



ENGINEERING DEPARTMENT,
L.I.C. OF INDIA, NORTHERN ZONAL OFFICE,
2nd FLOOR, “JEEVAN PRAKASH BUILDING”,
25, K.G. Marg, NEW DELHI – 110 001
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BID - II

(PRE-QUALIFICATION BID)

NAME OF WORK: E-TENDER FOR PROPOSED CONSTRUCTION OF LIC DIVISIONAL OFFICE, CAB & GUEST HOUSE BUILDING INCLUDING MODERNISATION (INTERIOR & ALLIED WORKS) AT PLOT NO 5, SECTOR -5, URBAN ESTATE, ROHTAK.

Downloading of Bid: 08.04.2024, 17:30 Hrs. to 30.04.2024, 14:30 Hrs.


Last Date of Online Submission of Bid: 30.04.2024, 15:00 Hrs.

TENDER COST & EMD		
Cost	Rs.	2000.00
GST	Rs.	360.00
Total	Rs.	2360.00
EMD	Rs.	48,91,000.00

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PRESS ADVERTISEMENT

 <p>भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA</p>	<p>Engineering Department, LIC of India Northern Zonal Office, 2nd Floor , Jeevan Prakash, 25 KG Marg , New Delhi-1, Website : www.licindia.in/tenders, E-mail:nz_engg@licindia.com</p>
<p>Bid No.: LIC/NZ/ENGG/OT/2024/00</p> <p style="text-align: center;"><u>E-TENDER NOTICE</u></p> <p>Life Insurance Corporation of India intends to invite percentage rate tender through e-tendering for “Proposed Construction of LIC Divisional Office, CAB & Guest House Building including modernisation (interior & allied works) at plot no 5, sector -5, urban estate, Rohtak.”). The Estimated cost of work is Rs. 24.45 Cr. (Approx.) and Completion Period is 24 Months. For further details and downloading the tender documents, please visit website http://www.tenderwizard.com/LIC, on 08.04.2024 after 17.30 Hrs. The Detailed Pre-Qualification Notice is also available on www.licindia.in (Tender Page). The last date for submission of online tender is 30.04.2024, 15:00 Hrs. Further Corrigendum’s / Amendments, if any will be uploaded on the above given website only.</p> <p style="text-align: center;">For any query kindly Contact::</p> <p>Santosh Rahatekar-S.E.: 9770025257/ V.S.Yadav Dy. C.E. : 9999765191</p> <p>Date: 08.04.2024 Chief Engineer</p>	

DETAILED PRE-QUALIFICATION TENDER NOTICE

Life Insurance corporation of India intends to invite Percentage Rate e-Tender for “**Proposed Construction of LIC Divisional Office, CAB & Guest House Building including modernisation (interior & allied works) at plot no 5, sector -5, urban estate, Rohtak.)**”. which includes the following:

A) All construction activities involving main Builder’s works including Pile Foundation,Water Supply & Sanitary Installation, Drainage, External Development Rainwater Harvesting System, UG Tanks & Pump Room, Septic Tank & Soak Pit, Internal & External Electrical Works, Interior Works, Lift, Addressable Fire Alarm Work, Data Cabling, VRF Air- Conditioning, Sub Station Work, Solar PV Plant, Solar Street Light, PA System, Supply & Installation of Modular Furniture, Chairs, Horticulture, etc. including preparing as built drawings and obtaining approval at plinth level or as per local authority requirement, obtaining pre Fire approval and all other required clearances from local authorities and Fire NOC, etc for obtaining completion /occupancy certificate from local authorities before commissioning and handing over the premises. All statutory payment will be reimbursed by LIC.

B) The building shall be constructed with minimum 3 star rating from GRIHA / silver rating of IGBC , Appointment of consulting architect , compliance to the requirement of documentation , facilitating with GRIHA and obtaining certificate. All statutory payment will be reimbursed by LIC.

1) The detailed Eligibility Criteria for pre-qualification and provisional selection of bidders is as detailed below:

Sl. No.	Description	Requisite Value / Eligibility Criteria for Pre-qualification
1	Estimated cost of the work:	Rs. 24,45,31,764.00
2	Completion period in month:	24 Months

Sl. No.	Description	Requisite Value / Eligibility Criteria for Pre-qualification
3	<p>Average Annual Financial Turnover for construction works of Last THREE Financial Years ending on 31.03.2023 shall not be less than:</p> <p>Note: – The requisite Turnover shall be duly certified by a Chartered Accountant with his Seal / signatures ,registration number, with UDIN and the scanned copy of certificate from Chartered Accountant to be uploaded. The bidders are required to upload and submit a Summarized Balance Sheet (Audited) and Summarized Profit & Loss Account Statement (Audited) for the last 3 years. CA Certificate without UDIN will not be considered for evaluation.</p> <p>In case final audited account statements are not available for the last year, then provisional account statements can be submitted duly certified by a Chartered Accountant.</p>	Rs. 12,22.66 Lac
4	Solvency/ Banker Certificate or Net Worth Certificate (anyone to be submitted)	
4 (a)	<p>Minimum Bank Solvency* (in the form of Single Bank Solvency Certificate, not more than SIX Months older from the last date of submission of Bid):</p> <p>*Solvency Certificate: The solvency certificate to be obtained from Scheduled Commercial Bank (i.e. Indian or Foreign Bank included in Second Schedule of Reserve Bank of India Act 1934 excluding cooperative Banks or Regional Banks or Regional Rural Banks). Sample Form for Solvency Certificate - Annexure-I is attached. OR</p>	Rs.978.13 Lac

