

# Life Insurance Corporation Of India



**BID- I**

**( SUBMISSION OF EMD AND TENDER FEES)**

**Bid Document No:LICI/ECZO/Engg/23-24/10 Dt.01.08.2023**

Limited E-Tender for SITC of Air-conditioner units at proposed rented Bldg at Hajipur for Hajipur B.O

**All the documents (self attested) shall be uploaded in portal only. No any document shall be submitted in physical form except original if paid through DD/B.G. / Pay Order/ etc in connection of EMD & Processing fee**

**BID-I- 10 PAGES  
BID-II- 65 PAGES  
BID-III- 1 PAGE (TEMPLATE)**

LIFE INSURANCE CORPORATION OF INDIA

Address

EAST CENTRAL ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> R) "JEEVAN DEEP", EXHIBITION ROAD, PATNA – 800 01

PHONE: 0612-2501118/2503014/2501103, E-mail: ecz\_engg@licindia.com

AN ISO 9001:2015 CERTIFIED DEPARTMENT

# Life Insurance Corporation Of India



## E-Tender Programme

**Bid Document No: LIC/ECZO/Engg/23-24/10 Dt.01.08.2023**

Online bids are hereby invited for Limited E-Tender for SITC of Air-conditioner units at proposed rented Bldg at Hajipur for Hajipur B.O and CAMC of Air- Conditioners. through online e-Tendering System portal <http://www.tenderwizard.com/LIC> from the selected agencies

Sr. no	Name of Work	Estimated Cost	Earnest Money Deposit (EMD)	Tender Fee + GST
1	E-Tender for SITC of Air-conditioner units at proposed Rented Bldg at Hajipur for Hajipur B.O. Under Patna D.O-1 and CAMC of Air- Conditioners	Rs.21,10,010.00	Rs.42,200/-	Rs.500/- plus GST @18% <b>Total = Rs.590.00 (non refundable)</b>

1. Possession of Digital Signature Certificate (DSC) and registration of the contractors on the portal i.e. <http://www.tenderwizard.com/LIC> is a prerequisite for e-Tendering.

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Key Dates of various activities by bidder:

S.NO.	ACTIVITES	DATE
1.	Up loading of tender	On 01.08.2023
2.	Downloading of tender documents	up to 23.59 Hrs on 17/08/2023
3	Submission of EMD on line through NEFT	Till 23:59 Hrs. on 17/08/2023
4a.	Submission of Tender through ON LINE	Till 23:59 Hrs. on 17/08/2023
4b.	Manual submission of EMD, Tender processing fee if paid through DD	up to 15.00 Hrs on 18/08/2023
5.	Opening of BID	At 15:30 Hrs. on 18/08/2023
6.	Tender documents fee	Rs.500/- plus 18% GST
7.	EMD	Rs. 42200/-

**Opening of Price Bid: Price Bid of those who have qualified in EMD Bid will only be opened.**

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned Helpdesk details.

<b>Office Address :</b>	<b>Help Desk Contact Details:</b>
Antares Systems Limited E-Tender helpdesk  #24, Sudha Complex 03rd Stage, 04th Block Basaveshwaranagara Bangalore-560079	Tel: 080-40482000/121/133/140 Mobile: 9686115304/9686115323  E-mail: <a href="mailto:lokesh.hr@antaressystems.com">lokesh.hr@antaressystems.com</a> <a href="mailto:raghuprashanth@antaressystems.com">raghuprashanth@antaressystems.com</a>

## CONDITIONS OF E-TENDERING

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### **1. Registration of contractors on E-tendering Portal:-**

All the contractors intending to participate in the tenders processed online are required to get registered on the Electronic Tendering System on the Portal <http://www.tenderwizard.com/LIC> . For more details, please see the information on the Registration info link on the home page.

### **2. Obtaining a Digital Certificate:-**

The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by the Controller of Certifying Authorities, Government of India.

For DSC related issues please contact to our Help desk No. – +91 9674758722 / 9674758724  
Address: Tenderwizard Help Desk Centre

Antares Systems Limited E-Tender helpdesk

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

The contractors may obtain Class-III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from the above address.

