

**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
NORTH CENTRAL ZONAL OFFICE,
16/275 CIVIL LINES
KANPUR-208001
PHONE: 0512-2336233,2336235
e-mail: ncz_engg@licindia.com**

**E-TENDER FOR SERVICING, SHIFTING, INSTALLATION & COMMISSIONING OF WINDOW /
HIGH WALL SPLIT / CASSETTE / TOWER AIR CONDITIONING UNITS FOR BO BINDIKI AND BO
BHARWARI UNDER ALLAHABAD DO.**

Tender no.:- LIC/NCZ/Engg/LT - 80 /2023-24

(E-Tender Notice)

“This Notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity’s enlisted contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tender in future may apply for enlistment with Procuring Entity as per Procedure.”

**LAST DATE FOR ON LINE SUBMISSION OF TENDER:
ON OR BEFORE 17:00 Hrs on 12.03.2024**

(Tender documents all pages has to be digitally signed by Tenderer)

Life Insurance Corporation of India

**ENGINEERING DEPARTMENT
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16/275 CIVIL LINES
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E-Tendering Programme

Tender no.:- LIC/NCZ/Engg/LT- 80 /2023-24

1. Online bids are hereby invited for the works mentioned below through online e-Tendering System portal <http://www.tenderwizard.com/LIC> **from the intended contractors.**

S. No.	Name of Work	Estimated Cost	Earnest Money Deposit (EMD)	Tender Cost
1.	E-TENDER FOR SERVICING, SHIFTING, INSTALLATION & COMMISSIONING OF WINDOW / HIGH WALL SPLIT / CASSETTE / TOWER AIR CONDITIONING UNITS FOR BO BINDIKI AND BO BHARWARI UNDER ALLAHABAD DO	Rs. 2.41 Lacs	Rs.4830.00 (Rupees Four thousand hundred thirty only)	Rs.1000.00 + GST @ 18%

Estimated cost is excluding GST. GST as applicable shall be paid separately as per Act.

2. 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.
3. **Key Dates of various activities by bidder:**

Sl. No.	Department stage	Start date and time	Expiry date and time
1.	Uploading of tender document	06.03.2024	
2.	Downloading of tender document	06.03.2024 at 17:30 Hrs	12.03.2024 at 17:00 Hrs
3.	Deposit of Tender fee and EMD		
a	In case of DD / MR (sealed envelope)	06.03.2024	13.03.2024 at 15:00 Hrs
b	In case of NEFT payment	06.03.2024	12.03.2024 at 17:00 Hrs
4	Online submission of Tender	06.03.2024	12.03.2024 at 17:00 Hrs
5	Opening of BID I (EMD, Tender Fee) and BID II (Financial Bid)	13.03.2024 at 15:30 Hrs	

For Registration and for further details on e-tendering, please visit the above website portal.

The Bank Account Details for NEFT/RTGS Transactions are as follows:

S.No.	Name	Current Account	15 Digit Account No.
01.	LIC of India		911020067317027

Bank name – AXIS BANK LIMITED

IFSC code: UTIB0000133

Bank Branch: Civil Lines Branch Kanpur

NOTE: IN CASE OF ONLINE / NEFT/ RTGS PAYMENT IN LIEU OF EMD PLEASE MENTION THE UTR NO.

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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.

