

Tender No. : LIC/BBSR/ENGG-25/2024-25

dt. 25.11.2024

BID – II

PRE-QUALIFICATION BID

NAME OF WORK: E-TENDER ON ITEM RATE BASIS FOR PROVIDING & SUPPLYING FACTORY MADE MODULAR MOBILE PEDESTAL DRAWER UNITS& SIDE CREDENZA AT SURYA NAGAR,BHUBANESWAR (ODISHA).

(Manufacturers registered with “Business and Institutional Furniture Manufacturer’s Association” (BIFMA) India and having valid registration certificates are only eligible to participate in the tender)

**THIS DOCUMENT IS TO BE DOWNLOADED AND UPLOADED WITH DIGITAL SIGNATURE. SUBMISSION OF HARD COPY IS NOT REQUIRED.
(THIS DOCUMENT IS TO BE STAMPED & SIGNED OF EACH PAGE BY LOWEST TENDERER ONLY AS & WHEN ASK FOR).**

The Earnest Money Deposit and Tender Document Fee are to be physically submitted if the Tenderers avail the option of Demand Draft/Pay Order/Banker’s Cheque/NEFT UTR No. etc at the following address **by14.00 hrs on 11.12.2024.**

**LIFE INSURANCE CORPORATION OF INDIA
CHIEF ENGINEERS OFFICE
“JEEVAN PRAKASH”,
POKHARIPUT
BHUBANESWAR-751020
PHONE: 0674-2352601,
e-mail: engg.bhubaneswar@licindia.com**

Tender No. : LIC/BBSR/ENGG-25/2024-25

dt. 25.11.2024

E-Tender Notice



LIFE INSURANCE CORPORATION OF INDIA
EAST CENTRAL ZONAL OFFICE,
Office of the Chief Engineer, Jeevan Prakashbuilding, Pokhariput,
Ananta Vihar, Bhubaneswar-751020
website :www.licindia.in/tenders

COMPETITIVE BIDDING

Life Insurance Corporation of India invites e-bids through **website**
<https://www.tenderwizard.com/LIC> from eligible bidders for the following works:

Bid No.	LIC/BBSR/ENGG-25/2024-25	dated 25.11.2024
Description of Works	E-TENDER ON ITEM RATE BASIS FOR PROVIDING & SUPPLYING FACTORY MADE MODULAR MOBILE PEDESTAL DRAWER UNITS& SIDE CREDENZA AT SURYA NAGAR,BHUBANESWAR (ODISHA).	
Estimated Cost	Rs. 6,23,425.00	
Earnest Money Deposit	Rs. 12,500.00	
Tender Fee	Rs. 500+ 18% GST = Rs. 590/- (non-refundable)	
Completion Period	One Month.	
Sale Period (Downloading)	From 17.00 hrs on 25.11.2024 up to 17.30 Hrs on 10.12.2024	
Online Bid submission closing date & time	up to 17.30 Hrs on 10.12.2024	
Opening of BID I & BID II	On 11.12.2024 at 15:00 Hrs	
Contact Person E-mail:	engg.bhubaneswar@licindia.com	

Note: Any addendum/corrigendum/sale date extension in respect of above tenders shall be issued on website: <http://www.tenderwizard.com/LIC> only, Bidders are therefore requested to regularly visit the said website to keep themselves updated.

Date: 25.11.2024

CHIEF ENGINEER

NOTICE INVITING E-TENDER (NIT)

Life Insurance corporation of India intends to invite “**E-TENDER FOR PROVIDING & SUPPLYING FACTORY MADE MODULAR MOBILE PEDESTAL DRAWER UNITS& SIDE CREDENZA AT SURYA NAGAR,BHUBANESWAR (ODISHA).**”

The Eligibility Criteria are as detailed below:-

- 1.The manufacturer should be registered with “Business and Institutional Furniture Manufacturer’s Association” (BIFMA) India and having valid registration certificates.**
- 2.All furniture /chairs shall display the “Logo” / “Monogram” of the Manufacturer.**

E-Tendering Programme

KEY DATES (TENDERING PROGRAMME)

Sl. No.	Department Stage	Contractor Stage	Start Date and Time	Expiry Date and Time
1.	Downloading of Tender Document	25.11.2024 from 17:00 Hrs	10.12.2024 upto 17:30 Hrs
2.	Online submission of tender documents	25.11.2024 from 17:00 Hrs	10.12.2024 upto 17:30 Hrs
3.	Last date of physical submission of EMD & Tender fees, if tenderers avail the option in form of DD/PO/BG in the office of LIC of India, EZO, Kolkata.	25.11.2024 from 17:00 Hrs	11.12.2024 upto 14:00 Hrs
4.	Last date of online payment through NEFT/RTGS for EMD & Tender Fees and to be deposited UTR no. in due date of submission of tender. UTR No & Receipt to be sent by email Id engg.bhubaneswar@licindia.com .	25.11.2024 from 17:00 Hrs	10.12.2024 upto 17:30 Hrs
5.		Pre-bid meeting		03.12.2024 11.00 Hrs
6.	Physical Opening of BID-I and Online Opening of BID-II		On 11.12.2024 at 15:00 Hrs

NOTE: The date of opening of BID- III (Financial BID) shall be intimated at a later date to contractors, who fulfill the selection criteria.