Bid for a particular tender may be submitted online using the digital certificate, which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (be it due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a back up of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

**If the digital certificate issued to the authorised user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/ power of attorney/ lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in Life Insurance**

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Corporation of India, Patna tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

In case of any change in the authorization, it shall be the responsibility of management partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

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.

### 3. Set up of machine:

In order to operate on the electronic tender management system, the user's machine is required to be set up. The machine must have running XP service Pack 3 or higher version of Windows like Vista or Windows 7. Also need to install Mozilla Fire Fox web browser and latest version of Java. This can also be downloaded from the portal <http://www.tenderwizard.com/LIC>.

### 4. Online Viewing of Detailed Notice Inviting Tenders:

The contractors can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the electronic tendering system on the portal <http://www.tenderwizard.com/LIC>. For Tendering related issues please contact to Helpdesk No. 08040482140/ 133/ 121.

### 5. Download of Tender Documents:

The tender documents can be downloaded from the Electronic Tendering System through the Portal <http://www.tenderwizard.com/LIC>.

**6. Key Dates:** The contractors are strictly advised to follow dates and times as indicated in the Notice Inviting Tenders. The date and time will be binding on all contractors. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the Notice Inviting Tenders.

**7. Submission of bids** will be preceded by submission of the digitally signed bid seal (Hash) as stated in the time schedule (Key Dates) of the Tender.

### 8. Generation of Super Hash:

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After the submission of Bids (Hash) by the Contractors, the bidding round will be closed and a digitally signed Super Hash will be generated by the authorized officers of Life Insurance Corporation of India. This is equivalent to sealing the tender box.

## 9. Submission of actual online bids:

Contractors have to submit their encrypted bids online for which they generated the hash at the stage of hash generation & submission after the generation of Super Hash. The process is required to be completed within the date and time as stated in the Notice Inviting Tenders (Key Dates). The electronic bids of only those contractors 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.

Note:- Bidders participating in e-tendering shall check the validity of his/ her Digital Signature Certificate before bidding in the Tenders floated online at e-tendering portal i.e., <https://eprocurement.synise.com/LIC>.

10. 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.

11. 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 Addl. Executive Director / 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 Addl. Executive Director in order that the correct meaning may be decided upon before the date for the submission of the tender.

12. No liability whatsoever will be admitted nor claim allowed 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.

13. Proforma of Articles of Agreement (Annexure-'A') 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. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Addl. Executive Director.

14. 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.

15. 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.

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## 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 by the tenderer in a sealed envelope marked BID-I to be submitted physically or e-payment mode:

**The Addl. Executive Director,**

EAST CENTRAL ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> R) "JEEVAN DEEP", EXHIBITION ROAD, PATNA – 800 01  
PHONE: 0612-2501118/2503014/2501103, E-mail: ecz\_engg@licindia.com

The envelope should be superscripted as "**E-Tender for STC** of Air-conditioner units at proposed rented Bldg at Hajipur for Hajipur B.O.

Uploading, Downloading and Submission of tenders will be as per the Key Dates mentioned in the E-Tender Programme.

Tenderer should ensure that the tender is received before the due date and time specified in the e-tendering programme of online tender.

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.

The schedule of quantities should be filled as per the instructions and format given in the online E- tender.

No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.

Proforma of Articles of Agreement (Annexure-'A') 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.

**Earnest Money accompanying the tender** will be accepted only in the form of Cash (to be deposited at LICIEZO Cash Counter on working days during cash hours and Money Receipt to be obtained)/Demand Draft/ Pay Order/ Banker's Cheque of any Nationalised Bank / Approved Scheduled Bank drawn in favour of the "LIFE INSURANCE CORPORATION OF INDIA" payable at **Patna/ E-payment mode**. Any tender, which is not



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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.

In addition to the EMD, the Contractor has to submit **Tender fee** in the form of crossed DD of any of the Nationalised Bank/ Approved Scheduled Banks drawn in favour of the "LIFE INSURANCE CORPORATION OF INDIA" payable at **Patna** or in Cash (to be deposited at LIC ECZO Cash Counter on working days during cash hours and Money Receipt to be obtained)/ **E-payment mode**, which is non-refundable.

**Details for payment through E-payment mode directly to LIC account is given below,**

**Name of Bank – Axis Bank Ltd.**

**Branch – Main Branch, Patna**

**Account No. – 142010200012704**

**IFSC No. UTIB0000142**

**Account Type - Current**

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 of the following OEM.