1. Address to which the EMD and Tender Fee in a sealed envelope marked BID No. I is to be submitted:
The Chief Engineer / Dy. Chief Engineer (I/C)
Engineering Department,
LIC of India,
Northern Central Zonal Office,
Jeevan Vikas, 16/275,
Civil Lines – Kanpur - 208001
2. Last date for receipt of tenders: **As per Key Dates**
3. Tenderer should ensure that the tender is received before the due date and time specified in the Key Dates of online tender.
4. Tenderer should fill in all the relevant information in prescribed templates/forms as required in the e-tendering System.
5. **The Percentage quote** should be filled in as per the format given in the online e-Tender.
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 Online payments/ NEFT/ RTGS/ **CROSSED DEMAND DRAFT** of any of the Nationalized Banks / Scheduled Banks drawn in favour of the **“LIFE INSURANCE CORPORATION OF INDIA”** payable at **“KANPUR”** only, and 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 Employer.
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; to reject any or all tenders without assigning reasons thereof.
14. Contractors should fill in their “**PERCENTAGE RATE**” in the **PRICE BID SHEET** or **prescribed form provided on online portal**.
15. If on check there are differences between the rates/ Percentage given by the contractor in words and figures or in the amount worked out or no rate /amount quoted by him, the following shall be considered:
 - a) When there is a difference between the rates/ Percentage in figures and in words, the rates which correspond to the amounts worked out by the contractor, shall be taken as correct.
 - b) When the amount of an item is not worked out by the contractor or it does not correspond with the item/percentage rate written either in figures or in words, then the item/percentage rate quoted by the contractor in words shall be taken as correct.
 - c) When the item/percentage rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the item/percentage rate quoted by the contractor shall be taken as correct and not the amount.
16. The MSME benefits, viz., Exemption of EMD etc shall not be applicable to the works contract, hence the MSME registration shall not be considered for waiver of EMD.

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

Special Conditions & instructions for using online Electronic Tendering System (e-Tendering) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India (LIC), as given in the subsequent pages will supersede 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 (E-Tendering) 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 part of Prequalification Bid pages of the tenders floated on online Electronic Tendering System hereinafter referred as “e-Tendering System” through portal (website) at <http://www.tenderwizard.com/LIC> in the free view icon. They can view the details like online scheduled dates (Key Dates), Tender Notice, Terms and Conditions and any other information. To download they need to login on to the above portal and can download the tender documents of the eTender.
- **Key Dates:** The contractors/bidders can view the Online Scheduled dates of e-tendering System (time schedule) hereinafter referred as “**Key Dates**” for all the tenders floated using the online electronic tendering system on above mentioned portal (website) <http://www.tenderwizard.com/LIC>

The bidders are strictly advised to follow dates and time as mentioned in Key Dates of a particular tender. The date and time will be binding on all the bidders. The bidders are required to complete the stage within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender. 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 time of the stage as defined.

The bidder should ensure that the status of a particular stage should be shown as “Completed” before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the bidder if the status of a particular stage is “Pending” till the expiry date and time of that stage and he is not able to proceed further in the eTendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

- **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 II B 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**
- Lokesh H R M : 9686115304 licetenderhelpdesk@gmail.com
- Bharat Singh M : 9560095924 bharat.s@etenderwizard.com

E-Tender helpdesk

#Honganasu, 137/3, Banglore Mysore Road,
Optt. To Metro Pillar # P-696, Kengeri,
Banglore - 560060
dscdelhi@etenderwizard.com

Mr Bharat Singh
Tender Wizard
New Delhi Office : 080-45982100
Mobile: 9560095924

- The Bid (Online Offer) for a particular e-Tender may be submitted only 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.
- In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no-objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per Indian Information Technology Act 2000 and its amendments. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for LIC of India, North Central Zonal Office, Kanpur as per Information Technology Act 2000 and its amendments. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an "Authorization Certificate" for the new user. The procedure for application of a Digital Certificate 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.
- 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 Tender Document Fees:**
 - The Contractors have to submit a Demand Draft of requisite amount as mentioned in the particular e-Tender against the Tender Document Cost of any of the Nationalized Banks drawn in the favour of the "Life Insurance Corporation of India" payable at "KANPUR" only, and not in the favour of any other Authority or Location.
 - **OR paid ONLINE / NEFT/ RTGS mode directly crediting to LIC account. In case of ONLINE / NEFT/ RTGS payments in lieu of EMD please mention the UTR No. in the Pre Qualification Bid.**

The scanned copy of the Demand Draft against Tender Document Fees should be uploaded mandatory during “Bid-I Submission” stage (as per the due date mentioned in Key Dates of e-Tender and original DD should be submitted to the The Chief Engineer Engineering Department, LIC of India, Northern Central Zonal Office, Jeevan Vikas, 16/275, Civil Lines – Kanpur – 208001 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 e-tenders are cancelled or recalled on any grounds, the tender document fees will not be refunded to the agency.
- **Submission of Earnest Money Deposit:** Contractors have to deposit EMD 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 “**KANPUR**” only, and not in the favour of any other Authority or Location.
- **OR paid ONLINE / NEFT/ RTGS mode directly crediting to LIC account. In case of ONLINE / NEFT/ RTGS payments in lieu of EMD please mention the UTR No. in the Pre Qualification Bid.**
- Refund of Earnest Money Deposit to the unsuccessful bidders will be made through RTGS/NEFT only.