Sl. No.	Description	Requisite Value / Eligibility Criteria for Pre-qualification
4 (b)	Net worth Certificate of minimum value: Note - The requisite Net worth shall be duly certified by a Chartered Accountant with his Seal / signatures registration number, with UDIN . (Sample form for Net worth Certificate - Annexure-II is attached). Net worth Certificate without UDIN will not be considered for evaluation.	Rs.24.46 Lac
5	Qualifying value of work completed during last 7 (Seven) years ending Last Day of month previous to the month in which applications are invited (Work in progress shall not be considered in respect of value of work done):	
5A	Three similar** completed works costing not less than the amount equal to:	Rs.978.13 Lac
	OR	
5B	Two similar** completed works costing not less than the amount equal to:	Rs. 12,22.66 Lac
	OR	
5C	One similar** completed work costing not less than the amount equal to:	Rs. 1956.59 Lac
5D	**Similar Nature of work (For arriving at current cost of similar works, value of executed qualifying work shall be brought to current costing level by enhancing the actual value of work at a simple rate of 7% per annum from the date of completion of work to the date of opening of Bid-II – PQ Bid).	**Similar Nature of work means Construction of RCC framed building including finishing, internal external water supply & Sanitary installations, etc for Office Buildings, Residential buildings, Shopping Complex, Commercial Building, Institutional Building but not Industrial Buildings like Warehouse, Factories and Plants etc. are not considered as "Similar Works". "Similar nature" means the characteristics of the completed works should be similar to that of the proposed building in terms of physical parameters, like finishes complexity, method /technology and / or other characteristics described and scope of works.

Sl. No.	Description	Requisite Value / Eligibility Criteria for Pre-qualification
5E	<p>Key Construction Activities Criteria:</p> <p>Applicants/ bidders should have completed any THREE (03) of the following Key Construction Activities as included in the scope of the proposed work, either completed separately or combined in qualifying works (contract completed):</p> <ol style="list-style-type: none"> 1) Pile Foundation. 2) Lifts. 3) Air-Conditioning Work (Ductable/chiller/VRV) 4) Fire Fighting/Fire Detection / Fire Alarm System. 5) Modernization/ Interior works. 6) Electric Sub Station 	<p>a) In case, applicant/ bidder is qualifying under Criteria of Work experience with Three completed works of similar nature (Contract completed), each costing not less than the amount equal to Rs.978.13 Lac (40% of Estimated cost put to the tender), then any of the THREE (03) Key Construction Activities of proposed work shall be completed separately or combined in these qualifying works.</p> <p>b) In case, applicant / bidder is qualifying under Criteria of Work experience with Two completed works of similar nature (Contract completed), each costing not less than the amount equal to Rs. 12,22.66 Lac (50% of Estimated cost put to the tender), then any of the THREE (03) Key Construction Activities of proposed work shall be completed separately or combined in these qualifying works or in any of the other completed works of similar nature (Contract completed) having value equal to or more than Rs.978.13 Lac.</p> <p>c) In case, applicant / bidder is qualifying under Criteria of Work experience with One completed works of similar nature (Contract completed), each costing not less than the amount equal to Rs. 1956.59 Lac (80% of Estimated cost put to the tender), then any of the THREE (03) Key Construction Activities of proposed work shall be completed separately or combined in these qualifying works or in any of the other completed works of similar nature (Contract completed) having value equal to or more than Rs. 978.13 Lac.</p>

Sl. No.	Description	Requisite Value / Eligibility Criteria for Pre-qualification
6	Unauthorized Time Over Run of the qualified work (s):	<p>There will not be unauthorized time over run of the qualified Work(s) mentioned in Sl. No. 5A, 5B & 5C executed by the bidder.</p> <p>Note: Performance/Completion Certificate issued by the client should clearly be mentioned above. (Format enclosed as Annexure-III)</p>
7	Disqualification:	<p>Even if an applicant meets the pre-qualification criteria, he shall be subject to dis-qualification, if he or anyone of the constituent Partner/Director is found to have:</p> <p>I. Made misleading or false representations in the forms, statements, affidavits, and attachments submitted in proof of the qualification requirements and/ or</p> <p>II. Records of poor performance during the last Five years, as on the date of NIT, such as abandoning the work, rescission of the contract for reasons which are attributable to non-performance of the contractor, inordinate delays in completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy and so on.</p>
8	Joint Venture	Joint ventures applicants will not be considered
9	Verification of Works /Performance Reports	At least one of the qualifying works as mentioned in Sl. No. 5 should be verifiable. Performance Report shall be called from Clients as per Proforma-Annexure-III

Sl. No.	Description	Requisite Value / Eligibility Criteria for Pre-qualification
10	Work Executed by Bidder in Private Sector	In case the qualifying works executed by bidder in private sector, he should submit the completion certificate supported with copies of Letter of Award, Agreement, copies of corresponding Form 26AS, Form 16A of relevant period and copy of paid final bill for verification of amount of work done duly certified by Chartered Accountant.
Note :	(I) For value of qualifying value of work completed by bidder, amount of Service Tax and GST on works contract shall not be considered.	
	(II) All the participating bidders preferably must have valid GST registration certificate of the Haryana State at the time of submission of the Bid. In the eventuality of not having valid GST registration certificate with the Haryana State, where implementing work contracts, the successful bidder will be required to charge IGST in his tax invoices.	

2) Only contractors who have carried out similar nature of Works and fulfilling above criteria shall participate in the e-tendering process.

3)The bidders shall be provisionally selected for opening of financial bid only after satisfactory verification of the genuineness of the Bank Solvency/ Net Worth Certificate, Turnover Certificate, Bank Guarantee, and other submitted documents as the proof of their Credentials. Any bidder applied and fulfilling the selection criteria may not be considered for provisionally selection for opening of financial bid if unsatisfactory performance report/s from their previous employer/s and/or unsatisfactory inspection / verification report/s by LIC Engineers is/are received for the completed projects. The credentials of works executed under Joint-Ventures system and applications from Joint Venture agencies shall not be accepted.

4) The Chief Engineer reserve the right to not open financial bid of any/ all the applicants at his sole discretion without assigning any reason whatsoever.

Date: 08.04.2024

CHIEF ENGINEER

Annexure – I

To
Chief Engineer ,
..... Office,

BANKERS CERTIFICATE FROM A BANK

This is to certify that to the best of our knowledge and information that M/s / Shri
..... having marginally noted address as a customer of our bank are/is respectable
and can be treated as good for any engagement up to a limit of Rs. (Rupees
.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature of Authorized official)

For the bank

NOTE :

1. Banker's certificate should be on letter head of the Bank, addressed to Tender issuing Authority.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
3. The bid will not be considered valid if any change to the above format is made.

