



Spot Quote  
For  
Installation, Commissioning and Maintenance  
of Video Conferencing systems

Spot Quote Ref: LIC/CO/IT-BPR/Network/Spot/VC dated 26.03.2024

LAST DATE & TIME FOR SUBMISSION OF Quotation: 24.04.2024, up to 03:30 PM

Life Insurance Corporation of India Central Office,  
IT Department, Mumbai

Life Insurance Corporation of India,  
Central Office, Information Technology Department, Jeevan Seva Annex building, 2nd floor, S. V.  
Road, Santa Cruz (West), Mumbai - 400 054

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## Bid Document

Commercial Quotes are invited for Installation, Commissioning and Maintenance of Video Conferencing Systems for Life Insurance Corporation Of India (LIC), a statutory Corporation established under section 3 of Life Insurance Corporation Act, 1956, (Act XXXI of 1956) having its Corporate Office at "Yogakshema", Jeevan Bima Marg, Mumbai - 400 021 as per the specifications attached. **The rates should be in Indian Rupees. The commercial quotations are attached as Annexure-B.**

The spot quote includes Installation, Commissioning and Maintenance Video conferencing system for five location all in Mumbai as per the Scope of Work and technical specifications for Five year.

The Spot quote includes the Scope of Work, technical specifications, Payment Terms, SLA, company profile and commercial sheet.

### Details of the Bid-

Bid Reference-	<b>LIC/CO/IT-BPR/Network/Spot/VC dated 26.03.2024</b>
Release of Spot Quote	26.03.2024
Queries on the Spot Quote (through e-mail) :	Any query related to the Spot Quote/Bid should be sent through e-mail on <a href="mailto:co_itnetworkrfp@licindia.com">co_itnetworkrfp@licindia.com</a> latest 04.04.2024 (by 03.30 pm)
Last date for Quotation Submission	By 03:30 PM on 24.04.2024
Date and Time of opening of spot quote	At 04:00 PM on 24.04.2024
Address-	The Executive Director (IT/BPR), LIC of India, Central Office, IT-NETWORK Department, Jeevan Seva Annexe Building, 2nd Floor, North Wing, S.V. Road, Santa Cruz (W), MUMBAI- 400054 (Maharashtra)
Contact Details-	022-67090418/462 E-mail ID: <a href="mailto:co_itnetworkrfp@licindia.com">co_itnetworkrfp@licindia.com</a>

### Terms and Conditions:

- 1) The Installation and Commissioning of Video conferencing system should be carried out as per the technical specifications and the scope of work.
- 2) Any query related to the bid process should be sent through email on [co\\_itnetworkrfp@licindia.com](mailto:co_itnetworkrfp@licindia.com) latest by 04.04.2024.



- 3) LIC may issue clarifications/modifications based on the queries received.
- 4) The bids received after the last date of bid submission shall be summarily rejected and no correspondence shall be entertained from those bidders.
- 5) LIC reserve the right to modify any/all the Terms and Conditions as well as procurement specification by way of corrigendum to this bid document and such modifications shall be binding on all participating bidders.
- 6) LIC may terminate this process at any time without assigning any reasons whatsoever. LIC makes no commitments, express or implied, that this process will result in a business transaction.
- 7) Participation in this procurement process will mean that the bidder has accepted all terms and conditions and clauses of this document and subsequent modification(s), if any.
- 8) **This is an E – Tender and hence quotations must be submitted “ON LINE” and also physically as mentioned below. The bidders should submit their Spot quote Online i.e. through <https://www.tenderwizard.com/LIC>. The vendor must register for submission of their bid as specified in this document (Annexure-III). Copy of the spot quotation has to be submitted in person as mentioned below duly signed bid in a sealed envelope super scribed “Commercial Quotes for Installation, Commissioning and Maintenance of Video Conferencing Systems” should be submitted to:**

**The Executive Director (IT/BPR),  
LIC of India, Central Office, IT-NETWORK  
Department, Jeevan Seva Annexe Building,  
2nd Floor, North Wing,  
S.V. Road, Santa Cruz (W), MUMBAI- 400054  
(Maharashtra) Contact No: 022-67090418/462**

**Not later than 3:30 PM on 24<sup>th</sup> April 2024.**

- 9) The bidder with lowest commercial bid will be declared as L1 bidder.
- 10) Please note that LIC of India may hold further negotiations if any, only with the vendor who quotes the Lowest Price. Hence, all vendors are requested to quote their most competitive prices.
- 11) All participating bidders will have to submit attached **pre-contract Integrity Pact**. The successful bidder will have to sign a **Non-Disclosure Agreement** during the period of the engagement with LIC on this project. Please note that no deviations in the wordings are allowed for the pre-contract integrity pact.



**Scope of Work, Payment Terms and SLA: As per Annexure-I**

**Technical Compliance: As per Annexure-II**

**Proforma for Bid Submission** (to be submitted on the Company Letter head of the bidder): As per Annexure A

**Proforma for Commercial Bid Submission** (to be submitted on the Company Letter head of the bidder): As per Annexure B

**Executive Director (IT/BPR)**

**Date: 26<sup>th</sup> March 2024**