



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
e, Meherpur, Silchar Cachar, Assam, PIN-788015

LIMITED TENDER

**SILCHAR DIVISIONAL OFFICE, JEEVAN PRAKASH
MEHERPUR, SILCHAR – 788015**

ISSUED TO

M/S _____

LAST DATE OF SUBMISSION OF TENDER

15:00 HRS ON 11.12.2024.

AT OS DEPTT , SILCHAR DO

**LIMITED TENDER FOR SUPPLY, INSTALLATION, TESTING AND
COMMISSIONING OF PUBLIC ADDRESS SYSTEM AT SILCHAR
DIVISIONAL OFFICE**



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Tender Notice

SUB:LIMITED TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PUBLIC ADDRESS SYSTEM AT SILCHAR DIVISIONAL OFFICE

Earnest Money Deposit (EMD)	Tender Fee
Rs 3,800.00	Rs.118/- including GST Tender fee not required if Tender documents are downloaded from our website

Floating of tender	:	20.11.2024
Last date of submission of tender	:	On or Before 11.12.2024 up to 15:00 hrs.
Date of opening of tender	:	11.12.2024 at 15:30 hrs.
E.M.D.	:	Rs. 3,800/- (Rupees Three Thousand Eight Hundredonly)
Security Deposit	:	5% of Contract value.
Cost of Tender Paper	:	NIL

Sr Divisional Manager



TENDER CONDITION FOR PAYMENT

SUB : LIMITED TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PUBLIC ADDRESS SYSTEM AT SILCHAR DIVISIONAL OFFICE

Contractors are requested to furnish below mentioned particulars so that we can refund / release their payments through NEFT / RTGS. This has to be treated as the part of the Tender condition.

Sl.No.	Description		Remarks
1.	Name of the beneficiary (vendor name) as in bank records.	:	
2.	Beneficiary's Account Number	:	
3.	Account type (Savings Account, Current Account, etc.)	:	
4.	Beneficiary's Bank – Branch	:	
5.	Bank's MICR code	:	
6.	Beneficiary's Bank IFSC Code	:	
7.	Beneficiary's contact number	:	
8.	Beneficiary's e-mail ID, if any	:	
9.	PAN NO.	:	
10.	GST NO.	:	
		:	

- N.B. i) No payment will be made by Cash/Cheque. Payment will be made only through ECS.
ii) All new Contractors as well as existing contractors have to submit the bank details with every tender.

Signature of the Contractor
With date & seal

Sr Divisional Manager

LETTER TO CONTRACTOR FROM SR. DIVISIONAL MANAGER

Ref: SDO/OS/PA System

Date:20.11.2024

M/s.....

.....

.....

Dear Sir/s,

SUB : LIMITED TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PUBLIC ADDRESS SYSTEM AT SILCHAR DIVISIONAL OFFICE

Sealed Lowest“ITEM RATE” tenders are being invited from you for the subject work, which should be carried out as per terms and conditions of contract. We are issuing the tender document in pdf format to you.

The Last Date of submission of Tender is on or before **11.12.2024 upto 15:00 hrs.** and the same will be opened on the same date i.e. **on 11.12.2024 at 15:30 hrs..** Tenderer may send your accredited representative at the time of opening of tenders.

You are requested to submit your Sealed tenders quoting your **lowest rate for SITC items** Tender must be submitted by filling in rates in the specified space in the tender documents. Tender not submitted on our schedule are liable to be rejected summarily.

Your tender should remain open for acceptance for a period of 180 days from the date of receipt of tender. The tender shall be governed by the terms & conditions of contract embodied in the tender documents.

The Earnest Money of **Rs. 3,800/- (Rupees Three Thousand Eight Hundred)** only prescribed in the tender documents must be furnished in the form of CASH or DEMAND DRAFT with the tender. The DD towards payment of Earnest Money must be drawn only in the name of “Life Insurance Corporation of India” from any Nationalized Bank payable at Silchar, Demand Draft drawn in the name of any officer will not be accepted.

Your filled in tender duly sealed along with EARNEST MONEY should be submitted in a sealed cover super scribed“**TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PUBLIC ADDRESS SYSTEM AT SILCHAR DIVISIONAL OFFICE.**”*Postal delay as an excuse for late receipt of tenders will not be accepted.*

The LIC of India reserves the right to refuse to issue of tender to any party at his sole discretion without assigning any reason what-so-ever.

The Life Insurance Corporation of India is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason thereof.

Yours faithfully,

SR. DIVISIONAL MANAGER



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e. Meherpur, Silchar Cachar, Assam. PIN-788015

LETTER TO SR. DIVISIONAL MANAGER FROM CONTRACTOR

TO,

Date:

The Sr. Divisional Manager
Life Insurance Corporation of India
OS Deptt, Jeevan Prakash Building
Meherpur, Silchar-15.