Annexure – II

FORM FOR CERTIFICATE OF NETWORTH FROM CHARTERED ACCOUNTANT

It is to certify that as per the audited Balance Sheet and Profit & Loss Account during the Financial Year, the Net Worth of M/s (Name & Registered Address of individual / Firm / Company) as on 31st March (previous financial year from the year in which NIT is published/application invited for empanelment) is Rs..... (Rupees) after considering all liabilities. It is certified that computation of Net Worth based on my / our scrutiny of the Books of Accounts, Records and Documents is true and correct to the best of my / our knowledge.

It is further certified that the Net Worth of the company based on my /our scrutiny of the books of accounts, records and documents is true and correct to the best of my/our knowledge.

Signature of Chartered Accountant

Name of Chartered Accountant:

Membership No. of ICAI:

Date:

Seal:

Note :

1. The Net worth Certificate should be on letter head of the Chartered Accountant.
2. In case of Bidder is partnership firm, certificate should include names of all partners as recorded with the Chartered Accountants.

Annexure - III

PERFORMANCE REPORT OF WORKS REFERRED IN QUALIFICATION BID

Sl.No.	Particulars	
1 a.	Name of work / project & location	
1 b.	Name of the contractor	
2.	Agreement No.	
3.	Estimated cost:	
4.	Tendered Cost:	
5.	Date of start	
6.	Date of Completion	
(i)	Stipulated date of completion	
(ii)	Actual date of completion	
7.	If the actual date of completion is beyond original stipulated date of completion (a) Extended period without imposition of penalty/ LD forNo. of Days / Month. (b) Extended period with imposition of penalty/ LD for No. of Days / Months	
8.	Performance Report	Kindly mention the options given.
I	Contractors Site Organization (a) Well organized (b) Adequate (c) Poorly organized	
II	Quality of materials with reference to specifications (a) Good (b) Satisfactory (c) Poor	
III	Workmanship & Supervision (a) Good (b) Satisfactory (c) Poor	
IV	Labour relations & Facilities (a) Good (b) Satisfactory (c) Poor	
V	Attitude towards settlement of dispute and differences (a) Co- operative (b) Non-Cooperative	
VI A	Safety Records-Were there any accidental / structural collapse at site. i)Yes OR ii) NO	

VI B	If answer to VI A is Yes , state whether due to i) Negligence ii) Improper Work iii) Reasons beyond control	
VII	Kindly mention weather following activities were part of the work:- i) Pile Foundation ii) Lifts iii) Air-Conditioning Work (Ductable/chiller/VRV iv) Fire Fighting/Fire Detection / Fire Alarm System. v) Modernization/ Interior works. vi) Electric Sub Station	

Any other Remarks:

Date:

Signature of Authorized official

(Note: This format shall be part of Pre-qualification Form and the Bidder shall obtain Performance Certificate from the Employer in above Format and submit along with Pre-qualification documents)

Annexure- IV**TDS DETAILS FOR PRIVATE SECTOR PROJECTS (REFER SL.NO 11 ABOVE FOR WORKS EXECUTED BY BIDDER IN PRIVATE SECTOR.)**

S.NO	Name of the work	Name of the client/s	Project cost in lakhs	No and Date of completion certificate	Cost of the work on completion in lakhs	Payments received as per TDS in Lakhs	TDS Corresponding to the payments	Year wise TDS as per Form – 26AS/Form 16A relating to the work
1								
2								
3								

Note : Value of work done will be considered commensurate with value of TDS Certificates.

In case of multiple contracts undertaken from the Client, details of TDS/Form – 26 AS for each work mentioned above need to be segregated and given separately.

This form needs to be supported with Form – 26AS taken in HTML format or Form – 16A.

Signature of Chartered Accountant
seal
With stamp and Membership Number

Signature of the Bidder with

e-Tendering Programme - System Tender No. LIC/NZ/ENGG/OT/2024/00

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.

Sr. No.	Name of Work	Estimated Cost in Rs.	Completion Period	Earnest Money Deposit (EMD) in Rs.	Tender Processing Fee in Rs.
1.	E-Tender for Proposed Construction of LIC Divisional Office, CAB & Guest House Building including modernisation (interior & allied works) at plot no 5, sector -5, urban estate, Rohtak.	24,45,31,764.00	24 months	48,91,000.00 (Rupees Forty Eight lakh Ninety One Thousand only)	2360/-(2000.00+ GST18%)

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. For registration and issuance of Digital Certificate, you may please contact our Service provider M/s. Antares Systems Limited, 24, Sudha Complex, III Stage, IV Block, Basaveshwara Nagar, Bangalore-560079, Ph: 4048 2113/ Sh. Lokesh (Mobile No. 9686115304) & Sh. Rajesh (Mobile No. 9870393814).
4. **The Key Dates of e- Tendering Program are as given below: -**

Sr. No.	Activities	Start Date and Time	Expiry Date and Time
1	Downloading of Tender Document	08.04. 2024, 17:30 Hrs.	30.04.2024, 14:30 Hrs.
2	Pre-bid Meeting at CE Office at 2 nd Floor, Jeevan Prakash, 25 KG Marg, New Delhi.	22.04.2024, 11:30 Hrs.	
3	Deposit of Tender fee & EMD		
a	In case of NEFT /RTGS Payment (Receipt of NEFT/RTGS Payment with UTR No., to be uploaded on e-tender portal in BID-I)	08.04. 2024, 17:30 Hrs.	29.04.2024, 23:59 Hrs.
b	In case of Original Demand Draft/Banker's Cheque /BG (in sealed envelope)- scanned copies to be uploaded on e-tender portal in BID-I	08.04. 2024, 10:00 Hrs.	30.04.2024, 15:00 Hrs.
4	Online submission of Bids (Bid-I, Bid-II and Bid-III/Financial Bid)	Up to 30.04.2024, 15:00 Hrs.	
5	Opening of Bid-I (EMD & Tender Fee envelope) and Bid-II (Pre-qualification Bid)	30.04.2024, 15:30 Hrs.	
6	Opening of BID-III (Financial Bid)	Date shall be intimated to eligible bidders and uploaded on portal: www.tenderwizard.com/LIC	

CHIEF ENGINEER

E-Tendering Process

The Tender Documents consist of BID- I, BID- II (Pre-qualification Bid), BID -III (Part-I , Part-II , BOQ and Financial Bid Format) . The tenderer should go carefully through the BID-II , BID-III Part I & Part-II , BOQ and quote their percentage rate online in Financial Bid Format . The Tenderers must submit their bids in the following manner:

(1) **BID- I (EMD & Tender Document Fee):- ENVELOPE-I : Physical Submission**

BID-I, consisting of **Tender Fee & EMD** shall be placed in a Single Sealed Envelope superscribed as “**BID-I: EMD &Tender Document Fee for “E-Tender for Proposed Construction of LIC Divisional Office, CAB & Guest House Building including modernisation (interior & allied works) at plot no 5, sector -5, urban estate, Rohtak.”**”, shall be physically submitted to the **Chief Engineer** , Life Insurance Corporation of India, Engineering Deptt., Jeevan Prakash Building, 2nd Floor, 25 K.G. Marg New Delhi 110001 on or before **15:00 Hrs. on 30/04/2024.**

- a) The Tender Fee of Rs.2000/- with applicable GST @18% i.e., **Rs.2360.00 (Rupees Two Thousand Three Hundred and Sixty only)** (non-refundable) shall be remitted in the form of Demand Draft / Pay order in favor of “Life Insurance Corporation of India” payable at New Delhi.

Alternatively, it can be submitted in our Office Cash Counter during Cash hours and the Miscellaneous Receipt (MR) issued shall be submitted in the original.

- b) Earnest Money Deposit of **Rs. 48,91,000.00 (Rupees Forty Eight lakh Ninety One Thousand only)** can be remitted in any of the following modes:

- i) **Full EMD Amount of Rs. 48,91,000/- (Rupees Forty Eight Lac Ninety One Thousand only)** can be remitted in the form of Demand Draft / Pay Order issued by any Nationalized / Scheduled Commercial Bank only (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative and Regional Rural Banks), in favor of “Life Insurance Corporation of India” and payable at New Delhi.
- ii) **50% of EMD** can be remitted in the form of Demand Draft / Pay Order issued by any Nationalized / 3Scheduled Commercial Bank only (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative and Regional Rural Banks) in favor of “Life Insurance Corporation of India” and payable at New Delhi **and balance 50%** may be remitted in the form of Bank Guarantee (in prescribed format) in favor of “Life Insurance Corporation of India”, issued by any Nationalized / Scheduled Commercial Bank only (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative and Regional Rural Banks) located preferably at New Delhi/place of work.
- iii) **Full EMD Amount of Rs. 48,91,000/- (Rupees Forty Eight Lac Ninety One Thousand only)** can be remitted in the form of Bank Guarantee (in prescribed format) in favor of “Life Insurance Corporation of India”, issued by any Nationalized / Scheduled Commercial Bank only (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative and Regional Rural Banks) and located preferably at New Delhi /place of work.
- c) **The Tender Fee and Part/ Full EMD can be paid separately through NEFT/RTGS mode directly to LIC Account, as detailed below:**

Name of Account Holder	Life Insurance Corporation of India
A/C Type	CURRENT ACCOUNT
Name of Bank	UNION BANK OF INDIA
15 Digit Account No.	510101002947780
IFSC code	UBIN0530786

Original DD/ Pay Order/MR and NEFT Receipt with UTR No. for Tender Fee and Original DD/ Pay Order/ Banker's Cheque/BG and NEFT Receipt with UTR No. for EMD should be physically submitted in above mentioned sealed envelope as Bid-I.

Scanned Copies of all the above should also be uploaded on E-tender Portal as part of Bid-I

Notes:

- Bidders are requested to note that deposit of EMD and payment of tender fee must be in any one of the above modes only. Deposit / Payment in modes other than above specified mode will not be accepted. No exemption on deposit of EMD and payment of tender fees will be given to MSME/ NSIC registered bidders.**
- If the Tender processing fees and EMD is submitted through online payment/ NEFT/ RTGS in LIC bank account, the above payment should be done from the Company's bank account and details e.g. UTR number, Transaction number, date of payment, name of Bank etc. must be informed through mail to nz_engg@licindia.com from company's mail Id.**
- Please note that the payment made from the bank account of any individual will not be accepted.**

(2) BID-II: Qualification Bid (Enrolment Form with Annexures)

The Bidder shall fill in the Enrolment Form and upload the same on E-Tender Portal along with scanned copies of the supporting documents / attachments as Bid-II (Pre-qualification Bid) after digitally signing the same with Digital Signature Certificate.

(3) BID-III: FINANCIAL BID (Part-I, Part-II, BOQ, Tender Drawings & Financial Bid Template)

The Financial Bid consists of Tender Document (Part-I, Part-II, Schedule of Quantities, Tender Drawings) and Financial Bid Template. The Tenderer shall download the Part-I, Part-II, Schedule of Quantities and Tender Drawings & go through the same carefully before quoting their percentage rate. The Tenderer shall digitally sign on each & every page of Tender Document (Part-I, Part-II, Schedule of Quantities and Tender Drawings) with their Digital Signature Certificate (DSC) and upload the same on e-Tender Portal.

The **percentage rate in words and figure** shall be quoted by the bidders in the prescribed Financial Bid template which will be uploaded on the e-Tender Portal after signing electronically with a Digital Signature Certificate (DSC). No other document and conditions shall be uploaded along with FINANCIAL BID.

- (4) Those intending tenderers / contractors not registered on the website i.e., www.tenderwizard.com/LIC with M/s. Antares Systems Limited are required to get registered beforehand. The intending tenderer must have a class-III digital signature to submit the tender.

