



LIFE INSURANCE CORPORATION OF INDIA
Engineering Department., Western Zonal Office, 1st floor,
“Yogakshema”, Jeevan Bima Marg, Mumbai – 400 021.
Tel.: 022-66598250, 66598253
E-mail: wz_engg@licindia.com
website : [www.licindia.in /tenders](http://www.licindia.in/tenders)

Empanelment of Agencies for Trade –1- Civil, Plumbing & Sanitary Works for different values (costing up to 50 lakh) in all Divisional Limits under Western Zone (Maharashtra, Gujarat, Goa)

Life Insurance Corporation of India invites APPLICATIONS IN PRESCRIBED FORMAT to be downloaded from <http://www.tenderwizard.com/LIC> and to be submitted **ONLINE & PHYSICAL** from eligible agencies for the following works as per the details given below:

Empanelment of agencies for various works for different values (costing up to 50 Lakh) in all Divisional limits under Western Zone (Maharashtra, Gujarat, Goa) under various category (0-15 lakh, 15-30 lakh, & 30-50 lakh)

Trade -1	Civil, Plumbing & Sanitary Works
Line No	LICI/WZO/ENGG/EMP/2024-25/24
Down loading Period	23.08.2024 by 17.01 Hrs to 09.09.2024 by 23.59 Hrs
Inquiry regarding submission	29.08.2024 by 15.30 hrs to 17.00 hrs at ,“Yogakshema”, Jeevan Bima Marg, Mumbai – 400 021.
Date of submission of Forms and Location	Online submission: The duly filled enrolment forms can be uploaded along with all relevant papers on any day from 23.08.2024 till 23.59 Hours upto 09.09.2024 Physical submission: The duly filled enrolment forms can be submitted in physical form along with all relevant papers on any day from 23.08.2024 till 15.00 Hours upto 10.09.2024 at Engineering Department WZO, 1 st floor, “Yogakshema”, Jeevan Bima Marg, Mumbai – 400 021. Applications uploaded on http://www.tenderwizard.com/LIC site and received in our office after last date and time will not be considered.
Contact E-mail	wz_engg@licindia.com
Contact persons	Superintending Engineer, Engineering Department, WZO, Mumbai. Contact Number : 022 66598254.

Note:

- 1) Any addendum/corrigendum/sale date extension in respect of above empanelment shall be issued on website: <http://www.licindia.com/Tender> & <http://www.tenderwizard.com/LIC> only and no separate notification shall be issued in the press.
- 2) Above Enrolment process is for issuing the tenders to the selected agencies only and NOT for awarding the works directly.

Agencies are therefore requested to regularly visit websites to keep them updated. Detailed Enrolment forms for downloading are also available in this website.

Dated: 23.08.2024

CHIEF ENGINEER



LIFE INSURANCE CORPORATION OF INDIA
Engineering Dept., 1st floor, West Wing, Western Zonal Office,
“Yogakshema”, Jeevan Bima Marg, Mumbai – 400 021
Tel.: Tel.: 022-66598250, 66598253
E-mail: wz_engg@licindia.com

Line No: LIC/WZO/ENGG/EMP/2024-25/24

Date: 23.08.2024

NOTICE INVITING for Empanelment of Agencies

Life Insurance Corporation of India invites applications from experienced and eligible agencies for **Trade - 1 Civil , Plumbing & Sanitary Works** in all Divisional limits spread over **Three states - Maharashtra, Gujarat and Goa**

1	Name of the Work	Empanelment of agencies for various works for different values (costing up to 50 Lakh) in all Divisional limits under Western Zone (Maharashtra, Gujarat, Goa) .		
	Trade -1	Civil , Plumbing & Sanitary Works		
2	Category for Empanelment	<u>Category -I</u> Works with estimated tender amount up to Rs 15 Lakh	<u>Category -II</u> Works with estimated tender amount from Rs 15 to Rs 30 Lakh	<u>Category -III</u> Works with estimated tender amount from Rs 30 to Rs 50 Lakh