Dear Sir,

Sub : LIMITED TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PUBLIC ADDRESS SYSTEM AT SILCHAR DIVISIONAL OFFICE

Having examined in details, the tender documents relating to the above works and having visited and inspected the site of the proposed works and having acquired the requisite information relating thereto as affecting the tender invited by you on behalf of the Life Insurance Corporation of India, I/We, the undersigned hereby offer to execute and maintain the proposed works **on ITEM rate basis** in strict accordance with the contract conditions and specifications mentioned in the Schedule of Quantities for the above work. I/We, undertake to complete the whole of works within the stipulated time as specified in conditions of contract from the date of issue of an intimation from you that the tender has been accepted and upon receiving possession of the site, I/We, shall be under the obligation to pay the sum as stated in the Conditions of contract for the period the works shall remain incomplete, for damages as compensations subject to the conditions of contract relating to an extension of time.

I/We, hereby agree to deposit the sum stated as E.M.D., which shall be forfeited by the LIFE INSURANCE CORPORATION OF INDIA in the event of my/our tender being accepted and we fail to execute contract when called upon to do so.

Yours faithfully,

(SIGNATURE OF THE CONTRACTOR WITH DATE & SEAL)



GENERAL TERMS & CONDITIONS OF CONTRACT

Sub:LIMITED TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PUBLIC ADDRESS SYSTEM AT SILCHAR DIVISIONAL OFFICE.

Contractors are requested to note that non-compliance of the following instructions is liable to render their tender non-bonafide.

- 1) **Sealed tenders are invited on item rate basis.** You are requested to quote your **lowest rate for SITC items.** Your quoted rate will be inclusive of all taxes/duties/levies/labour welfare cess etc which are not subsumed in GST but excluding GST as applicable which will be paid extra at the prevailing at the time of billing. While quoting your rate necessary cost towards transportation/loading & unloading shall be considered. It is also advised to quote the rate after considering the input tax credit advantage and adjusting/deducting the same in the quoted rate/amount. GST on works contract will be paid extra along with bill payment as per applicable rate of GST at the time of billing. No extra payment shall be made towards transportation, loading & unloading, fooding& staying etc.
- 2) Tenderers shall quote their rates both in **figures and words.**
- 3) Contractors should put their firm's endorsement on each page of the tender document as token of perusal.
- 4) Tender shall be submitted within specified time. Delay in any reason shall not be considered including postal delay also.
- 5) Contractors should fill-in all the relevant blanks where mentioned.
- 6) No alteration and/or additions are to be made by the contractor to the tender papers.
- 7) Conditional tender shall be treated as non-bonafide.
- 8) The word "Employer" will mean LIC authority having statutory power to do the work under reference and or its authorized representative i.e. the Sr. Divisional Manager or his sub ordinate officers.
- 9) No alterations or additions are to be made by the tenderer to the text or the Schedule of these tender papers. Any tender which proposes any alterations to any of the condition/s laid down or which proposes any other conditions of any description whatsoever is liable to be rejected.
- 10) The tenderer is required to check the numbers of the pages and should any be found missing or in duplicate, or the figure or writing indistinct, he must inform the Sr Divisional Manager / Issuing Officer at once and have the same rectified. Should the tenderer be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform Sr Divisional Manager in order that the correct meaning may be decided upon before the date for the submission of the tender.
- 11) No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate pages, indistinct writing or any other error in the tender documents which should have been rectified in the manner described above.
- 12) When there is a difference between your quoted rate in figure and in words, your quoted rate in words shall be taken as correct.
- 13) All the pages of the tender shall be signed with proper seal by the tenderer before submission.



- 14) Amendment to the bidding document : At any time prior to the date of submission of tender, LIC, for any reason, may modify the Tender Document, by amendment. The amendment will be sent through post/e-mail. All tenderers must ensure that such clarifications have been considered by them before submitting the tender. LIC will not have any responsibility in case some omission is done by any tenderer. In order to allow prospective tenderer reasonable time in which to take the amendment into account in preparing their tender, LIC at its discretion, may extend the deadline for the submission of tender .
- 15) **EARNEST MONEY:** The tender shall accompany an Earnest Money Deposit **Rs. 3,800/- (Rupees Three Thousand Eight Hundred) only** in form of a Demand Draft/Cash. Demand draft shall be payable at Silchar. Tender not accompanied by proper E.M.D. in any of the above mentioned forms, are likely to be rejected. The EMD of unsuccessful tenderer will be refunded without any interest.
- 16) **SECURITY DEPOSIT:** The total Security Deposit for the work is **Rs. 5% of contract value/-**. The E.M.D. of the successful contractor amounting **Rs. 3,800/- (Rupees Three Thousand Eight Hundred) only** shall be retained as part of Security Deposit and balance amount to be deposited in cash / Demand Draft at “Cash Counter” at Silchar Divisional Office or shall be deducted from your bill/s. The Security Deposit will not carry any interest. The total Security Deposit amount shall be refunded (without any interest) after successful completion of DLP of the contract period.
- 17) **LAST DATE OF SUBMISSION:** The last date of receipt of tender on or before **11.12.2024 upto 15:00 hrs.** and the tenders will be submitted in a sealed cover super scribed “**TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PUBLIC ADDRESS SYSTEM AT SILCHAR DIVISIONAL OFFICE**” and shall be delivered to the office of **LIFE INSURANCE CORPORATION OF INDIA, SILCHAR D.O., OS DEPARTMENT (Ground Floor), JEEVAN PRAKASH, Meherpur, Silchar Dist. Cachar -788 015** and submit the same in the Tender Box kept in office on or before the specified date & time.