Note:

- (a) The Bidder will be considered for qualification only after satisfactory verification of the genuineness of the Bank Solvency and submitted documents as the proof of Credentials. In case the BG and documents of credentials submitted by the Bidder is/are not genuine the Bidder will be barred from participating in the tender of the Corporation for 3 to 5 years period and the information will be shared with Govt. of India, Banks and other Financial Institutions and their previous / present employers etc.
- (b) Any Bidder applied and fulfilling the selection criteria may not be considered for enlistment if unsatisfactory performance report/s is/are received for the completed projects from their previous employer/s. The credentials of works executed under Joint-Ventures system and applications from Joint Venture agencies shall not be accepted.
- (c) In case of Private works the following documents shall be submitted to ascertain the genuineness of the works.
- (i) Copy of final bill, form 26 AS for relevant period to ascertain total value of work.
- (d) Certificate Submitted from the previous employer in support of credentials should clearly mention the postal address, telephone number and Email id of the Employer.
- (e) The Chief Engineer reserves the right to not open Financial Bid of any / all the Bidders at his sole discretion without assigning any reason whatsoever.

Date: 08.04.2024

CHIEF ENGINEER

INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS

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

1. Address at which DD/Pay Order/ MR/ Bank Guarantee and Proof of remittance i.e. UTR No. of NEFT/RTGS payment towards EMD and Tender processing Fees respectively to be submitted (Physically only on the due date & time mentioned in key dates

The Chief Engineer),
L.I.C. of India, Northern Zonal Office,
“Jeevan Prakash” 2nd Floor, Engineering Deptt.,
25, K.G. Marg, New Delhi - 110001.

2. Last date for Submission of tenders “As per Key Dates”
3. The tenderer should ensure that the tender is submitted online 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 quoted Percentage Rate 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 Deposit of **Rs. 48,95,000/- (Rupees Forty Eight Lac Ninety Five Thousand only)** can be remitted in any of the following modes:

S.No.	Process for remittance
(1)	Entire EMD amount to be remitted to the bank account of LIC of India, NZO, New Delhi through NEFT/RTGS. The proof of remittance (UTR No.) of above remittance shall be uploaded in BID – I of e-tender.
	OR
(2)	Entire EMD amount in the form of Demand Draft/ Pay Order/ Banker's Cheque of any scheduled bank in favour of "Life Insurance Corporation of India" payable at New Delhi. The Original DD should be submitted physically to the Office of "Chief Engineer, LIC of India, NZO, New Delhi" at the address mentioned in bid documents in a sealed envelope on or before the due date and time mentioned in key date. The scanned copy of DD/ Pay order/ Banker's Cheque should be uploaded mandatorily in BID-I while bid preparation stage as per key dates mentioned in e-tender documents.
	OR
(3)	Part EMD of 24,45,500.00 (Rupees Twenty Four Lakh Forty Five thousand Five Hundred only) in the form of DD/Pay order/ Bankers Cheque/NEFT and Part EMD of 24,45,500.00 (Rupees Twenty Four Lakh Forty Five thousand Five Hundred only) in the form of Bank Guarantee* as per BG format available in bid document with validity of 6 months from the last date of submission of online bids. The original BG (towards part EMD) & Original DD/ Pay order/ Banker's Cheque (towards part EMD) should be submitted physically to The Office of Chief Engineer, LIC of India, NZO, New Delhi in a sealed envelope on or before the due date and time mentioned in key date. The scanned copy of BG & DD/ Pay order/ NEFT UTR No. etc. should be uploaded mandatorily in BID-I while bid preparation stage as per key dates mentioned in e-tender documents
	OR
(4)	Entire amount of EMD of in the form of Bank Guarantee* as per BG format available in bid document with validity of 6 months from the last date of submission of online bids.

S.No.	Process for remittance
	The original BG should be submitted physically to The Chief Engineer, LIC of India, N.Z.O. New Delhi in a sealed envelope on or before the due date and time mentioned in key date. The scanned copy of BG should be uploaded mandatorily in BID-I while bid preparation stage as per key dates mentioned in e-tender documents.

Contractors are warned that Cash, or Encashable Cheque, or Insurance Guarantee, or Fixed Deposit receipt or online transaction through IMPS for the afore-mentioned form of Earnest Money remittance will not be accepted.

9. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer.
10. All the participating bidders preferably must have a valid GST registration certificate at the time of submission of the Bid. In the eventuality of not having valid GST registration certificate with the Haryana State, where implementing work contracts, the successful bidder will be required to charge IGST in his tax invoices.
11. Bidder should have valid registration with Employees Provident Fund Organisation under EPF and Miscellaneous Provisions Act, 1952.
12. Tenderer should note that tender should remain open for consideration for a minimum period of **THREE MONTHS** from the Last date fixed for the receipt of tenders and validity of BG submitted for EMD will be **6 months from the Last date fixed for the submission 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"** (Below / at Par / Above) in the **PRICE BID SHEET** or prescribed form provided on online portal in **FIGURES**.

CHIEF ENGINEER

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 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 (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 also 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 e-Tender.
- **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 e-Tendering 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 Signature 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 Contact Details:**

(1) Lokesh H R, Mobile No. 8040482100, e-mail: licetenderhelpdesk@gmail.com

(2) Rajesh Kumar, mobile 9870393814, e-mail:
rajeshkumar1023@etenderwizard.com

E-tender helpdesk Address:

#24, Sudha Complex, 03rd Stage, 04th Block, Basaveshwara Nagar,
Bangalore- 560079. e-mail: dscprocessingunit@yahoo.com

Tel: 080-40482000/121/133/140

DELHI OFFICE HELPDESK CONTACT NO: 011-49424365

- 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 Signature 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, Northern Zonal Office, New Delhi 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 FEE and Earnest Money Deposit: As per e- tender process**
- **Scanned Copies of DD/ Pay Order/BG and NEFT/RTGS Receipt with UTR No. for EMD and Scanned Copies of DD/ Pay Order/ MR and NEFT/RTGS Receipt with UTR No. for Tender FEE should** be uploaded mandatory while Bid Preparation stage (as per the Key Dates

mentioned in e-Tender and Tender document) and **originals of all the above should be submitted to the Chief Engineer , Northern Zonal Office, Life Insurance Corporation of India, Jeevan Prakash Building (2nd Floor), 25 K.G. Marg, New Delhi - 1100 01 in the sealed envelope only on the due date mentioned** in Key Dates of respective e-Tender, otherwise your Financial bid will not be opened.

