the Vendors shall sign and affix their seal 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 LED unit is inclusive of the cost of the Unit besides the cost for transporting the Unit to the LIC Building, cost of scaffolding, structural installations, cost of installation, fabrication, electrical connections and any other direct or indirect costs etc for successful display as described earlier in this Annexure –I and cost of trouble-free maintenance for five years from the date of successful installation and display of the Unit less buyback amount of Front Lit Flex Board. We declare that the Unit conforms to the Specifications stipulated by LIC. We certify that we have inspected the premises of LIC in which the LED Signage Board is proposed to be installed.**

**Signature of the Vendor with Seal**

Place:

Date: