

Ref: - OS/Inventory/CCTV

Annexure-I

INSTRUCTIONS TO BIDDERS

1. The contractor must inspect the site and quote their rates after getting proper acquaintance.
2. The Contractor should quote their rates in figure & words in the portal.
3. The general specification of work shall be as per our standard specification and rates quoted should include for the same.
4. Sr. Divisional Manager, reserves the right to accept any tender or to accept the tender in part or reject any or all tenders without assigning any reason thereof.
5. All material used in work shall be as per our specifications or as per quality specified in tenders and approved by competent authority.
6. The rates quoted shall be firm during the currency of the contract and no escalation of any kind shall be permitted unless specified.
7. In case of any dispute, the decision of Sr. Divisional Manager, LIC of India of the said Division shall be conclusive and binding on the contract.
8. The work is to be carried out in co-ordination with the Branch Office in charge without disturbing the routine work of Branch Office.
9. The contractor shall bring certificate from the user in confirmation to satisfactory completion of work.
10. All works are to be carried out as per local By-Laws with respect to stocking of materials, employing of labour etc.
11. The contractors are requested to put their firm's endorsement on each page of tender document in token of perusal.
12. No interest shall be payable over the security deposits (i.e. earnest money, initial security deposit, retention money) lying in deposit with LIC of India.
13. The rates quoted shall include for the work at all heights and level unless otherwise specified. The use of lifts for taking the materials is not permitted.
14. The work is to be carried out strictly according and to the entire satisfaction of the user.
15. Rates quoted shall include all taxes/ Installation charges **but excluding GST which will be paid extra as per the prevailing Government norms.**

The contractor shall be responsible for and shall replace or make good at his own expenses any material lost or damaged or quality not approved.

Agreed and confirmed

Signature of Contractor

(With address & Seal)