<u>AGENCIES ARE REQUESETED TO TICK THE CATEGORY THEY WISH TO APPLY – (✓)</u>					
<u>“Group A” Divisions: Western Zone Mumbai including Division I .II,III,IV and Thane – All Properties</u>					
Type of tender	Group	Group A - Western Zone Mumbai limits including Division I .II,III,IV and Thane – All Properties			
		Category-I Rs 0 -15 Lakh	Category- II Rs 15 - 30 Lakh	Category - III Rs 30 - 50 Lakh	Remarks
Limited Tenders Enquiry	Group A: Western Zone Mumbai including Division I .II,III,IV and Thane – All Properties				Tender Fee Submitted *
					Yes
Note: *- For Group B the Enrolment Form Fee is Rs 590/- for all category					

<u>AGENCIES ARE REQUESETED TO TICK THE CATEGORY THEY WISH TO APPLY – (✓)</u>					
<u>“Group B” Divisions : Pune , Satara,Kolhapur,Goa – All Properties</u>					
Type of tender	Group	Group B - Pune , Satara,Kolhapur,Goa – All Properties			
		Category-II Rs 0 -15 Lakh	Category -III Rs 15 - 30 Lakh	Category -IV Rs 30 - 50 Lakh	Remarks
Limited Tenders Enquiry	Group B: Pune , Satara, Kolhapur,Goa – All Properties				Tender Fee Submitted *
					Yes
Note: *- For Group B the Enrolment Form Fee is Rs 590/- for all category					

<u>AGENCIES ARE REQUESETED TO TICK THE CATEGORY THEY WISH TO APPLY – (✓)</u>						
<u>“Group C” Divisions : Aurangabad, Nanded, Amravati, Nagpur, Nashik– All Properties</u>						
Type of Enquiry	Group	Group C - Aurangabad, Nanded, Amravati, Nagpur, Nashik – All Properties				
		Category- I Rs 0 -15 Lakh	Category -II Rs 15 - 30 Lakh	Category -III Rs 30 - 50 Lakh	Remarks	
Limited Tenders Enquiry	<u>Group C:</u> Aurangabad, Nanded, Amravati, Nagpur, Nashik – All Properties				Tender Fee Submitted *	
					Yes	No
Note: * - For Group C the Enrolment Form Fee is Rs 590/- for all category						

<u>AGENCIES ARE REQUESETED TO TICK THE CATEGORY THEY WISH TO APPLY – (✓)</u>						
<u>“Group D” Divisions : Surat, Nadiad, Vadodara– All Properties</u>						
Type of tender	Group	Group D - Surat, Nadiad, Vadodara – All Properties				
		Category-I Rs 0 -15 Lakh	Category -II Rs 15 - 30 Lakh	Category -III Rs 30 - 50 Lakh	Remarks	
Limited Tenders Enquiry	<u>Group D:</u> Surat, Nadiad, Vadodara– All Properties				Tender Fee Submitted *	
					Yes	No
Note: * - For Group D the Enrolment Form Fee is Rs 590/- for all category						

<u>AGENCIES ARE REQUESETED TO TICK THE CATEGORY THEY WISH TO APPLY – (✓)</u>					
“Group E” Divisions : Ahmedabad, Gandhinagar, Bhavnagar, Rajkot– All Properties					
Type of tender	Group	Group E - Ahmedabad, Gandhinagar, Bhavnagar, Rajkot – All Properties			
		Category-I Rs 0 -15 Lakh	Category -II Rs 15 - 30 Lakh	Category -III Rs 30 - 50 Lakh	Remarks
Limited Tenders Enquiry	Group E: Ahmedabad, Gandhinagar, Bhavnagar, Rajkot– All Properties				Tender Fee Submitted *
					Yes No
Note: * - For Group E the Enrolment Form Fee is Rs 590/- for all category					

3	Enrolment fee Details	<p>Rs 590 (Rupees Five hundred ninety per group including GST) which is Non refundable.</p> <p>“ If an Agency desire to apply for all Groups under all category, Separate Enrolment fee needs to be submitted as below;</p> <p>1)Group A - Rs 590/- 2)Group B - Rs 590/- 3)Group C- Rs 590/- 4)Group D- Rs 590/- 5)Group E)- Rs 590/-</p> <p>For each Group, the Agencies has to remit Enrolment Fee Separately in the form of Demand Draft in the favour of “Life Insurance Corporation of India” payable at Mumbai</p>
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The Enrolment form can be downloaded from website.

<http://www.tenderwizard.com/LIC> and uploaded on <http://www.tenderwizard.com/LIC> . (Hard Copy of uploaded form and relevant documents are to be submitted physically).

Corrigendum(s)/Amendment(s), if any, would appear only on the websites and will not be published in any other media.

Prequalification Norms

SI No	Category for Empanelment on the basis of Estimated cost of Work and Nature of work	Minimum solvency or Minimum Net Worth		Average Annual Financial Turn over for Three years as on 31st March 2024 (Rs. In lakh)	Qualifying value of work completed during last 7 years
		Solvency	Net Worth		
1	Works with estimated Tender amount up to Rs 15 Lakh	4.00 lakh	1.00 Lakh	5.00 Lakh	Three similar works each costing not less than 4.00 Lakh Or Two similar works each costing not less than 5.00 Lakh Or One similar work each costing not less than 8 Lakh.
2	Works with estimated Tender amount Rs 15 to Rs 30 Lakh	9.00 Lakh	2.25 Lakh	11.25 Lakh	Three similar works each costing not less than 9.00 Lakh Or Two similar works each costing not less than 11.25 Lakh Or One similar work each costing not less than 18 Lakh.
3	Works with estimated Tender amount Rs 30 to Rs 50 Lakh	16.00 Lakh	4.00 Lakh	20 Lakh	Three similar works each costing not less than 16.00 Lakh Or Two similar works each costing not less than 20.00 Lakh Or One similar work each costing not less than 32 Lakh.

Notes :

1.Solvency/ Banker Certificate (any one to be submitted):

Solvency/ Banker Certificate submitted as per applicable amount as mentioned in the Table above and should not be older than **SIX MONTHS** from the last date of submission of Bid. Solvency/ Banker 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 Regional Rural Banks). (Sample Form for Solvency Certificate – Annexure-I is attached)

Or

2.Net worth Certificate

Net worth Certificate as per applicable amount as mentioned in the Table above issued / certified by Chartered Accountant (Sample Form for Net worth Certificate – Annexure-H is attached)

3. Average Annual Financial Turn Over:

The Applicant should have Average Annual Financial Turn Over as mentioned in the table above for similar nature of works during **last Three years** ending 31st March 2024. (Scanned copy of certificate from Chartered Accountant to be submitted with his Seal/ signatures and registration number.)

4. Qualifying value of work completed during last 7 years (up to 31st July 2024)

I) 7 years shall be considered from **last day of month previous** to the one in which applications are invited.

II) For arriving at current cost of similar works, value of qualifying work executed shall be brought to current costing level by enhancing the actual value of work at a simple rate of 7% per annum calculated from the date of completion to the last date of submission of application of empanelment.

III) “Similar nature“ means the characteristics of the completed works should be similar to that of the trade mentioned in the table above.

Hence, similar nature of work means regular Civil works like Repairs & Maintenance of buildings, Addition, Alterations & Renovation of Buildings, flooring & finishing works, Road works, plumbing, Sanitary, Drainage works, etc.

IV) The applicants need to submit completion certificate for all qualifying works, containing the details such as Date of Commencement & Completion, details of similar nature of works, Final Completion Cost duly certified by Authorized official in case of Govt / Semi Govt or Public Sector Undertaking.

V) 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

5 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 requirements **and / or**

- ii) Records of poor performance during the last five years, as on the date of NIT, such as abandoning the work, rescission of the contract for reason which are attributable to non performance of the contractor, inordinate delays in completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy and so on and / or.
 - iii) On account of currency of debarment by any Government Agency
 - IV) The agency is not having Valid GST registration, PAN NO. & DSC
- 6) Joint Ventures applicants will not be considered.
7. Application for Empanelment, tenders and all communications till award of work shall be signed only by Proprietor of Proprietorship firm/Authorised partner in case of partnership Firm/Authorised person of company, Public, Limited firm etc. For these purposes, power of attorney shall not be considered. Power of Attorney may be considered for specific purpose after award of work such as for site instructions/communications, signing bills and other related matters for billings and payments etc.,
8. Performance Report for qualifying works shall be called from Client as per Proforma-**Annexure I.**
9. In case of change in the name of Firm/Changes in partners, proper authentic documents/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.
10. Agencies already enrolled with LIC also have to apply afresh. Agencies have to specifically mention the category and estimated amount of work where they are interested to work. LIC will decide Agency's category of trade depending upon their credentials.
- 11. Agencies has to submit the application through Online in Tender wizard web site <http://www.tenderwizard.com/LIC> and physical submission as under:**
- a) **Big Sealed envelope consisting of two separate sealed envelopes as per the following with super scribing the subject of the notice (Enrolment Group Name) shall be submitted in physical form :**
 - (b) **Enrolment form Fee (non-refundable) of Rs. 500/- Plus 18% GST i.e Rs.590/- in the form of Demand Draft/Pay order in favour of "Life Insurance Corporation of India" payable at Mumbai for (Separate for each Group) to be submitted in one envelope.**
 - (c) **Hard Copy of uploaded enrolment form on <http://www.tenderwizard.com/LIC> with all supporting documents, to be submitted in another envelope**

- (d) Address to which the filled-in enrolment form uploaded with necessary documents and enrolment form Fee of Rs 590/- (as applicable for each group) in sealed envelopes superscribing the Group name in one big Envelope mentioning the Group and Trade applied for is to be submitted :

THE CHIEF ENGINEER,
LIFE INSURANCE CORPORATION OF INDIA
Engineering Department, Western Zonal Office,
1st floor, "Yogakshema", Jeevan Bima Marg,
Mumbai – 400 021.
PHONE: ..: 022-66598250,66598253
e-mail: wz_engg@licindia.com

Note:

- (a) Any agency 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.
- (b) The Chief Engineer reserves the right to not consider of any/ all the Applicants at his sole discretion without assigning any reason whatsoever.
- (c) Only for qualifying criteria of minimum value of similar nature of work done 7 years period will be considered.
- (d) THE WORKS CONTRACT DOES NOT FALLS WITHIN THE AMBIT OF PUBLIC PROCUREMENT POLICY-2012 AND MSME ACT. HENCE THE BENEFITS OF MSME ACT ARE NOT EXTENDED TO THE CONTRACTORS FOR THIS WORK.

CHIEF ENGINEER

**INFORMATION & INSTRUCTIONS TO THE BIDDERS
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)**

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India (LIC), Western Zone, Mumbai as given in the subsequent pages will supersede the conditions stated in the tender documents, wherever relevant and applicable.

- **Registration of the Agencies:** Agencies desiring to apply for empanelment through online using Electronic Tendering System (ETS) are required to get registered on the eTender Portal (website) <http://www.tenderwizard.com/LIC>

After successful Registration on above mentioned portal **Agency will** get a User ID and Password to access the website.

- ~~**Viewing of Online Tenders:** The contractors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e Tendering System” through portal (website) at <http://www.tenderwizard.com/LIC>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through they need to login on to the above portal and can download the tender documents of an e-Tender.~~

- **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

- The contractors may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic Tendering System (ETS):

- **Office Address:-E-Tender helpdesk**, “Honganasu”, #137/3, Bangalore Mysore Road, Opp. KMS Coach Builders, Kengeri, Bangalore – 560 060.”