- Refund of Earnest Money Deposit to the unsuccessful bidders will be made within 07 working days (excluding Gazetted holidays, Saturdays, Sundays, and any other holiday, if declared under NI act) from the day of opening of the price bid.
- If the tenders are cancelled or recalled on any grounds, the tender processing fees will not be refunded to the agency.
- **Tender Download:** The Interested agencies can download the Tender Document online from the 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 online on e-Tendering Portal as mentioned above. During bid preparation the bidders have to use their Public Key of DSC hence they are advised to procure DSCs at earliest to participate in the e-Tender. They are required to upload proof of remittance i.e. UTR no. of NEFT/RTGS for Tender Processing Fees and scanned copy of proof towards remittance of 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 must prepare their commercial bid online during this stage only and seal (Encrypt) and digitally 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 must decrypt their bids as they are in encrypted mode by their DSC. The department will re-encrypt with the Department user's Public Key at the time of opening. During this process the 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):** (a) EMD Bid (Bid-I) & Pre-qualification Bid (Bid -II) shall be opened on key dates. (b) The date of opening of Price/Financial Bid shall be intimated to the Eligible Bidders.
- **Short listing of Bids (Electronic Offers):** After the evaluation of Pre-qualification Bid submitted by contractors, the short-listing process will be executed.

CHIEF ENGINEER

PROCEDURE FOR EVALUATION OF E-TENDER

1. On the due date and time of opening of Bids, the Bid-I consisting of EMD & Tender Document Processing Fees shall be opened first in the presence of contractors or accredited representatives who attend.
2. Bid-II: Pre-qualification Bid shall be opened subsequently of the Tenderers whose Tender Fee and EMD is found in order.

Eligibility related documents of Tenderers who have submitted valid Earnest Money Deposit shall be evaluated and the Pre-qualification shall be decided by LIC of India based on the pre-qualification criteria given in the Detailed Tender Notice, the documents submitted by the tenderers and reports received from their previous employers on their completed works / works in progress etc.

3. The List of the tenderers pre-qualified for opening of Price Bid shall be published on **LIC's Web site/ E-tender Portal**. The EMD of the tenderers who do not qualify for opening of Price Bid shall be refunded.
4. The details of opening of FINANCIAL BID (Envelop-3) i.e., date, time and venue shall be intimated to the pre-qualified tenderers through mail and **uploaded on LIC's Web site/ E-tender Portal**.
5. The FINANCIAL BID shall be opened on the scheduled date in the presence of contractors or accredited representatives who attend.
6. The EMD of unsuccessful Tenderer shall be returned within SEVEN DAYS from the date of opening of FINANCIAL BID.

There shall be a pre-bid meeting with the prospective tenderers on 22.04.2024 at 11:30 Hrs. at the office of CHIEF ENGINEER , LIC of India, NZO, 2nd Floor, Jeevan Parkash Building, 25, KG Marg, New Delhi-110001. If there is any change in the date or venue of pre-bid meeting the same shall be notified on the e-Tender Portal.

CHIEF ENGINEER

INSTRUCTIONS FOR FILLING AND SUBMISSION OF PRE-QUALIFICATION BID

The Enrolment Form along with the Annexure A1, A2 and B to G shall be filled in all respect as per these instructions for filling and uploading of Enrolment Form.

1. Contractors to note that all particulars required as per the form and Annexure shall be filled in completely in relevant strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected,
3. The Pre-qualifying Bid of the eligible agencies, which fulfill the selection criteria, shall be evaluated. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency Certificate or Net worth Certificate as mentioned in the pre-qualification tender notice should be uploaded submitted along with **BID - II**.
5. The Contractors are advised to follow the instructions given below:
 - (a) **Enrolment Form shall be filled neatly preferably in capital letters and scanned copy of the same is to be uploaded in e-tendering portal.**
 - (b) Full address of the work site , owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
 - (c) The Tenderer should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D.
 - (d) The annual turnovers should be based on Income Tax Clearance Certificates duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
 - (e) Copy of Agreement in case of works carried out for private agencies should be enclosed.
6. All the documents uploaded are to be self-attested by the authorized signatory.
7. Please note that the submission of Pre-qualification BID does not confer any right to claim for selection for further tendering process.
8. Chief Engineer reserves the right to reject the Prequalification BID of the applicant without assigning any reason whatsoever.

Encl: Enrolment Form with Annexure A1, A2 and B to G

CHIEF ENGINEER

FORM FOR ENROLMENT OF CONTRACTORS

NAME OF PROJECT: Proposed Construction of LIC Divisional Office, CAB & Guest House Building including modernisation (interior & allied works) at plot no 5, sector -5, urban estate, Rohtak.

Please note that all documents required to be uploaded along with filled in Enrollment form are to be self attested by the authorized person of the applicant with an undertaking that full responsibility is taken by him/her on behalf the applicant for veracity of submitted documents.

I / We _____ am / are desirous of carrying out the above-mentioned work and hereby apply for the same.

SI.No	QUERY		ANSWER
1	Name of the firm	:	
2	Address:		
3	Local Address:		
4	PAN No (Copy to be enclosed)		
	GST No. (Copy to be enclosed)		
	Registration with Employees Provident Fund Organisation under EPF and Miscellaneous Provisions Act,1952. (Copy to be enclosed)		
5	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	

		Fax No.		
		Email		
6	Telegraphic Address if any			
7	Month and year in which the firm was established in present name			
8	Particulars of old firm (if present firm is new)if main partners of the present firm were working as construction contractors, in some other name in the past (The partnership deed of old firm be enclosed).			
9	Particulars of sister construction firms, if any			
10	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.			
	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per Annexure A-1 .			
	iii) Fill-in enclosed Annexure A-2 .			
11	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations.			
12	Has the applicant or his partners or Directors been blacklisted in the past by any Central or State Govt. Deptt. / Organization.			
13	Annual value of the construction works like civil/ Electrical / MEP/ interior & furniture works and certified by the chartered Accountant , carried		YEAR	Rs. in Lakh
		i	2020-2021	
		ii	2021-2022	