A scanned copy of DD against EMD should be uploaded mandatory while Bid Preparation stage (as per the Key Dates mentioned in e-Tender document) and **original D.D. should be submitted to the The Chief Engineer/Dy Chief Engineer (I/C), Engineering Department, LIC of India, Northern Central Zonal Office, Jeevan Vikas, 16/275, Civil Lines – Kanpur – 208001 in the sealed envelope on or before the due date mentioned** in Key Dates of respective e-Tender, otherwise your e-tender will not be opened.

- **Tender Download:**

- The Eligible Bidders can download the Tender Document online from above e-Tendering Portal <http://www.tenderwizard.com/LIC> on or before the Key Dates mentioned in the e-Tender floated.

- **Submission of online bids:**

- The bidders are required to prepare their bids on online e-Tendering Portal as mentioned above. During bid preparation the bidders have to send their Public Key of DSC hence they are advised to procure DSCs at the earliest to participate in the e-Tender. They are required to upload the scan copies of Demand Draft for Tender Document Fees and Earnest Money Deposit. Also bidders are required to 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 this stage only and seal (Encrypt) and digital sign the online bid with their Digital Signature Certificates. The Bidders 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 of the Bid submitted and ensure that it matches during “Re-Encryption of Bids” stage. The bidders 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 Contractors/Bidders 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 Contractors/bidders have to decrypt their bids as they are in encrypted mode by their DSC. The department will re-encrypt with Department user’s Public Key at the time of opening. During this process Department needs to use their DSC for decryption of Bids 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. This stage could be considered as transfer of control to LIC Department user.

- **Opening of Tender (Electronic offers):** Bid-I & BID II shall be opened on key dates.

TENDER EVALUATION PROCEDURE

Tenders are invited in Three Bid tendering system.

- BID I (E.M.D. + Tender document fees):** This bid will including scanned copy of DD/Pay Order/Banker's Cheque of Tender document fees of Rs.1180.00 (Rupees One Thousand one hundred eighty only) including GST @18% and scanned copy of DD/Pay Order/Banker's Cheque/BG** of EMD of Rs. **4830.00 (Rupees Four thousand eight hundred thirty only)**. The bank guarantee shall be as per format enclosed.

Earnest Money Deposit of **Rs. 4830.00 (Rupees Four thousand eight hundred thirty only)** in the form of Demand Draft/Pay Order/Banker's Cheque in favour of "Life Insurance Corporation of India" payable at Kanpur. OR in the form of Bank Guarantee of any Nationalized / Scheduled Bank in appropriate format as explained in stipulation-9 of "Instruction in regard to submission of tender". EMD amount in the form of Demand Draft / Pay Order/Banker's Cheque shall be drawn in favour of "Life Insurance Corporation of India" payable at Kanpur. On the due date of opening Technical Bid (BID-II) will be opened first, tender document fee and EMD found in order shall be opened online.

OR

EMD & Tender fee can be paid through NEFT mode directly to LIC account, as detailed below:

Name of Bank: Axis Bank Ltd.
Branch : Civil Lines Branch Kanpur
Account No: 911020067317027
IFSC Code: UTIB0000133

NEFT receipt copy with UTR no. should be physically submitted with BID -1

- Bid-II:** E-Tender notice (Signed and stamped in each page by the tenderer) & Financial Bid document.
- The Financial Bid document consists of Appendix to Condition of Contract, Schedule of Quantities etc. The Tenderer shall download the Tender Documents, read it carefully before quoting the rate. **The rate in words and figure shall be quoted in the ON LINE template only and shall be uploaded on E-tender Portal Signed electronically with a Digital Signature Certificate (DSC).** The agency shall note that no condition shall be mentioned in the Financial Bid. **The conditional Tender is liable to be rejected.** The Financial Bid will be opened on the scheduled date. The rates quoted in Tender shall remain valid for **3 months** from the last date of submission of Tender