The venue of the Physical Submission of BID-I and Pre-Bid Meeting:

**LIFE INSURANCE CORPORATION OF INDIA
CHIEF ENGINEERS OFFICE
"JEEVAN PRAKASH",
POKHARIPUT
BHUBANESWAR-751020.**

INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS

NOTE: Tenderer should note that non-compliance of the following instructions will render the tender liable for rejection.

Address to which the **BID - I** i.e. Earnest Money Deposit, Tender Fee in a sealed envelope is to be submitted physically if the tenderer to avail the option in form DD/PO/BG and if the tenderer avail the option through online RTGS/NEFT followed in Key dates as mentioned then tenderer should send the UTR No & Receipt copy by **email**: engg.bhubaneswar@licindia.com. in due date of submission of tender.

The Chief Engineer,
Life Insurance Corporation of India
"JEEVAN PRAKASH",
POKHARIPUT
BHUBANESWAR-751020.

BID-II: PRE-QUALIFICATION BID - Tenderers should be uploaded the all documents as per pre-qualification criteria along with relevant qualifies documents as per Proforma – P1

BID-III: This bid consist of three Parts i.e. **PART-I, PART-II & PART-III**. CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS (**PART-I & PART-II OF BID-III**) is to be stamped & signed of each pages by lowest tenderer only as & when ask for. PART-III of BID-III shall quote their rates on Percentage basis as per format given in the online e-tender.

1. Last date for receipt of tenders: As per Key Dates.
2. Tenderer should ensure that the tender is received before the due date and time specified in the Key Dates of online tender.
3. Tenderer should fill in all the relevant information in prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
4. **Item Rates** should be filled in as per the format given in the online e-Tender.
5. Tenderer should note that he is to quote item rates only.
6. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
7. Proforma of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value as per the proforma of Articles of Agreement.
8. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque of any Nationalized Bank/Approved Scheduled Bank/RTGS/NEFT drawn in favour of "**LIFE INSURANCE CORPORATION OF INDIA**" payable at "**Bhubaneswar**" not in favour of any other Authority or location. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the LIC of India.

9. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The tenderers can submit the scan copy of the same on the online portal.
10. Contractors are warned that Cash, or Encashable Cheque, or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
11. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer.
12. Tenderer should note that tender should remain open for consideration for a minimum period of **THREE MONTHS** from the date fixed for the receipt of tenders.
13. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part or to reject any or all tenders without assigning reasons thereof.
14. Contractors should fill in their **"ITEM RATE"** in the **prescribed form provided on online portal in both FIGURES and WORDS**. Tenders containing the Percentage rate only in figures are liable to be considered non-bonafide at the discretion of the Chief Engineer and entail forfeiture of Earnest Money Deposit.

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), Eastern Zonal Office, Kolkata as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- **Registration of the Contractors/Bidders:** All the Contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/LIC>

After successful Registration on above mentioned portal, contractor 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 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):

E-Tender helpdesk

#24, Sudha Complex,
03rd Stage, 04th Block,
Basaveshwaranagara,
Bangalore - 560079,

Help Desk Contact Details:

Tel: 080-40482000/121/133/140
Mobile: 9686115304/9686115323
E-mail: lokesh.hr@antaressystems.com
raghuprashanth@antaressystems.com

- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), 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.

- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.
- **Submission of Earnest Money Deposit:**
 - Earnest Money accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee/RTGS/NEFT of any Nationalized Bank/Approved Scheduled Bank drawn in favour of "**LIFE INSURANCE CORPORATION OF INDIA**" payable at "**Bhubaneswar**". Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the LIC of India.
 - Refund of Earnest Money Deposit to the unsuccessful bidders will be made through RTGS/NEFT and Bank Guarantee shall be refunded by Speed Post/Courier..
 - A scanned copy of Earnest Money Deposit in appropriate format as mentioned above should be uploaded mandatorily while Bid Preparation stage (as per the Key Dates mentioned in e-Tender and Tender document) and **original Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee should be submitted to The Chief Engineer, Jeevan Prakash Building, Pokhariput, AnantaVihar, Bhubaneswar-751020 in the sealed envelope (BID I) on or before the due date mentioned in Key Dates of e-Tender, otherwise your BID-II will not be opened if the tenderers avail the option in form of DD/PO/BG. Tenderers shall also avail the option to pay online as EMD/Tender Fees through RTGS/NEFT in LIC of India account as mentioned above (needs to send the UTR No & Receipt copy through email: engg.bhubaneswar@licindia.com)**
- **Submission of Tender Fees:**
 - The Contractors have to submit a Demand Draft/Pay Order/Banker's Cheque/RTGS/NEFT of requisite amount as mentioned in the particular e-Tender against the Tender fees of any of the Nationalized/Scheduled Banks drawn in the favour of the "**Life Insurance Corporation of India**" payable at "**Bhubaneswar**" only, and not in the favour of any other Authority or Location.
 - The scanned copy of the Demand Draft/Pay Order/Banker's Cheque/UTR no for NEFT or RTGS against Tender Fees should be uploaded mandatory during Tender Submission stage (as per the due date mentioned in Key Dates of e-Tender) and original Demand Draft/Pay Order/Banker's Cheque should be submitted to **The Chief Engineer, Jeevan Prakash Building, Pokhariput, AnantaVihar, Bhubaneswar-751020 in the sealed envelope on or before the due date mentioned in Key Dates of respective e-Tender, otherwise your Tender will not be opened.**
 - If the tenders are cancelled or recalled on any grounds, the tender fees will not be refunded to the agency.
 - The Eligible Bidders can download the Tender Document online from above e-Tendering Portal <http://www.tenderwizard.com/LIC> before the Tender closing date & time mentioned in the e-Tender floated.

TENDER EVALUATION PROCEDURE

Tenders are invited in Three Bids system.

BID- I: (Earnest Money Deposit & Tender Fee): The physical submission of Earnest Money Deposit & Tender Fees are to be mandatory if the bidders are willing to avail the option in form of Demand Draft/Pay Order/Bank Guarantee **on or before 20.11.2024 up to 14:00 hrs** with sealed envelope to **The Chief Engineer,Jeevan Prakash Building,Pokhariput, AnantaVihar, Bhubaneswar-751020**. If the bidders are willing to avail the option to pay the Earnest Money Deposit & Tender Fees through NEFT/RTGS, then it is mandatory to send the scanned copy of NEFT/RTGS/UTR no to our office through email (Email Id: engg.bhubaneswar@licindia.com) as per tendering programme (**follow the key dates of tendering programme**). The **BID-I**, sealed envelope superscribing “**E-TENDER(ITEM RATE BASIS) FOR PROVIDING & SUPPLYING CUSHIONED CHAIRS AT SURYA NAGAR,BHUBANESWAR (ODISHA)**.” as per the following (**if the bidders are willing to avail the option in form of Demand Draft/Pay Order/Bank Guarantee**) :

BID- II (Pre-Qualification Criteria): This bid will be online filled in enrolment form with credentials of contractors including scan copy of Demand Draft/Pay Order/Banker's Cheque/RTGS/NEFT of Tender document fees of **Rs 500/- +@ 18% GST = Rs. 590/-** (non-refundable) and Earnest Money Deposit of **Rs. 12,500/-** in stipulated format. “Pre-qualification” will be selection of contractors on the basis of valid registration certificate

BID-III: This bid consist of three Parts i.e. **PART-I, PART-II & PART-III**. **CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS (PART-I & PART-II OF BID-III)** is to be stamped & signed of each pages by lowest tenderer only as & when ask for. **PART-III of BID-III, Tenderer shall quote their rates on Percentage Rate basis** as per format given in the online e-tender. **The tenderer shall note that no condition shall be mentioned in the Price Bid. The conditional Tender is liable to be rejected.** The Financial Bid-III (PART-I, PART-II & PART-III) will be opened on the scheduled date. Date of opening of FINANCIAL BID-III will be conveyed to the agencies who qualify in **BID- I & BID-II**. The **Item Rate** quoted in Tender shall remain valid for **three months** from the last date of submission of Tender

On the due date of opening of Pre-qualification Bid, the **BID - I** will be opened first and the Pre-qualification Bid (**BID -II**) of contractors whose Tender fees and Earnest Money Deposit found in order shall be opened online.

Note:

- 1. The EMD of the contractors who do not qualify in the selection process will be released without opening Financial bid.**

DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm.

I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors in the event of my/our furnishing false particulars in the enrolment form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

PLACE :

DATE :
SIGNATURE OF CONTRACTOR

AFFIDAVIT

(On Non Judicial Stamp paper of **Rs. 100/-** in case the individual who is the sole proprietor of the firm)

I
s/o age years, occupation
business r/o do hereby state on oath
as under:

That I am residing in locality
of District since last years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having it's office at
..... District dealing in business of
Government, civil contracts and ancillary works attached therefore.

Hence this affidavit.

Deponent _____

Note: **This Affidavit shall be notarized.**

**CONSTITUTION OF FIRM
SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER**

DETAILS OF CONSTITUTENTS

Sr. No	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year to	As Employee	As contractor	
1	2	3	4	5	6	7	8