	<p>out in the last five financial years ending 31st march 2023 (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no. & Audited Balance Sheets, and / or financial statements. Relevant financial details from 26 AS Form for the relevant period)</p>	iii	2022-2023	
	<p>ii) What evidence of proof is enclosed to support the amounts of yearly turnover</p>			
	<p>iv) Enclose statement of Accounts of last 3 years as mentioned above duly certified by the Chartered Accountant.</p>			
14	<p>i) Name and complete postal address of bankers</p>			
	<p>ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be attach):</p>		<p>Name of Bank:</p>	
			<p>Account No:</p>	
			<p>IFSC Code:</p>	
	<p>iii) Enclose solvency certificate indicating amount. (The certificate should not be more than SIX Month old prior to last date of submission of bid). Please provide following details about solvency certificate</p> <p>a) Complete address of the Bank who has issued solvency certificate:</p> <p>b) Telephone No. of the Bank</p>			

	connecting Branch Head: c)E-mail ID of the Bank:		
	iv) Bank Guarantee limit with Various banks.		i) Rs.....Lac with..... ii) Rs..... Lac with..... iii)Rs.....Lac with
15	i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly supported by certificate of D.M./Collector/First Class Magistrate/ approved valuer. ii) Whose supporting certificate is enclosed		 Rs. _____ of _____ Date _____
16	i) Particulars of movable properties along with Banker's reference <div style="text-align: right; margin-right: 50px;">Value of tools & plants</div> <div style="text-align: right; margin-right: 50px;">Other Assets</div> <div style="text-align: right; margin-right: 50px;">Total</div>		 Rs. Rs. Rs.
	ii) Whose reference is enclosed?		
17	Fill in and enclose list of tools as per Annexure-C enclosed.		
18	Fill in & enclose Annexure-D & G giving full particulars about major works completed during the past Seven years .		

19	Work in Progress:		
	i) Whether full details of major work on hand given in Annexure-'E'		
	ii) Are copies of work orders for such large works enclosed		
20	Whether full information regarding permanent technical staff employed given in Annexure 'F'		
21	i) How do you normally carry out works of water supply, sanitary and plumbing installations		
	ii) Who is the license holder and what his experience of this work is.		
22	i) How do you normally get work of Electrical installations carried out		
	ii) Who is the license holder & what is his experience		
23	Any other information the applicant might like to give.		

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

ANNEXURE A-1

AFFIDAVIT

(On Non Judicial Stamp paper of appropriate amount 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 _____

ANNEXURE – B

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION

I. ENROLMENT WITH LIC :

S.No.	Name of works for Which enrolled by L.I.C. in the past
1	
2	
3	

Sr. Nos. for which tenders were submitted :

Sr. Nos. for which work-order was received:

II. ENROLMENT WITH OTHER ORGANISATIONS:

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in Lac)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

--	--	--	--	--	--	--	--

SIGNATURE OF CONTRACTOR

ANNEXURE-C

PARTICULARS OF SHUTTERING TOOLS AND PLANT

Sr No	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	a) Shuttering plates b) Shuttering wooden planks c) Wooden props d) Steel props				
2.	Concrete Mixers				
3.	Concrete Vibrators i) Petrol Driven				

	ii) Electric Driven				
4.	Tower Hoist				
5.	Trucks				
6.	Welding Equipments				
7.	Pump-Sets				
8.	Floor-Polishing Machine				
9.	Cranes				
10.	Others				

SIGNATURE OF CONTRACTOR



ANNEXURE – D

LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr.	Name and Complete Postal Address			Order			Value of work as per final bill (Rs. in Lac)	Commencement of work, month Year	Completion of work, month Year	Penalty levied for delay of completion, if any	Height of the building in completed work
	Site of Work & Nature of Work	Owner	Authority under whom work was carried	Ref. No. & Date	Contract Amount (Rs. in Lac) &	Is copy enclosed					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

ANNEXURE – E

BIDDER

CHIEF ENGINEER



LIST OF WORK IN HAND

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr.	Name and Complete Postal Address of			Order			Date of commencement of work	Scheduled date of completion of work	Progress made and expected date of completion and reasons for delay, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	Ref. No. & Date	Amount (Rs. in Lac) & Height of	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

BIDDER

CHIEF ENGINEER

ANNEXURE – G
Annexure - III
PERFORMANCE REPORT OF WORKS REFERRED IN QUALIFICATION BID

Sl.No.	Particulars	
1 a.	Name of work / project & location	
1 b.	Name of the contractor	
2.	Agreement No.	
3.	Estimated cost:	
4.	Tendered Cost:	
5.	Date of start	
6.	Date of Completion	
(i)	Stipulated date of completion	
(ii)	Actual date of completion	
7.	If the actual date of completion is beyond original stipulated date of completion (c) Extended period without imposition of penalty/ LD forNo. of Days / Month. (b) Extended period with imposition of penalty/ LD for No. of Days / Months	
8.	Performance Report	Kindly mention the options given.
I	Contractors Site Organization (d) Well organized (e) Adequate (f) Poorly organized	
II	Quality of materials with reference to specifications (d) Good (e) Satisfactory (f) Poor	
III	Workmanship & Supervision (d) Good (e) Satisfactory (f) Poor	
IV	Labour relations & Facilities (d) Good (e) Satisfactory (f) Poor	
V	Attitude towards settlement of dispute and differences (c) Co- operative	

BIDDER

CHIEF ENGINEER

(d) Non-Cooperative		
VI A	Safety Records-Were there any accidental / structural collapse at site. i)Yes OR ii) NO	
VI B	If answer to VI A is Yes , state whether due to iv) Negligence v) Improper Work vi) Reasons beyond control	
VII	Kindly mention weather following activities were part of the work:- vii) Pile Foundation viii) Lifts ix) Air-Conditioning Work (Ductable/chiller/VRV x) Fire Fighting/Fire Detection / Fire Alarm System. xi) Modernization/ Interior works. xii) Electric Sub Station	

Any other Remarks:

Date:

Signature of Authorized official

(Note: This format shall be part of Pre-qualification Form and the Bidder shall obtain Performance Certificate from the Employer in above Format and submit along with Pre-qualification documents)