1. Voltas Ltd.
2. Bluestar Ltd
3. Carrier Airconditioning & Refrigeration Ltd
4. Johnson Control-Hitachi Air conditioning India Ltd.

**OEM can authorize to their Dealer/Distributor for quoting the tender on behalf of OEM. OEM should inform to LIC prior in advance, so that LIC can intimate to <http://www.tenderwizard.com/LIC> for participating in the tender within due date.**

Contractors are warned that Cash or Encashable Cheque, or Insurance Guarantee, or Fixed Deposit receipt in lieu of the afore mentioned form of Earnest Money remittance will not be accepted.

Tenders containing errors are liable to be considered non-bonafide at the discretion of the Addl. Executive

Director.

Tenderer should note that tender should remain open for consideration for a minimum period of

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Addl. Executive Director





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THREE MONTHS from the date fixed for the receipt of tenders.

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

No alterations or additions are to be made by the Contractors to the text of Schedule of Quantities and other tender papers. Violation of this instruction entails rejection of the tender at the discretion of the Addl. Executive Director.

Any tender which proposes any alterations to any of the condition laid down or which proposes any other conditions of any description whatsoever is liable to be rejected at the discretion of the Addl. Executive Director.

The Contractor is required to check the numbers of pages and should any be found missing or in duplicate, or the figure or writing indistinct, he must inform the Addl. Executive Director in order that the correct meaning may be decided upon before the date of submission of the tender.

No liability whatsoever will be admitted nor claim allowed in respect of errors in the contractor's tender due to mistake in the Schedule of Quantities which should have been rectified in the manner described above.

**The tenderer are requested to quote their PERCENTAGE RATE in the BOQ.**

**Address of the Site: Life Insurance Corporation of India.**

**Hajipur B.O(Proposed)**

**Hajipur, Vaishali, Bihar**

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Addl. Executive Director



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**TAXES & DUTIES ETC:** The Contractor shall be responsible to pay all statutory levies / taxes imposed by the State and Central Government from time to time. It is deemed that the rates quoted by the contractor for the above work includes all applicable taxes except GST on work contract which will be paid extra as per prevailing rate during the time of settlement of bill. Deduction at source of Income Tax, all other statutory taxes as applicable and Labour cess shall be made by LIC of India as per statutory provisions prevailing from time to time, from the running / Final Bill and remitted to the concern Taxation authority / state Government on behalf of the contractor.

**Amendment to the bidding document:** At any time prior to opening of price bid, LIC, for any reason, may modify the Tender Document, by amendment. The amendment will be posted on <http://www.tenderwizard.com/LIC> . All tenderers must ensure that such clarifications have been considered by them before submitting the tender. 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.

**Documents Comprising the Bid:** The bid shall be consisting of EMD and Commercial/Price bid.

### TENDER EVALUATION PROCEDURE

**Tenders are invited in Two Bid tendering system.**

**BID-I (EMD Bid & Tender Fee):** The scanned copy of the Money Receipt/Demand draft/Pay Order/Banker's Cheque of **Tender fee** and Money Receipt/Demand Draft/Pay Order or Banker's Cheque of **Earnest Money Deposit** shall be uploaded and Sealed Envelope/ e-tendering mode as Bid-I consisting of original document of EMD & Tender fees, should be physically submitted to our office ECZO, Engg. Dept. BID-I will be opened first as per e- Tendering programme.

**BID-II (Technical & financial )** consisting of letter to contractor, letter from contractor, Conditions of contract, appendix to Condition of Contract, Schedule of Quantities, with Annexures & Technical specifications signed and stamped etc. The agency shall fill in the **percentage RATES**, both in words & figures. The agency shall note that no condition be mentioned in the Price Bid. **The conditional Tender is liable to be rejected..** Technical & Financial Bid (BID-II) of contractors whose Tender Fee and Earnest Money Deposit (BID-I) found in order shall be opened online on the same day. The Tender shall remain valid for **three months** from the last date of submission of Tender.

**Note: 1) The EMD of the contractors other than lowest tenderer will be released after opening of Financial Bid.**

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Addl. Executive Director