VALIDITY OF THE TENDER: The tenders shall be valid for consideration for a period of 180 days from the last date of receipt of tender. Quoted rate shall remain firm throughout the contract period including extension if any.

DATES OF COMMENCEMENT : The “Date of Commencement “ will be specified in the LOA after acceptance of the tender.

MINIMUM WAGES ACT : The Contractor shall pay rates of Wages and observe hours of work and condition of employment according to existing rules under minimum wages Act. Further, it shall be Contractor's responsibility to ensure that he pays his worker wages which are not lower than the minimum prescribed by the Union Govt. and State Govt.

CONTRACT LABOUR ACT : The Contractor shall be responsible for register themselves under the Contract Labour (Regulation and Abolition) Act 1970 and rules there under and must comply with and carry out all the provisions and obligations under the said rule Act and rules and furnish all information to employer as may be required by it and shall also identified the employer against any penalties, claims etc., arising from any default on their part.

TERMS & PAYMENT:

Contractor/Firm has to submit the bill in triplicate to the office of the Sr Divisional Manager, LIC of India, Silchar Divisional office, Silchar or any office under Silchar Division as per instruction which shall be communicated time to time after successful completion of work at SO/BO/DO, enclosing the certificate for completion of work from the user (SO/BO/DO). Payment for the above shall be made as per actual work done. Deduction at source of statutory Taxes, Labour cess on works contract etc. shall be made by LIC of India as per the provisions prevailing from time to time from the Bill/s and remitted to the concerned Taxation Authorities / State Government on behalf of the contractor. If the bills are not submitted as explained above, payment is likely to be delayed.



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MISCELLANEOUS:

The price quoted shall also be inclusive of followings:

- i) Transportation, loading, unloading at site & fitting of equipment, all taxes (if any, as per applicable rules) octroi, Excise duties, Transit insurance, but excluding Goods & Service Taxes(GST) etc.

DEFECT LIABILITY PERIOD:

Defect Liability Period (DLP) of above contract shall be twelve (12) months from the date of installation including extension, if any.

TAXES, DUTIES, LEVIES AND DEDUCTION AT SOURCE:

The rates quoted shall be inclusive of all taxes (if any, as per applicable rules), octroi, Labour cess, transportation, loading & unloading charges, nothing extra shall be payable.

Rates are inclusive all as mentioned above **but excluding Goods & Service Taxes (GST) as applicable as per the appropriate Government authorities and agency will be responsible for payment of applicable GST to concerned appropriate Government authorities.**

The tenderers are requested to furnish the details address of offices/service centre with concerned Technical person & telephone/mobile no. The agency has also to inform fax Number/Email ID of them where written complaint can be lodged. By sending Email & Fax letter, the date of lodging the complaint/requirement will be marked.

The Competent Authority reserves the right to direct the vendor at any point of time to stop contract without assigning any reason. However, payment will be made favouring the vendor for the work has been executed by him as per the terms & conditions of the tender, on submission of all requirements for obtaining payments as detailed in the tender.

The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.

Sr. Divisional Manager

Agreed and confirmed

Signature of company with seal and date



Special Condition

NAME OF THE WORK: TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PUBLIC ADDRESS SYSTEM AT SILCHAR DIVISIONAL OFFICE.