ANNEXURE – H

PRE-QUALIFICATION BID CHECKLIST

Sr. No.	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1.	Partnership deed / Articles of Association / Affidavit (·) (·) Annexure A-1	10 (ii)	
2.	Annexure (A-2) as supplied	10 (iii) (Particulars of Partners)	
3.	Annexure – B (as supplied)	11 (Particulars of enrolment in LIC and other Organization)	
4.	Proof of Turnover	13 (i)	
5.	Latest I.T.C.C.	13 (iii)	
6.	NEFT Details	14 (ii)	
7.	Solvency Certificate	14 (iii)	
8.	Certificate of Bank Guarantee	14(iv)	
9.	Immovable Property certificate	15(ii)	
10	Movable Property certificate	16 (ii)	
11.	(·) Annexure 'C' (as supplied)	17 (Particulars of tools/ plant)	
12.	(·) Annexure 'D' (as supplied)	18 (List of major works completed during last 7 years)	
13.	(·) Annexure 'E' (as supplied)	19 (i) (List of work in hand)	
14.	(·) Copies of work order	19 (ii)	
15.	(·) Annexure 'F' (as supplied)	20 (Particulars of permanent technical staff)	
16.	(·) Annexure G – Performance report of works referred.	As Enclosed.	

SIGNATURE OF THE CONTRACTOR

BIDDER

CHIEF ENGINEER

Performa of authorization for signing documents on behalf of bidder

TO WHOMSOEVER IT MAY CONCERN

Sub: Authority for signing bid documents on our behalf.

Name of work: - Proposed Construction of LIC Divisional Office, CAB & Guest House Building including modernisation (interior & allied works) at plot no 5, sector -5, urban estate, Rohtak.

We hereby authorize Mr.....
(designation) for signing/ self-attestation/ uploading all documents related to submission of bids for above work on our behalf.

The signature of Mr. below is attested by us.

Signature of Mr.....

Signature attested.

(Bidder's signature)

For M/S.....

Stamp.

Date:

(Proforma of Undertaking by authorized person of bidder taking full responsibility on behalf of bidder for submitting document's veracity)

UNDERTAKING

Name of work: - Proposed Construction of LIC Divisional Office, CAB & Guest House Building including modernisation (interior & allied works) at plot no 5, sector -5, urban estate, Rohtak.

We hereby confirm that all submitted documents are self-attested by me on behalf of the applicant M/s

I further undertake full responsibility on behalf of M/s for submitting document's veracity for submission of bids for above work.

(Authorized Signatory)

For M/s.....

Stamp:

Date:

BANK ACCOUNT AND OTHER DETAILS

	Name of the Firm	
	Address	
	Phone No.	
	Mobile No.	
	Email Id	
	Bank Account Details	
	Account No.	
	Account Type (Savings / Current)	
	Bank/ Branch	
	Branch Address	
	IFSC Code (Enclose photocopy of cheque leaf)	
	PAN No. (Enclose photocopy of PAN Card)	
	GST Registration No. (Enclose photocopy of Registration Certificate)	

***Self-Attested Copies to be enclosed**

I declare that the above furnished information is correct. During the Contract period if any change takes place, the same will be intimated with valid reason supported by documents.

Signature with date and seal

PRE CONTRACT INTEGRITY PACT**General:**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2019. , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its corporate office at "Yogakshema" Jeevan Bima Marg Mumbai 400021. (here in after called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/srepresented by Shri..... .(Hereinafter called the "BIDDER /SELLER/SERVICE PROVIDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure (*Name of the Stores/ Equipment/Item/Service*) and the BIDDER/Seller/Service Provider is willing to offer/has offered the stores/services and

WHEREAS the BIDDER/Seller/Service Provider is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/ equipment/ item/service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS/Sellers/Service Providers to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other

corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

1. Commitments of the BUYER

- 1.1** The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.
- 1.2** The BUYER will, during the pre-contract stage/evaluation stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3** All the officials of the BUYER will report to the "**Chief Vigilance Officer**" of the Buyer any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

- 3.1** The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2** The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.
- 3.3** Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.
- 3.4** BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5** The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/authorized agent of the stores/equipment/items and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6** The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries, including officials of the BUYER or their family members, if any, in connection with the contract and the details of services agreed upon for such payments.

3.7 The Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER/Contractor will not commit any offence under the relevant India Penal Code (IPC) /Prevention of corruption (PC) act. Further, the bidder will not use improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the Bidder or any of the key personnel of the bidder, actively involved in the project is a relative of any of the actively involved personnel of the Buyer, the same should be disclosed.

The term 'relative' for this purpose would be as defined in section 2(77) of the Companies Act, 2013.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.

3.14 The Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with

any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.

- 4.2** The BIDDER agrees that if it makes an incorrect statement on this subject, or committed a transgression through a violation of any of the clauses of the commitments of bidder, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations:

5.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (v) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vi) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which any be further extended at the discretion of the BUYER.
- (vii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(viii) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (viii) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

6. Independent Monitors:

6.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name, address, email of the Monitor(s):

* Shri Rajni Kant Mishra, IPS (Retd.) , Ex Director General in BSF , P-23, Sector-11,NOIDA.
Distt: Gautam Buddha Nagar, UP . PIN-201301

* Email : rkmishraips@gmail.com.

* Shri Arun Chandra Varma, IPS (Retd.) , Flat No C-1204, C Tower, Amrapali, Platinum Complex, Sector – 119, NOIDA (UP) Email : acverma1@gmail.com.

6.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

6.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder as confidential.

6.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

6.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the **Executive Director (E&OS), LIC.**

6.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, LIC and recues himself / herself from that case.

6.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

6.8 The Monitor will submit a written report to the **Chairman, LIC** within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

6.9 If the Monitor has reported to the Chairman, LIC, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman LICI has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

7. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

8. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

9. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Changes and supplements as well as termination notices need to be made in writing.

10. Validity:

10.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 12 months after the last payment under the contract. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

10.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

11. The parties hereby sign this Integrity Pact at.....on.....

BUYER

BIDDER

Name of the Officer:

CEO:

Designation

Deptt./

Witness

1.....

1.....

2.....

2.....

(Note: Bidder/Seller/Service Provider
Stores/equipment/item/service
Bidding process/ bid evaluation/process of availing services
Appropriate word may be used where ever applicable without altering the purpose
/desired intention of the clause.)