- **Help Desk Contact Details:-**

Vendor Support Desk Numbers: 08045982100, 08045811365

Mr. Senthil (E-mail : senthil@antaressystems.com Ph: 9731467274	Mr. Lokesh,(E-mail : lokesh.hr@antaressystems.com) Ph:09686115304	Mr. Raghu Prashant, (E-mail : raghuprashanth@antaressystems.com) Ph: 09686115323
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- The Filled in Enrolment form has to be submitted using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- Agencies participating in empanelment shall check his/her validity of Digital Signature Certificate before applying in the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.

- **Submission of Enrolment Form Fee:**

Agencies have to deposit Non-refundable Enrolment form fee in the form as stated in of DD in a sealed envelope on and before of required amount as mentioned in the respective e-Tender in the form of "CROSSED DEMAND DRAFT " of any of the Nationalized Banks drawn in the favour of the "Life Insurance Corporation of India" payable at "Mumbai" only, and not in the favour of any other Authority or Location .

- The Enrolment fee is Non-refundable.
 - A scanned copy of DD against Enrolment Fee should be uploaded mandatory while filling stage (as per the Key Dates) and **original D.D. payment details should be submitted to Chief Engineer, LIFE INSURANCE CORPORATION OF INDIA, Engineering Department, 1st floor, West Wing, Western Zonal Office, "Yogakshema", Jeevan Bima Marg, Mumbai – 400 021 in the separate sealed envelope on or before the due date mentioned in Key Dates, otherwise filled in enrolment form will not be opened.**
 - **NOTE: Please note that MSME/NSIC Certificates will not be considered for waiver of Enrolment form fee. If any agency fails to submit the Enrolment form fee along with the Enrolment form, it shall be treated as Non- Bonafide and not considered for Empanelment.**
- **Enrolment form Download:**
 - The Agencies can download the Enrolment form online from above e-Tendering Portal <http://www.tenderwizard.com/LIC> as per the Key dates.

- **Submission of Enrolment form through online :**

The Agencies are required to prepare their Filled in Enrolment form in e-Tendering Portal as mentioned above. During filling / preparation the agencies have to send their Public Key of DSC hence they are advised to procure DSCs at earliest to participate in the e-Tender portal. They are required to upload the scan copies of Demand Draft / Proof of NEFT or RTGS payment details for enrolment form Fees. Also agencies are required scan and upload any

other documents related to their credentials and submit wherever asked online. ~~The bidders have to prepare their commercial bid online during in this stage only and seal (Encrypt) and digital sign the online bid with their Digital Signature Certificates.~~ The Agencies should take note of any corrigendum being issued on the web portal on a regular basis. They should view and note down or take a printout the Bid Hash submitted and ensure that it matches during "Re-Encryption of Bids" stage. The Agencies will not be able to change their technical details and offer (rates) after expiry of due date and time on online portal.

- **Generation of Super Hash:** After the time of submission of Bid Seal (Hash) by the Agencies has lapsed, the bid round will be closed and a "Digitally signed tender Super-Hash" will be generated by concerned LIC Department official. This is equivalent to sealing the tender box.
- **Re-Encryption of Bids:** Once the Generation of Super Hash stage is completed the Agencies have to decrypt their bids as they are in encrypted mode by their DSC and re-encrypt with Department user's Public Key which will be included in the e-Tender. During this process they need use their DSC for decryption of Bids and signing of Bid Hash once again for security. The electronic bids of only those Contractors/bidders who have submitted their bid seals (hashes) within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A Contractor who does not submit his bid seal (hash) within the stipulated time will not be allowed to submit his bid (Re-Encryption). This stage could be considered as transfer of control to LIC Department user.
- **Opening of Submitted Enrolment forms by both Physical & Online mode:**
 - (a) Filled in Enrolment forms shall be opened on key dates.

**CONTRACTORS ARE ADVISED TO FILL THE
ENROLMENT FORM IN ONLINE AND SUBMIT THE
HARD COPY OF ENROLMENT FORM & RELEVANT
DOCUMENTS AS PER THE KEY DATES.**

Sd/-

CHIEF ENGINEER