- 1) For smooth maintenance aspect, or delay in execution of work by lowest vendor, LIC may divide/split the work and award other than L-1 on lowest accepted tender rate also. LIC reserves the right to award any job in favour of any contractor or split the job on lowest rate or cancel the tender without showing any reason. LIC of India reserves the right to award the lowest tender rate to one or more willing successful or selected electrical contractors.
- 2) Completion time for SITC of the items against the order is Twentydays from the date of awarding of the tender.
- 3) Delay in completion of work within the stipulated time without any valid reasons shall make the contractor liable for liquidated damages @1% of accepted tender amount (ie individual order value) per week for delay beyond completion time subject to maximum of @10%.
- 4) Contractor shall be responsible to carry out rectification of defects, if any, pointed out to him during the defect liability period, failing which LIC may get the job done through any other agency at the risk & cost of contractor to whom work has been awarded originally.
- 5) For genuineness of the items contractor may be asked for submission of Guarantee Card/Certification of OEM.
- 6) No item shall be used other than the make provided in the tender without approval of the Competent Authority.
- 7) Guarantee/Warranty of the items will be **minimum One Year (ie Twelve months) from the date of successful completion of SITC work at site.** If the OEM provides Guarantee/Warranty period more than 12 months for their product then **it will carry highest Guarantee/Warranty period for this contract.**
- 8) Materials to be used as per approved list of materials.
- 9) Quantities are variable and to be finalized during placing work order. However, contractor has to supply any quantity as per our requirement. Payment will be made as per actual quantities.
- 10) Location of Work shall be LIC Silchar DO.
- 11) 100% payment shall be made after successful completion of work and submission of bill along with challan duly subject to satisfaction of the office about SITC.
- 12) In case of any disputes, the decision of the Sr. Divisional Manager, LIC of India, Silchar DO shall be binding and shall be final.
- 13) **Please note that Rank of the participated vendor will be determined based on cumulative total**
- 14) **Instruction regarding GST & Bill :** Please note that the invoices submitted by the vendors should have their GST no. clearly printed on it. The tax amount should be clearly shown in the invoice. The vendor should also mention LIC's GSTIN no. on the invoice uploaded by them on GST portal.



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The vendor needs to display the invoice on the GST portal and remit the tax to Government within specified period.

The vendors should quote their rate considering all costs/taxes/duties/levies/labor welfare cess etc. which are not subsumed in GST but excluding GST as applicable which will be paid extra at the rate prevailing at the time of billing. It is also advised to quote the rate after considering the input tax credit advantage and adjusting/deducting the same in the quoted rate/amount.

GST on works contract will be paid extra along with Bill payment as per applicable rate of GST at the time of billing.

Agreed and confirmed

Signature of company with seal and date

Sr. Divisional Manager.



Appendix to the Conditions of the Contract

1. EMD : Sealed Tenders are to be accompanied by Earnest Money of **Rs.3,800/- (Rupees Three Thousand Eight Hundred only)** for which **Item Rates** are quoted through DD in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at Silchar or by cash to be deposited with our cash section during Cash hours and the M.R. is to be attached with the tender. Tenders without requisite EMD will be rejected.
2. Completion Period : The job has to be completed in all respect to the satisfaction of LICl within twenty(20) days of awarding the tender.
3. Security Deposit : Total Security Deposit for the work is **Rs 5% of contract value**. The EMD of Rs.3,800.00 only will be converted to Security Deposit and the balance amount is to be deposited by the successful tender. S.D. will be refunded after successful completion of contract plus defect liability period of twelve months.
4. Defects Liability Period : 12months from the date of completion.
5. Last date of submission of tender : As per Key date as mentioned.
6. Date of opening of tender : As per Key date as mentioned.

NOTE :

- **Inclusion/deletion of existence of any office shall be covered under this contract till expiry of the validity of the contract.**



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Schedule of Rates

SCHEDULE OF WORK TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PUBLIC ADDRESS SYSTEM (AHUJA OR EQUIVALENT MAKE, AS APPROVED BY THE COMPETENT AUTHORITY) AT SILCHAR DIVISIONAL OFFICE.

Rate should be quoted excluding the GST and GST will be paid/claimed extra along with Bill payment as per applicable rate of GST at the time of billing

<u>Sl. No.</u>	<u>Description of Work</u>	<u>No. Required</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
1	SITC of 8 watts ceiling speaker comparable to Ahuja make model No. CSX-5081T	21	each		
2	SITC of 16 watts wall speaker comparable to Ahuja make model No. PS-400T	7	each		
3	SITC of 600 watt rack mountable booster amplifier comparable to Ahuja make model No. APA-480	1	each		
4	SITC of controller of Ahuja or equivalent make model	1	each		
5	SITC of remote paging microphone of Ahuja make model or equivalent	3	each		
6	Supply & Fixing of 2 Core 1 sq mm Cable in existing conduit	300	mtr		
	Total				

NB : (1) GST shall be EXTRA on above rates. (2) No. / Quantity may vary; (3) In case the bidders propose for an equivalent make, they have to take approval before SITC.

Sr Divisional Manager

Signature of Contractor with official seal & date

CERTIFIED THAT:

We have carefully studied the conditions of contract, technical details, material specifications etc and will adhere to the same throughout the contract period.

SIGNATURE OF THE CONTRACTOR

WITH OFFICE SEAL

PLACE:

DATE: